



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2013-004

A by-law to designate the Downtown Oakville
Heritage Conservation District under Section 41 of the
Ontario Heritage Act.

WHEREAS pursuant to subsection 41(1) of the *Ontario Heritage Act*, R.S.O., 1990, Chapter O.18, the Council of a municipality may by by-law designate the municipality or any defined area thereof as a heritage conservation district;

AND WHEREAS pursuant to subsection 41.1(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18. a municipality shall adopt a heritage conservation district plan for each district that is designated in the by-law;

AND WHEREAS the Official Plan for the Town of Oakville contains policies relating to the establishment of heritage conservation districts;

AND WHEREAS it is intended to designate the area defined by the by-law as a heritage conservation district;

AND WHEREAS it is intended to adopt a heritage conservation district plan and guidelines for this heritage conservation district;

AND WHEREAS a public meeting with respect to the Downtown Oakville Heritage Conservation District Plan was held on December 10, 2012 with the appropriate notice of the public meeting given in accordance with the Act;

COUNCIL ENACTS AS FOLLOWS:

1. The area shown on Schedule "A" attached hereto and forming part of this by-law is hereby designated as a Heritage Conservation District.
2. The plan shown in Schedule "B" attached hereto and forming part of this by-law is hereby adopted as a Heritage Conservation District Plan and Guidelines.

3. This by-law shall come into force in accordance with section 41 of the *Ontario Heritage Act*, R.S.O. 1990, either on the day following the last day of the prescribed appeal period or as otherwise provided by subsection 41(10) of the Act.

PASSED this 4th day of February, 2013

Rob Burton

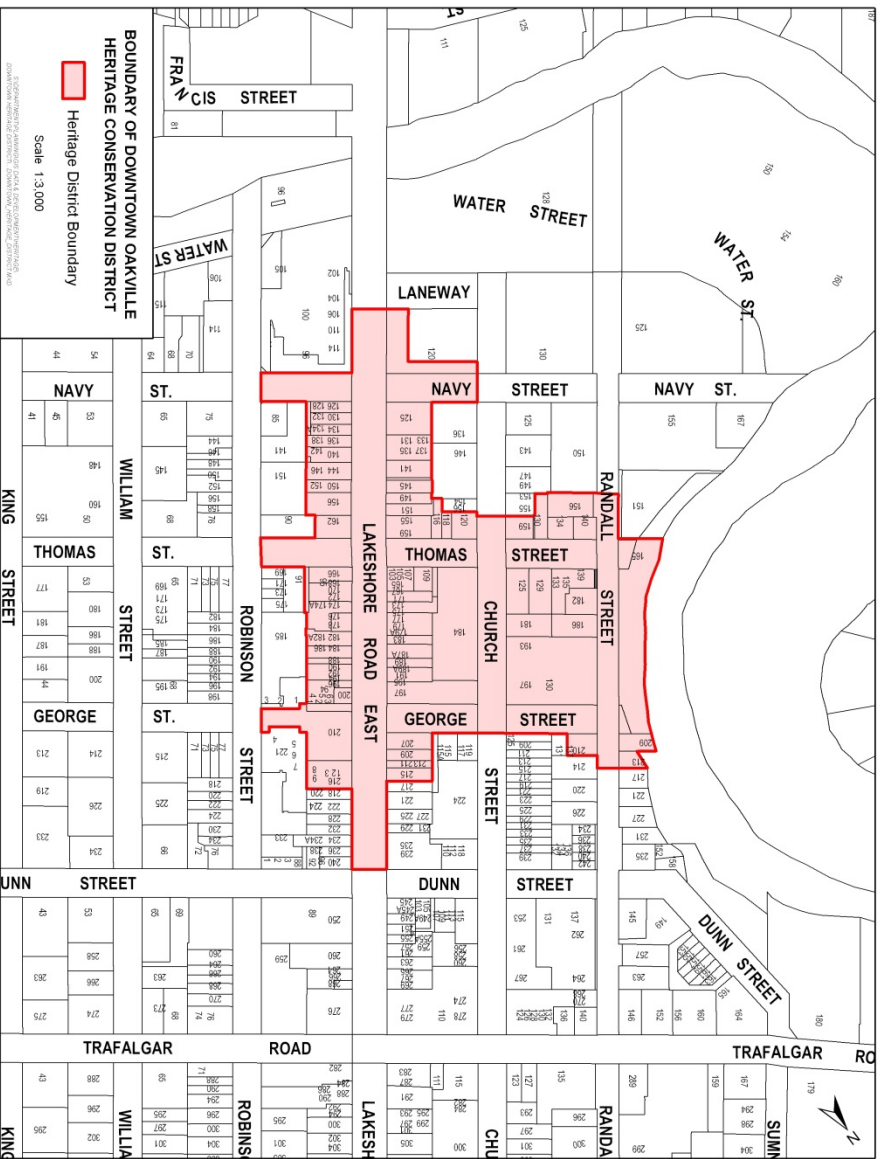
MAYOR

Vicki Tytaneck

A/CLERK



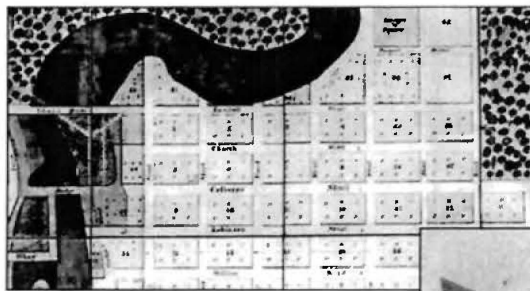
SCHEDULE "A" TO BY-LAW 2013-004



**SCHEDULE "B" TO
BY-LAW 2013-004**

Downtown Oakville Heritage Conservation District Study

Downtown Oakville Heritage Conservation District Plan and Guidelines



January 2013

▲ Preserve it! Vision 2057

Project consultants:



In association with:



Downtown Oakville
Heritage Conservation District Study

Downtown Oakville
Heritage Conservation District Plan
and Guidelines

The Town of Oakville
January 2013

Prepared by:
MHBC
In association with
George Robb Architect

TABLE OF CONTENTS

Context to the Downtown Oakville Heritage Conservation District Study, Plan and Guidelines

Downtown Oakville Heritage Conservation District Plan and Guidelines

1.0	INTRODUCTION	
1.1	Purpose and format of the District Plan and Guidelines	1-1
1.2	Provisions of the Ontario Heritage Act	1-3
1.3	Statement of objectives of proposed designation for the Downtown Oakville Heritage Conservation District	1-4
1.4	Downtown Oakville Heritage Conservation District: Statement of cultural heritage value	1-5
1.5	Downtown Oakville Heritage Conservation District: Description of the District's heritage attributes	1-6
1.6	Terms and definitions	1-8
2.0	STATEMENT OF INTENT	
2.1	Overall Intent	2-1
2.2	Heritage interests, property owner interests and community interests	2-1
2.3	Downtown Oakville Heritage character	2-2
2.4	Town of Oakville conservation management approach	2-2
2.5	Custodial responsibility	2-2
2.6	Alteration of properties	2-2
2.7	Restoration of heritage properties	2-3
2.8	Fair and equitable consideration	2-3
3.0	CONSERVATION PRINCIPLES AND OBJECTIVES	
3.1	Introduction	3-1
3.2	Downtown Oakville Heritage Conservation District: Conservation Principles	3-2
3.3	Downtown Oakville Heritage Conservation District: Conservation Objectives	3-4
3.3.1	General	3-4
3.3.2	Heritage properties, streetscapes land use and new development	3-4

4.0	GUIDELINES FOR MANAGING CHANGE TO PROPERTY	4-1
4.1	Introduction	4-1
4.2	<i>Alterations to commercial heritage buildings</i>	4-2
4.2.1	Storefronts and street façades	4-2
4.2.2	Foundations and walls	4-3
4.2.3	Roofs	4-4
4.2.4	Windows	4-5
4.2.5	Entrances	4-6
4.2.6	Features and spaces around buildings	4-7
4.2.7	Signage	4-7
4.2.8	Removal of heritage fabric	4-9
4.2.9	Considerations for commercial uses in former residential buildings	4-10
4.3	<i>Additions to commercial heritage buildings</i>	4-10
4.3.1	Removal of heritage fabric	4-10
4.3.2	Location of additions	4-11
4.3.3	Height of additions	4-11
4.3.4	Width of additions	4-12
4.3.5	Proportion	4-13
4.3.6	Relation to street	4-13
4.3.7	Roofs	4-14
4.3.8	Composition	4-14
4.3.9	Windows and entrances	4-14
4.3.10	Exterior cladding	4-15
4.3.11	Considerations for commercial uses in former residential buildings	4-16
4.4	<i>Alterations and additions to non-heritage commercial buildings</i>	4-16
4.4.1	Location of additions	4-16
4.4.2	Height of additions	4-16
4.4.3	Width of additions	4-17
4.4.4	Relation to street	4-17
4.4.5	Roofs	4-17
4.4.6	Windows and entrances	4-17
4.4.7	Exterior cladding	4-17
4.5	<i>Alterations to residential heritage buildings</i>	4-18
4.5.1	Foundations and walls	4-18
4.5.2	Roofs	4-19
4.5.3	Windows	4-19
4.5.4	Entrances	4-20
4.5.5	Features and spaces around buildings	4-21
4.5.6	Signage	4-21
4.5.7	Removal of heritage fabric	4-21
4.5.8	Considerations for commercial uses in former residential buildings	4-21

4.6	<i>Additions to residential heritage buildings</i>	4-22
4.6.1	Removal of heritage fabric	4-22
4.6.2	Location of additions	4-22
4.6.3	Height of additions	4-22
4.6.4	Width of additions	4-22
4.6.5	Relation to street	4-22
4.6.6	Roofs	4-23
4.6.7	Windows and entrances	4-23
4.6.8	Exterior cladding	4-24
4.7	<i>Alterations and additions to non-heritage residential buildings</i>	4-24
4.7.1	Location of additions	4-24
4.7.2	Height of additions	4-25
4.7.3	Width of additions	4-25
4.7.4	Setback	4-25
4.7.5	Roofs	4-25
4.7.6	Windows and entrances	4-25
4.7.7	Exterior cladding	4-25
4.8	<i>Alterations and additions to institutional and other heritage buildings and structures</i>	4-26
4.9	<i>Infill Development: New freestanding building construction and building construction within the commercial street wall</i>	4-28
4.9.1	New freestanding construction	4-28
4.9.2	Construction within the commercial street wall	4-29
4.10	<i>Demolition and removal of buildings and structures</i>	4-33
4.10.1	Demolition of heritage buildings and structures	4-33
4.10.2	Removal of heritage buildings and structures	4-33
4.10.3	Demolition and removal of non-heritage buildings and structures	4-34
4.11	<i>Landscape conservation and design guidelines for private property</i>	4-34
4.11.1	Historical landscape features	4-35
4.11.2	Fencing, walls and steps	4-36
4.11.3	Screening and buffering	4-37
4.11.4	Surface treatments	4-37
4.11.5	Trees and other plant material	4-37
4.11.6	Amenity lighting	4-38
4.11.7	Parking areas	4-38
4.12	<i>Landscape conservation and design guidelines for the public realm</i>	4-38
4.12.1	Sidewalks	4-40
4.12.2	Street furniture	4-40
4.12.3	Signage	4-41
4.12.4	Parking areas	4-42
4.12.5	Traffic calming measures	4-44
4.12.6	Street lighting	4-45

4.12.7	Street trees and boulevards	4-46
4.12.8	Protection and enhancement of views: Sixteen Mile Creek and Lake Ontario	4-48
4.12.9	Public art	4-49
4.13	<i>Provisions for people with disabilities and renewable energy projects: special considerations</i>	4-49
5.0	EXEMPT ALTERATIONS AND CLASSES OF ALTERATIONS	
5.1	Introduction	5-1
5.2	Commercial properties	5-2
5.3	Residential properties	5-4
5.4	Institutional properties	5-6
5.5	Public realm properties	5-9
5.6	Emergency Work	5-10
6.0	HERITAGE CONSERVATION DISTRICT PLAN REVIEW PROCESS	6-1
6.1	Introduction	6-1

Appendix A: Description of designated Part V Downtown Oakville heritage conservation district properties

Appendix B: Listing of exemptions from applying for a Heritage Permit.

Context to the Downtown Oakville Heritage Conservation District Study, Plan and Guidelines

In 2010 the Town completed the Downtown Oakville Strategic Review. This was part of the implementation program for the Livable Oakville Plan – the Town's new official plan. The Downtown Oakville Strategic Review included six months of research, analysis, consultation and community collaboration with diverse stakeholder groups, including business and residents' associations, property owners, members of council, and the public.

The review produced the Downtown Oakville Strategic Action Plan. This document will help guide improvements in the downtown by building on the success of previous plans and on the strengths of the area's existing features. The plan addresses critical factors including cultural heritage, urban design and streetscape, public facilities, economics, transportation, and sustainability. The Downtown Heritage Conservation District Plan Study was initiated as one of the 12 strategic initiatives of the Downtown Oakville Strategic Action Plan: Inspire, Connect, Protect. Other strategic initiatives of the Action Plan include:

- Development of urban design guidelines
- Revitalization of Centennial Square facilities
- Accessibility and safety audit
- Transportation strategy
- Retail strategy
- Re-evaluation of Town Square

Many of these initiatives are already in process and some are planned for the future. They are all being carried out under Vision 2057 to ensure integration. Vision 2057 brings together all of the Town's master plans and other key planning initiatives to ensure a consistent and integrated approach to planning for the Town's future. The Downtown Heritage Conservation District Plan and Guidelines is being developed within the Vision 2057 framework.

The Heritage Conservation District Plan and Guidelines will help inform the work being undertaken on the Urban Design Guidelines and In Zone (update to the Town's zoning by-law project) as they relate to the proposed Heritage Conservation District and the entirety of downtown Oakville. It should also be noted that the Town has a number of by-laws and processes that will continue to be applied to the Heritage Conservation District, including site plan control, sign by-law and property standards.

1.0 INTRODUCTION

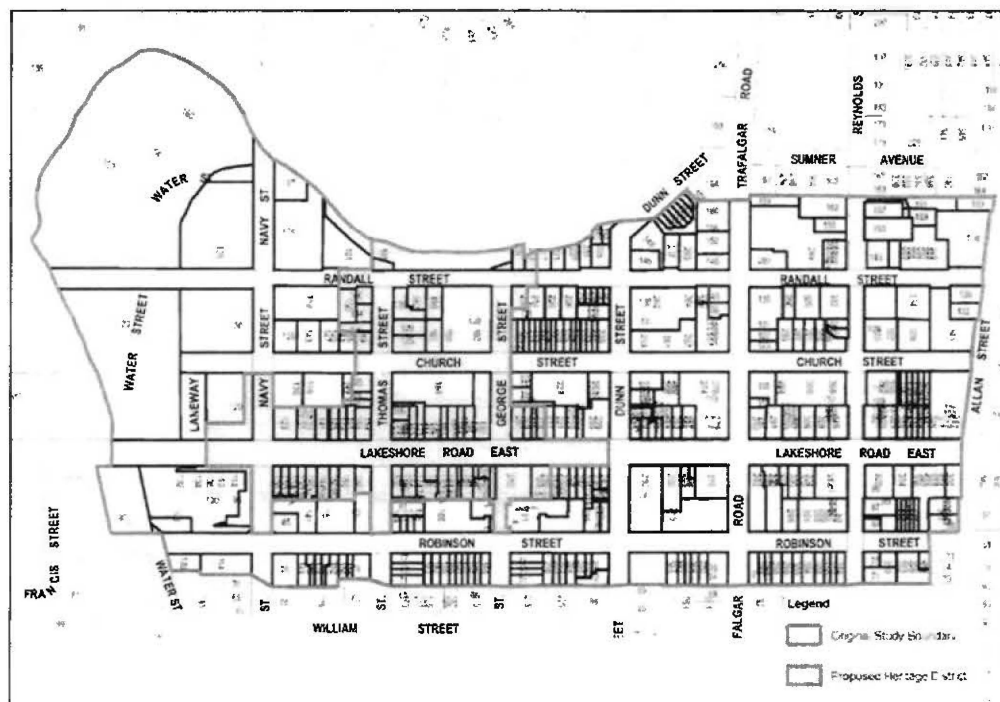
1.1 PURPOSE AND FORMAT OF THE DISTRICT PLAN AND GUIDELINES

The Downtown Oakville Heritage Conservation District Plan follows on from the Downtown Oakville Heritage Conservation District Heritage Assessment Report that was completed in the Spring of 2012 and adopted by Town Council on June 11, 2012. The Downtown Oakville Heritage Conservation District Study project has its roots in the Downtown Oakville Strategic Action Plan, which was adopted by Town Council in 2010.

The Heritage Assessment Report described the heritage characteristics of this downtown location in the Town of Oakville, and focused on four main components:

- historical settlement and context;
- built heritage character (architecture and building integrity);
- streetscape and landscape survey;
- policy review (various Town and Regional planning policies).

The report found that a portion of the Downtown Oakville area met the Provincial criteria for designation as a Heritage Conservation District. The report provided a rationale for the designation of this special area, and identified a boundary for the proposed District (shown below, and also in Appendix A).





The proposed Downtown Oakville Heritage Conservation District

Following the completion of the Downtown Oakville Heritage Assessment Report, the project team embarked on the next phase of the study, which is the preparation of the Downtown Oakville Heritage Conservation District Plan and Guidelines.

The Downtown Oakville Heritage Conservation District Plan and Guidelines provides guidance in the management, care and protection of the heritage character of the District, notably its wealth of nineteenth and early twentieth century building stock, streetscapes and proximity to the Sixteen Mile Creek and harbour.

The Plan is divided into a number of sections as follows:

Section 1 explains the provisions of the *Ontario Heritage Act* and contains those provisions that are legally required to be fulfilled, notably a statement of objectives, a statement of cultural heritage value and a description of the District's heritage attributes.

Section 2 provides a statement of intent for the Heritage Conservation District and recognizes roles and responsibilities in the management of the District.

Section 3 provides a short statement of conservation principles, goals and objectives.

Section 4 provides the key guidelines for managing changes to property and includes:

- conservation guidance on appropriate changes to heritage fabric and features;
- design guidelines for alterations and additions to existing buildings and new construction and infill development on vacant lots;
- landscape conservation guidelines for private property owners;

- guidance on alterations and additions to properties within the public realm; and,

Section 5 provides a description of those alterations and classes of alterations that are exempt from regulation under Part V of the *Ontario Heritage Act*.

It is worth emphasizing that the Plan and Guidelines are intended to provide an objective minimum level of appropriateness for physical change over the coming years. The guidelines are not prescriptive in determining specific design solutions for each building or lot, except as where specifically noted. This must be left to the property owner, their builders and architects, as advised by Town staff and Heritage Oakville in the implementation of these guidelines. Building and property owners contemplating any changes to buildings or new infill development located within the District should consult with Heritage Planning staff prior to undertaking any work.

Importantly, the guidelines attempt to steer away from matters of “architectural taste”, particularly with respect to new building construction. Taste is typically subjective in nature and tends to relate to what people “like” based on past experience and associated comfort levels with the known, tried and tested. When new construction does occur within the District it is expected that these changes should represent the best of contemporary design skills and use of materials that our current era can contribute to this important Downtown location.

1.2 PROVISIONS OF THE ONTARIO HERITAGE ACT

The *Ontario Heritage Act* is a prescriptive piece of legislation that provides very clear requirements for the content of a heritage conservation district plan. Subsection 41.1 (5) of the Act provides that a heritage conservation district plan shall include:

- “(a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;*
- (b) a statement explaining the cultural heritage value or interest of the heritage conservation district;*
- (c) a description of the heritage attributes of the heritage conservation district and of properties in the district;*
- (d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and*
- (e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42. 2005, c. 6, s. 31.”*

The following subsections 1.3, 1.4 and 1.5 contain the required plan components provided for in (a), (b) and (c). The requirements set out in (d) are found in Sections 3 and 4 and those in (e) are described in Section 5.

1.3 STATEMENT OF OBJECTIVES OF PROPOSED DESIGNATION FOR THE DOWNTOWN OAKVILLE HERITAGE CONSERVATION DISTRICT

In designating the Downtown Oakville Heritage Conservation District a number of key objectives are sought as follows:

- To maintain and conserve the vibrant heritage character of Lakeshore Road corridor, and adjacent George and Thomas Streets.
- To protect and enhance heritage property in both the public and private realm including existing heritage commercial buildings, institutional structures, views of Sixteen-Mile Creek and streetscapes.
- To avoid the loss or removal of heritage buildings, structures and landscape fabric and encourage only those changes that are undertaken in a manner that if such alterations were removed in the future, the essential form and integrity of the heritage property, materials and fabric would remain unimpaired.
- To encourage property owners to make continuing repairs and undertake maintenance of property in order to conserve the overall character and appearance of the District.
- To support the continuing care, conservation and maintenance of heritage properties wherever appropriate by providing guidance on sound conservation practice and directing owners to available funding sources for eligible work.
- To encourage the maintenance and protection of the public realm of the District, as well as avoiding or minimizing adverse effects of public undertakings.
- To manage trees, treelines and grass boulevards that contribute to the cultural heritage value of the District.
- To encourage the maintenance of building forms that are low-profile within the commercial environment of the Downtown Oakville District
- To support existing uses and adaptive re-uses within the existing building stock and heritage fabric.
- To prevent the establishment of those land uses and associated built forms and features, through the complementary provisions of the *Planning Act*, which would be out of keeping with or have detrimental effects upon the commercial character of the District.
- To avoid the demolition of existing heritage buildings or structures and their replacement with incompatible new development

- To permit new development and infill only when such change complements the prevailing character of the existing heritage buildings and streetscapes within the District, based on the District Plan and Guidelines.
- To encourage public realm improvements within the Lakeshore Road corridor that respect the historical attributes and associations of this early transportation route as well as promote a pedestrian friendly environment that links Downtown Oakville to adjacent residential, institutional and recreational amenity areas including the harbour area, lakeshore and Sixteen Mile Creek.
- To promote an appropriate gateway feature, such as a landscaped open space, public art or other device at the intersection of Lakeshore Road and Navy Street intersection that respects the heritage character of this important entranceway to and from the District.
- To examine funding sources and adopt appropriate funding programs within the Town of Oakville's capability to provide ongoing support to District property owners.

1.4 DOWNTOWN OAKVILLE HERITAGE CONSERVATION DISTRICT: STATEMENT OF CULTURAL HERITAGE VALUE

The Downtown Oakville Heritage Conservation District occupies a strategic location on table land, formed over 10,000 years ago that is bordered on the north and west by the steep valley sides of the Sixteen-Mile Creek and to the south by the gently sloping lands of the Iroquois Plain that stretch to the present day shoreline of Lake Ontario. The District is distinguished by the Lakeshore Road corridor, the north-south connections of George and Thomas Streets that link Lakeshore Road to the banks of the Sixteen Mile Creek and the intervening east-west streets of Randall and Church. These comprise components of the original 1830s grid of streets and roads developed as part of the Lake Ontario port settlement of Oakville established by Colonel William Chisholm.

The cultural heritage value of the Downtown Oakville Heritage Conservation District is vested in historical associations with the founding of the early nineteenth century port settlement and its subsequent prosperity as an important trans-shipment point for wheat and lumber. Historical associations with transportation and mercantile activities are also important: Lake Road, later to be known as Colborne Street and eventually Lakeshore Road, provided not only a strategic, land based transportation link between York and Hamilton, but also accommodated a burgeoning commercial core developing eastwards from the harbour and Sixteen Mile Creek.

As the settlement boomed, Colborne Street became populated by, a variety of new structures, such as hotels, taverns, stores, and small workshops, constructed in a variety of forms, materials and styles such as the Italianate and Classical Revival in the nineteenth century and the Beaux Arts Classicism, International Style and Mid-Century Modern in the twentieth century. The resulting commercial street wall provided a historical thread of architectural and design continuity from the 1850s to the present day.

To the north of Lakeshore Road, Thomas Street, George Street, Church Street and Randall Street were once areas characterised by a mix of workshops, residences and small scale manufactories, organized

according to Chisholm's grid pattern. Waves of succeeding development, community growth and changes in transportation modes resulted in an eclectic mix of new uses and structures. These reflected historical associations with transportation (the electrical radial line and station) and the growth of community institutions including the Scout Hut, Masonic Temple Lodge, Canada Post Office and Fire Hall. All were built in a rich variety of architectural styles, materials and built form.

The Downtown Oakville Heritage Conservation District is an important cultural heritage resource within the larger Downtown Oakville area as well as the Town of Oakville. The area has formative historical associations with the early nineteenth century origins of the modern-day environment expressed in the surviving grid pattern, the relationship to the Sixteen Mile Creek and the wealth of architectural styles, materials and building form that represent over 150 years of human activity and ingenuity in creating the landscape.

1.5 DOWNTOWN OAKVILLE HERITAGE CONSERVATION DISTRICT: DESCRIPTION OF THE DISTRICT'S HERITAGE ATTRIBUTES

The boundary of the Downtown Oakville Heritage Conservation District encompasses a number of distinctive cultural heritage attributes, notably:

A framework of structuring elements

A key and perhaps overriding characteristic is the framework of structuring elements, around which other features and attributes are organised, ordered or set in place. These comprise the:

- the 1830s grid network of streets and roads which established the overall pattern of settlement;
- the Sixteen Mile or Oakville Creek to the west and north providing clearly definable limits to early settlement on the table land above; and,
- Lake Road, later to become known as Colborne Street and then Lakeshore Road that provided the key spine for the surrounding grid of streets together with the western access and approach over the Sixteen Mile Creek.

A concentration of heritage resources

The presence of a structuring "framework", noted previously is complemented by a concentration of heritage buildings, sites, structures, and designed and natural landscapes. These comprise:

- Lakeshore Road as a distinctive heritage feature with unique historical associations that reach back over 170 years.
- The well-established nineteenth and early twentieth century commercial street wall along both sides of Lakeshore Road from Navy Street to midway between George and Dunn Streets comprising a concentration of primarily two storey, heritage buildings including nineteenth and twentieth century commercial blocks or terraces of redbrick, individual modest stores with front gable roofs, of frame or brick construction, together with a mix of early and mid twentieth century commercial bank buildings and a former post office.

- A variety of commercial buildings along Lakeshore Road executed in a number of architectural styles including the Italianate, Classical Revival, Beaux Arts Classicism and Mid-Century Modern.
- Randall Street and its intersections with George and Thomas Streets that contain a grouping of modest vernacular frame and brick structures including the Scout Hut and former electric radial station at the intersection with Thomas Street and modest, residential vernacular frame structures on the north side of Randall at George Street. The George Street intersection at Randall Street is notable for the placement of the Canada Post building and parking area that anchors this southwest corner.
- The connecting streets of George and Thomas, from Lakeshore Road to Randall Street and the vegetated slopes of the Sixteen Mile Creek that tie together two key defining framework components.
- The eclectic mix of former residential heritage structures, the Masonic Lodge and new buildings (many in commercial uses) that characterize Thomas Street.
- The east-west Church Street connecting Thomas and George Streets and containing the corner site of the Masonic Lodge, the former Fire Hall and former Canada Post building.

Visual coherence

The framework of structuring elements and concentration of heritage buildings also provide a considerable degree of visual coherence through the layering of human activities and associated built form upon the landscape, comprising:

- A structured grid of generally two- to three-story built commercial forms from the 1830s to the 1950s along Lakeshore Road, and elsewhere within the District from one-and-a-half to two-storey structures and providing a distinct sense of place.
- The general absence of parkland or other large, designed open spaces, which serves to reinforce the cohesiveness exhibited through building form and the public road rights-of-way.
- Views towards Sixteen Mile Creek from Randall Street, views south towards Lake Ontario, and the street wall along Lakeshore Road East.

A distinctive character

Together, all of the foregoing attributes combine to create an environment and landscape of distinctive character generally comprising:

- The Creek to the north with its steep sided vegetated bank that contribute to the height of table land that is distinct and separate from the surrounding landscape.
- The pervasive commercial “hustle and bustle” of pedestrian and vehicular traffic along Lakeshore is also a singular characteristic that separates it from surrounding residential areas.
- The Lakeshore Road area from Navy Street to midway between Dunn and George Streets containing commercial heritage buildings that is distinct from those Lakeshore Road commercial

buildings to the east which tend to be of more recent origin, much altered and with less architectural detailing.

1.6 TERMS AND DEFINITIONS

The following comprises a list of some of the more commonly used terms and definitions in this District Plan. Sources are sometimes indicated to show where the term has been derived.

Adverse effects include those conditions resulting in the attrition of heritage properties and include: the destruction, loss, removal or incompatible alteration of all or part of a heritage property; the isolation of a heritage property from its surrounding streetscape or setting; or the introduction of physical, visual, audible or atmospheric elements that are not in character with a heritage property and/or its setting.

Alter means to change in any manner and includes to restore, renovate, repair or disturb and “**alteration**” has a corresponding meaning (*Ontario Heritage Act*).

Beneficial effects include those conditions resulting in: the protection of heritage properties from demolition or removal; the retention of a heritage property in situ in a structurally stable and sound condition or state of repair; accurate restoration of a heritage property; the sympathetic alteration or repair of a heritage property to permit an existing or new use; enhancement of a heritage property by accommodating compatible new development; or maintenance of a heritage property through the repair and replacement of worn-out components and using compatible materials and techniques.

Character means the collective qualities and characteristics that distinguish a particular area or neighbourhood. (*Livable Oakville*, Town of Oakville Official Plan, 2009)

Compatible when used together with any building, use, alteration or any other form of change means consistent with the heritage attributes value of a property, and which has little or no adverse impact on its appearance, heritage attributes, and integrity.

Cultural heritage landscape means a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. It involves a grouping(s) of individual heritage features such as structures, spaces, archaeological sites and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts. (*Livable Oakville*, Town of Oakville Official Plan, 2009)

Cultural heritage resources include buildings, structures and properties designated or listed under the *Ontario Heritage Act*, significant built heritage resources, and significant *cultural heritage landscapes* as defined and interpreted by the applicable Provincial Policy Statement. (*Livable Oakville*, Town of Oakville Official Plan, 2009)

Conserved, (also **conserve**) means the identification, protection, use and/or management of cultural heritage and archaeological resources in such a way that their heritage values, attributes and integrity are retained. This may be addressed through a conservation plan or heritage impact assessment. (*Livable Oakville*, Town of Oakville Official Plan, 2009 and Provincial Policy Statement, 2005)

Fenestration means the placement, size, and type of windows within a building.

Heritage attributes means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest. (*Ontario Heritage Act*).

Heritage building fabric means all those historical physical building, landscaping, and construction materials of the heritage property.

Property means real property and includes all buildings and structures thereon. (*Ontario Heritage Act*).

Restoration means to return a heritage property to a known earlier form based on physical or documentary evidence, by the reassembly and reinstatement of lost features or attributes, and/or by the removal of features that detract from its heritage values, attributes and integrity.

Woonerf means an urban design concept pioneered in Holland, involving decorative paved streets where pedestrians and cyclists have priority over other vehicles.

2.0 STATEMENT OF INTENT

Given the diverse interests and values that may exist within the heritage conservation district plan area, it is important to recognize in a formal statement of intent the key assumptions that are to be sought in conserving, protecting and managing the Heritage Conservation District. These are contained in the following subsections and are intended to provide guidance to property owners, tenants, Council, Heritage Oakville, Town staff and others who have interests in the District.

2.1 OVERALL INTENT

Within the Downtown Oakville Heritage Conservation District, it is the intent of Council to guide and manage physical change and development within the District by:

- Adopting the Downtown Oakville Heritage Conservation District Plan and Design Guidelines;
- Making decisions about heritage permit applications for alterations, demolitions and new construction under Part V of the *Ontario Heritage Act* according to the Downtown Oakville Heritage Conservation District Plan and Guidelines;
- Initiating appropriate public works, improvements and financial incentives to conserve and enhance the character of the Downtown Oakville Heritage Conservation District within the financial capabilities of the Town of Oakville; and,
- Complementing these actions by making appropriate amendments to Official Plan policies, the Town's Zoning By-law and other relevant by-laws.
- Informing other municipal studies and projects that are underway or are planned for the future, especially those initiatives outlined in the Downtown Oakville Strategic Action Plan.

2.2 HERITAGE INTERESTS, PROPERTY OWNER INTERESTS AND COMMUNITY INTERESTS

Council recognizes that within the Downtown Oakville Heritage Conservation District there are a number of diverse interests. In certain instances these interests may be complementary to each other; sometimes others may be in direct conflict.

Accordingly, Town Council:

- Seeks to ensure that any potential conflict amongst the community and individual interests is at best avoided or minimized at every opportunity.

2.3 DOWNTOWN OAKVILLE HERITAGE CHARACTER

Council recognizes that:

- The Downtown Oakville Heritage Conservation District comprises a distinctive assemblage of heritage buildings and streetscapes that have resulted from over a century and a half of many natural, social, economic and physical changes;
- The unique Downtown Oakville Heritage Conservation District character and its diverse streetscapes are to be conserved and protected in the process of future change;
- Change in the future is expected within the Downtown Oakville Heritage Conservation District yet it must be carefully managed in a manner that does not adversely affect the distinctive heritage character of the District; and,
- Any proposed change within the Downtown Oakville Heritage Conservation District shall be considered within a number of Council approved conservation, design, landscaping and planning guidelines and with consideration of the individual merits of the proposed change.

2.4 TOWN OF OAKVILLE CONSERVATION MANAGEMENT APPROACH

Council recognizes that:

- District designation under Part V of the *Ontario Heritage Act*, does not seek to stop or halt change or seek the restoration of the District to a former past historical state, but simply establishes a mechanism for the municipal review and determination of heritage permit applications for changes to properties, both public and private within the District.
- District designation under Part V of the *Ontario Heritage Act* does not compel, nor does Council seek to compel, the restoration of heritage properties within the District.

2.5 CUSTODIAL RESPONSIBILITY

Council recognizes that:

- Owners of heritage properties are considered to be the prime custodians of the Downtown Oakville Heritage Conservation District.

2.6 ALTERATION OF PROPERTIES

Council recognizes that:

- Property owners may wish to add on to buildings and structures, alter building and landscapes or otherwise change their property to accommodate required working or living space and new

facilities and Council may permit such work provided it is in conformity with the applicable guidelines contained in the District Plan.

2.7 RESTORATION OF HERITAGE PROPERTIES

Council recognizes that:

- Property owners may wish to restore heritage properties and Council may encourage such work by making financial assistance available for eligible work and ensuring conformity with the applicable guidelines in the District Plan.

2.8 FAIR AND EQUITABLE CONSIDERATION

Council will undertake to ensure that:

- All residents and property owners within the Downtown Oakville Heritage Conservation District shall be afforded fair and equitable consideration in the determination of heritage permit applications within the District.

3.0 CONSERVATION PRINCIPLES AND OBJECTIVES

3.1 INTRODUCTION

The intention of the Downtown Oakville Heritage Conservation District Plan is to ensure the wise management of physical change and development in order to conserve the unique character of the District and its component buildings and spaces. It is expected that most conservation issues will be addressed through the application of the policies and guidelines of the District Plan contained in the following Sections 4 and 5.

The following principles, goals and objectives form the broad framework for considering alterations to heritage properties and their defining attributes. These principles are based upon a number of national and international charters or “declarations” respecting the management of cultural heritage resources.

Guidelines on all alterations to properties within the Heritage Conservation District are addressed in Section 4. Every attempt has been made to be as comprehensive as possible, covering all aspects of potential alterations including minor changes such as attaching features to heritage buildings or cutting in new openings, more substantial changes such as constructing building additions or major changes including property demolition or removal.

Where a particular form of change or alteration has not been anticipated in the guidelines then the principles, goals and objectives in this section should form the basis for advice and decision making. Typically in such situations the question that should be addressed is: Does the alteration involve the loss of heritage materials, features or other forms of attributes?

- If it does not destroy heritage attributes then the remaining matters to be addressed may be simply matter of design or “good fit” and a heritage permit may be approved or approved with conditions.
- If the alteration involves only the minor loss of heritage materials or attributes (and is considered to be a lesser matter in the overall scheme of alterations) and the overall work would generally benefit the District by supporting a new or adaptive re-use or contribute to an improved building form or addition to the streetscape then again a heritage permit may be reasonably approved or approved with conditions.
- Where the alteration involves the substantial loss of heritage attributes, i.e., it is so overwhelming or flagrant that it would be considered to have adverse effects upon the property and District then it is reasonable to either refuse such proposed change or advise on a more appropriate and acceptable form of alteration.

Decisions may be guided by 8 principles which lay out a straightforward approach to planning for the conservation of historic structures. These principles are contained in a Ministry of Culture Information Sheet published in 2007:

1. **Respect for documentary evidence:** Do not base restoration on conjecture. Conservation work should be based on historic documentation such as historic photographs, drawings and physical evidence.
2. **Respect for the original location:** Do not move buildings unless there is no other means to save them. Site is an integral component of a building or structure. Change in site diminishes cultural heritage value considerably.
3. **Respect for historic material:** Repair/conservé -rather than replace building materials and finishes, except where absolutely necessary. Minimal intervention maintains the heritage content of the built resource.
4. **Respect for original fabric:** Repair with like materials. Repair to return the resource to its prior condition, without altering its integrity.
5. **Respect for the building's history:** Do not restore to one period at the expense of another period. Do not destroy later additions to a building or structure solely to restore to a single time period.
6. **Reversibility:** Alterations should be able to be returned to original conditions. This conserves earlier building design and technique, e.g. When a new door opening is put into a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.
7. **Legibility:** New work should be distinguishable from old. Buildings or structures should be recognized as products of their own time, and new additions should not blur the distinction between old and new.
8. **Maintenance:** With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.

3.2 DOWNTOWN OAKVILLE HERITAGE CONSERVATION DISTRICT: CONSERVATION PRINCIPLES

Any proposed alterations to heritage and non-heritage properties (see **Appendix A** for complete list) within the Downtown Oakville Heritage Conservation District will be considered with regard to the following principles:

- a) All proposed alterations should be based upon and preceded by sufficient background information, site analysis and documentation to identify any heritage attributes that may be potentially affected by the proposed alteration.
- b) Where heritage attributes may be affected by a proposed alteration it is intended that such attributes will be safeguarded to the extent possible and there shall be a presumption in favour of retaining the distinguishing attributes of a heritage property.

- c) The destruction, loss or removal of heritage attributes, such as historical materials, architectural features or distinguishing landscaping shall be considered as the least desirable course of action.
- d) Past alterations or changes to heritage properties may be of cultural heritage value or interest in their own right and may be protected in the consideration of any new alterations.
- e) Heritage properties are to be retained and re-used and there shall be a presumption in favour of retaining the distinguishing attributes of a heritage property.
- f) There shall be a presumption against the demolition, loss or removal of heritage buildings (as outlined in **Appendix A**) or structures unless deemed by the Town of Oakville's Chief Building Official that such a property is unsafe and a threat to human safety.
- g) Any alteration that proposes the repair of heritage features, or the replacement or restoration of missing heritage features, shall be informed by historical, pictorial or documentary evidence to provide an appropriate repair or replication.
- h) The repair and maintenance of heritage attributes is preferred rather than replacement with new materials.
- i) Where replacement of architectural features is unavoidable the new features should match the replacement in composition, design, texture, colour size and level of craftwork as appropriate.
- j) Surface cleaning of heritage properties should generally be avoided and shall only be permitted when accumulated dirt or related chemical and physical interactions have been demonstrated to be adversely affecting the patina or historical fabric of the property.
- k) Any method of cleaning that is potentially capable of damaging building materials shall be avoided including sandblasting, high pressure water washing and strong chemical cleaning.
- l) Appropriate test patches for any cleaning method may be undertaken provided that they are located in inconspicuous places on the property and subject to a heritage permit application.
- m) Alterations, including newly constructed additions to heritage buildings (as outlined in **Appendix A**) may be permitted where they do not involve the excessive loss or removal of defining heritage attributes such as historical, architectural, streetscape or other cultural materials and features.
- n) Contemporary design of alterations, including the addition of new buildings or structures to a property, may be permitted where they are of a size, location, colour and material that are compatible with the prevailing character of the property, building, streetscape and District.
- o) New construction comprising freestanding buildings and infill development within the commercial street wall will be encouraged to be of contemporary design, and shall respect the

prevailing character of adjacent properties, the streetscape, landscaping and existing grades. New construction shall be compatible in location, size, height, setback, street orientation, materials, colour, roof and rooflines, and patterns of fenestration and entranceways.

3-3 DOWNTOWN OAKVILLE HERITAGE CONSERVATION DISTRICT: CONSERVATION OBJECTIVES

Aside from the identification of conservation principles, sound management of change within a heritage conservation district also relies on the expression of a clear statement of goals. Although goals are by their very nature general in scope they are of importance in providing overall direction for more detailed guidance and action, expressed later in this plan.

3.3.1 General

- a) To maintain the primary commercial character of the District and supporting residential and institutional character.
- b) To conserve the heritage attributes of individual properties and their contribution to the collective heritage attributes of the character of the District.
- c) To avoid the loss or attrition of the Downtown Oakville Heritage Conservation District character by permitting only those changes that are undertaken in the least destructive manner and in a way that if such alterations were removed in the future the form and integrity of the heritage property would generally remain unimpaired.
- d) To permit only those alterations, new construction or demolitions, that conform to the goals, objectives, policies and guidelines of the Downtown Oakville Heritage Conservation District Plan.

3.3.2 Heritage properties, streetscapes, land use and new development

- a) To encourage the continuing maintenance and repair of heritage properties by property owners either under private or public ownership.
- b) To support the continuing and appropriate conservation of heritage properties by providing guidance on sound conservation practice in the consideration of heritage permits under the *Ontario Heritage Act* and by encouraging applications to existing funding sources for eligible conservation work.
- c) To encourage the maintenance and conservation of the predominant two-storey streetscape character of the Downtown Oakville Heritage Conservation District by accommodating

required alterations with appropriate upper story step backs or rear additions on Lakeshore Road East, Thomas, Church and George Streets.

- d) To encourage the maintenance and conservation of the predominant one-and-a-half storey streetscape character of Randall Street.
- e) To maintain and conserve individual trees and other substantial forms of vegetation where they form or contribute to character defining attributes of the Downtown Oakville Heritage Conservation District.
- f) To avoid or minimize any adverse direct or indirect effects of public undertakings on heritage properties and streetscapes.
- g) To encourage the maintenance of commercial and appropriate mixed uses within the existing commercial streets of Lakeshore Road East, Thomas, Church and George Streets.
- h) To support the adaptive re-use of heritage properties where those uses contribute to the active conservation of heritage properties and do not result in any adverse effects.
- i) To discourage those land uses and associated built forms which would not be compatible with or that would have adverse effects upon the principal land uses within the Downtown Oakville Heritage Conservation District.
- j) To encourage new construction and development only when it does not involve the demolition of a heritage property (refer to **Appendix A**).
- k) To permit new construction of infill development where it is compatible with heritage properties and streetscapes within the Downtown Oakville Heritage Conservation District.

4.0 GUIDELINES FOR MANAGING CHANGE TO PROPERTY

4.1 INTRODUCTION

As noted in Section 3, the purpose of the Downtown Oakville Heritage Conservation District Plan and Guidelines is to ensure the management of physical change in the process of continuing development in a way that protects and conserves the unique character of the District. It is anticipated that most major changes to buildings, vegetation and spaces will be managed through the review and approval of heritage permit applications under Part V of the *Ontario Heritage Act*. These permit applications will be considered in the context of the policies and guidelines in this document. It should be noted that these guidelines will also apply to properties located within the District that are also designated under Part IV of the *Ontario Heritage Act*.

Appendix A to the Downtown Oakville Heritage Conservation District Plan and Guidelines contains a description and summary of heritage and non-heritage properties for the purpose of applying the guidelines.

Every effort will be made by the Town to approve heritage permit applications or encourage property owners to make amendments to their applications so that they meet the intent of these guidelines. Where an application does not meet the intent of the policies and/or the guidelines it is likely that the application may be refused by Council on the advice of Heritage Oakville and/or heritage planning staff. In certain instances, permits may be approved but with appropriate conditions that satisfy the intent of the District Plan and Guidelines.

The following sections have been arranged to address a variety of issues including advice on acceptable alterations to various types of buildings, as well as spaces and vegetation. Guidance is also provided on building removal and demolition. With respect to the restoration of heritage properties, there is a wide variety of source material on the care and conservation of heritage building fabric available. Publications and web sites are now easily accessible to the public and rather than repeat this information, property owners are encouraged to review these sources in order to acquaint themselves with current building and landscape conservation best practices. In Canada, the *Standards and Guidelines for the Conservation of Historic Places in Canada* (produced by Parks Canada) provides a sound reference document for initial guidance (available at: <http://www.historicplaces.ca/en/pages/standards-normes.aspx>). For further detail, a series of bulletins entitled *Preservation Briefs* (published by Technical Preservation Services, Heritage Preservation Services Division, US National Park Service) also address a comprehensive array of topics. These papers (and others that may be of interest) are available at: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

4.2 ALTERATIONS TO COMMERCIAL HERITAGE BUILDINGS

4.2.1 Storefronts and street façades

Nineteenth century commercial street frontages are most often built out to the street frontage and side lot lines, appearing as a continuous wall, often referred to as the “street wall”. Cornice lines and parapets are generally horizontal, but commercial buildings along Lakeshore Road East have many gable roofed buildings with gables either facing toward the street (front gable) or perpendicular to it (side gable). This variety should be maintained where it exists.



The Lakeshore Road East commercial street wall.

Storefronts must strongly represent their retail use on the building exterior. The conservation of commercial structures requires maintaining a balance between the needs of changing commercial uses and prevailing retail styles within the storefront area and the overall architectural heritage of the building.

When assessing a storefront for conservation purposes, it is essential to distinguish and maintain a balance between the overall permanent architecture of the storefront and the ever-changing retail displays within the storefront. This ensures that the prevailing retail fashion does not destroy the heritage value of the architecture above and adjacent.

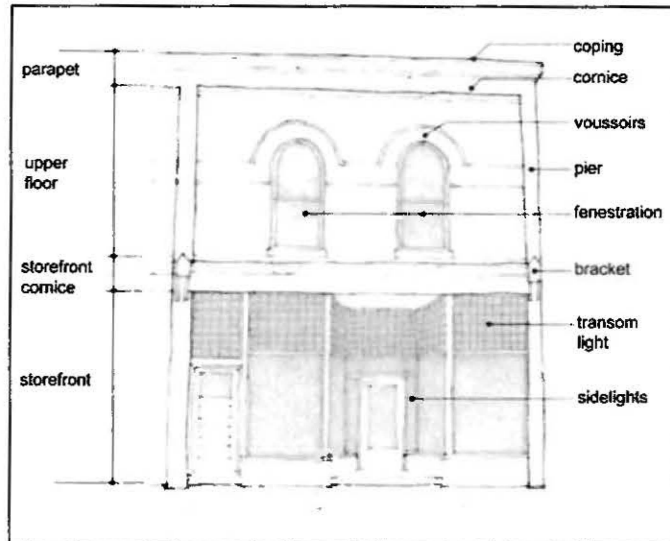
The following guidelines for commercial structures attempt to resolve the conflict between the modern needs of a commercial enterprise and the conservation of the overall architectural character of a structure:

- a) Maintain and repair, rather than replace, existing storefronts that are physically sound and compatible with the overall building façade through design, details and proportions. Storefronts may have historic value even if they are later additions.
- b) Examine existing storefronts to see if they are capable of revealing an earlier design beneath the present storefront which can be rehabilitated.

- c) Contemporary modern designs may be permitted provided they do not damage heritage building fabric and are complementary to the heritage building fabric.
- d) Existing storefronts may also be restored to an earlier period or style provided restoration is based upon historical documentation.



Storefronts may provide opportunities for a variety of restoration initiatives.



Historical storefronts often contain a variety of features, elements and materials, as noted above.

4.2.2 Foundations and walls

Foundations of nineteenth century buildings were usually of stone or later brick. The early twentieth century saw the introduction of concrete and concrete block for foundations. Early foundations are susceptible to water damage for a number of reasons; for example, lime-based mortars can be eroded by constant wetting. The predominant historical exterior wall cladding in downtown Oakville is brick, although there are some stone and cementitious stucco clad buildings. When planning alterations, the following shall be considered:

- a) Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.
- b) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building. For example, sandblasting, strong chemical cleaning solutions, or high pressure water blasting are to be avoided.
- c) Avoid the application of new finishes or coatings that alter the appearance of the original material, especially where they are substitutes for repair. Alterations that comprise unacceptable materials include: water repellant coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

- d) Retain, repair and maintain the original architectural detailing of the upper façade, with particular attention to the cornice, fascia, window proportions and placement and window sash. Restore these elements when missing using historical photographs. Missing elements such as balconies should be restored where possible. Secondary entrances to upper floors should be differentiated from the primary retail entrance.
- e) Brick masonry requires repointing from time to time, and this process should be undertaken by appropriate tradespeople with experience with nineteenth century construction. Generally, lime based mortar should be used because of its colour and softer properties. (Portland cement, often used in repointing, hardens more than the softer historical masonry units and with freeze-thaw action causes deterioration of the masonry surface by causing the front face of the brick or masonry unit to break away). Joints should replicate the original in finish, colour and texture.
- f) Rough-cast or stucco walls require experienced tradespeople to repair. Historic stucco walls will typically require a three-coat application of scratch coat, brown coat and then finish coat.
- g) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.



Repointing should avoid the use of Portland cement (as shown above) in favour of a lime-based mortar mix.

4.2.3 Roofs

Roof types within the district include flat, front and side gable roofing. The integrity of roofing form and materials is crucial in protecting heritage building fabric that is generally contained below the roof. In considering alterations to roofing the following apply:

- a) Decorative roof features and original roofing materials such as slate, wood shingles, and copper on sloped roofs shall be retained and conserved wherever possible.
- b) Flat or low sloped roofs shall be maintained.
- c) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discreetly placed out of general view from the street and public rights-of-way.
- d) Roof drainage shall be maintained and directed away from building foundations.

4.2.4 Windows

Windows and glazing, as well as decorative elements that contain the window openings, such as hood mouldings, sills and lintels are important in maintaining the character and appearance of heritage building façades.



Window openings are important to the architectural character of buildings.

The following provisions apply in the consideration of changes to windows:

- a) Protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frame, shutters, sash and glazing.
- b) Modifications to the size, type or shape of window openings, removal of muntins, replacement of single glazing with insulated sealed units or covering of trim with metal or other material is discouraged.
- c) Improvement in energy efficiency of single glazed units can be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
- d) Avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- e) New replacement windows that are compatible with the original and/or historic windows in terms of material (such as wood), proportions (such as, ratio of horizontal to vertical dimensions), rhythm and scale (such as numbers of openings per building façade) are encouraged. The pattern of any proposed window divisions (such as six-over-six window panes) shall be maintained in replacement windows. However, the new will not be required to replicate the original in terms of historical details, such as muntin profiles or decorative hood mouldings.



New replacement windows (as shown above) should be compatible but are not required to replicate historical window units.



Original window openings should be maintained in their original form, and architectural details preserved.

4.2.5 Entrances

Together with windows, the entrance or entrances contained within a building façade are important as character defining features that were often created with finely detailed woodwork, glasswork and other decorative motifs in wood, stone or pressed metal. The following apply in considering alterations to entrances:

- a) Protect and maintain entrances on principal elevations where they are key elements in defining the character of a building. Recessed entrances are to be maintained where they exist. Conserve important features such as doors, glazing, lighting, steps and door surrounds.



Entrances shall be protected and retained (see left). Where entrances are beyond, repair contemporary materials and designs may be used to create compatible replacements (see right).



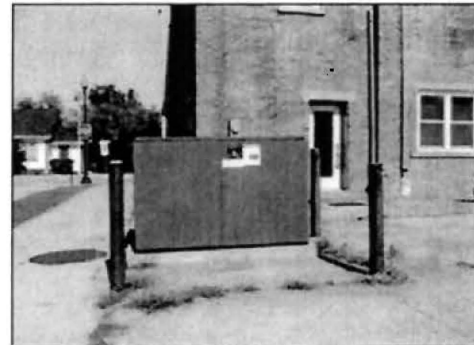
Locate required fire escapes as unobtrusively as possible at rear locations.

- b) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.
- c) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric. In exceptional circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric.

4.2.6 Features and spaces around buildings

Features and spaces are important in providing the context and setting of a heritage building and enhancing the building in the streetscape. In considering alterations to property that involve features and spaces, the applicant shall demonstrate that every reasonable effort has been made to:

- a) Maintain traditional views of property by avoiding the masking or hiding of prominent building features.
- b) Keep parking areas and outbuildings, and utilities, such as heat pumps, transformers, and satellite dishes to the side or rear.
- c) Retain historical means of access including drives, walkways and doorways with any new required entrances to be installed on secondary elevations.
- d) Maintain proper site drainage in any work so that water does not collect or drain towards the foundation.
- e) Additional advice regarding spaces around buildings is also provided in '4.11 Landscape conservation guidelines for private and public property'.



Utility boxes and coverings, such as this transformer box, should be screened.

4.2.7 Signage

Building signage within thriving commercial areas is often subject to constant change as new uses and owners occupy premises or as new signs are needed to reflect reworked logos and corporate advertising standards. Contemporary trends in signage tend to demand more obtrusive solutions, especially with respect to size and brightness. It is important to be mindful that signage is ephemeral in that it seldom lasts the lifetime of any building, and is essentially driven by the longevity of the business operation. Signage is also currently regulated under the Town's Sign By-law.

Accordingly, the focus of guidance in considering alterations to signage is to ensure that signage is appropriately placed within the façade and storefront, is well-designed, does not overwhelm the building façade and contributes to the continuing vibrancy of the District. It is not intended that signage adopt historical or popular heritage motifs, lettering or font styles that bear little relationship to the building or business. Contemporary signage will be encouraged where signage placement does not damage heritage building fabric and satisfies the intent of the following guidelines.

In this regard, the following guidance is provided in considering heritage permits applications for signage:

- a) Signs shall not block architectural features, such as windows and ornamentation, and should be attached in a manner that makes the least amount of damage to the façade. Attachment to masonry surfaces should be made through mortar joints and not masonry units, as mortar joints are more easily repaired. Existing holes in the fascia board should be used where feasible for attaching new signage.



Fascia signs should be placed in their traditional locations on storefronts, and expansive areas of fascia boards (as shown here), not in scale with the storefront shall be avoided.



New signage should not obscure architectural detailing. This sign is a good example of sign placement that does not cover historic details.

- b) Buildings and business external identification signs should be limited to the traditional locations such as the storefront sign band under the cornice or lettering on the glass itself.



Original store front sign bands remain the best location to place store signage as shown in these examples.

- c) New pylon signs and new roof signs shall not be permitted, as they are visually intrusive in the character of the Heritage Conservation District.
- d) Externally illuminated signs will be encouraged and are preferred, but internally illuminated signs may be permitted as provided for in subsection f).
- e) Traditional retractable canvas awnings with signage on the leading edge will be encouraged. Vinyl bubble awnings and round (or 'clam shape') window awnings shall not be permitted.
- f) The following sign types may be permitted on a case-by-case basis, usually where they are replacements for existing similar signage or confined to traditional sign bands, usually above a transom and below the mid-belt cornice: internally illuminated sign, neon sign, curved rigidly and fixed awning.
- g) Corporate logos, icons and signage motifs may be permitted on building façades and store fronts provided that they are appropriately reduced in dimensions to fit within the fascia sign band.
- h) All projecting signs shall be located within the traditional sign band area, and project no more than 0.46 m (1.5 ft) from the building edge.
- i) Projecting signs and awnings that overhang the public right-of-way may require additional approvals, including encroachment agreements to be entered into with the Town of Oakville.

4.2.8 Removal of heritage building fabric

Fundamental to the character of the District is the quality of the component spaces, properties and buildings and their unique heritage building fabric. The loss of heritage building fabric, however seemingly minimal in any one building, when combined with the attrition of fabric elsewhere, typically leads to a slow decline in the quality of heritage attributes in buildings, streetscapes and the District overall. Accordingly, the following provisions apply:

- a) Removal of heritage building fabric is strongly discouraged. Where original material is removed for new openings, such as windows, doors and fire exits, it shall be kept on site and its original location documented.



Conserve and protect architectural detailing.

- b) Heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original.
- c) The patina of age or irregularities found in older work and materials should be respected and not covered up or obscured.

4.2.9 Considerations for commercial uses in former residential buildings

A number of residential buildings in the District have been adapted for commercial uses. Any future conversions of remaining residential buildings should retain the original residential form and conserve heritage building fabric and details.

- a) Maintain original windows, entrances, and walkways. Where multiple occupancies are anticipated, access should be provided from within. If this is not possible, new entrances and exterior stairs should be located on secondary elevations.
- b) Alterations should, to the extent possible, be reversible in anticipation of future conversion back to residential use.
- c) Where residential heritage properties are converted to commercial uses, signs should not block architectural features such as windows and ornamentation, and should be attached such as to do the least amount of damage to the façade. Attachment to masonry surfaces should be made through mortar joints and not masonry units, as mortar joints are more easily repaired.



Original windows, entrances and walkways should be retained when establishing commercial uses in former residential buildings, as shown above.

4.3 ADDITIONS TO COMMERCIAL HERITAGE BUILDINGS

Fundamental to conserving the heritage attributes of the District is the recognition that the character of the District is the result of over 160 years of continuous construction history with a variety of minor and major changes to buildings and streetscapes. Usually additions are made to buildings to accommodate needed updating of mechanical services or facilities such as elevators, the expansion of retail space or where an addition to an existing building is more cost-effective than acquiring new property. A key objective to be achieved in the design of an addition is to ensure that new construction enhances the history and architectural detailing of the property and does not involve the loss of important heritage building fabric. The following guidelines apply to the construction of additions:

4.3.1 Removal of heritage building fabric

- a) Where additions require the removal of heritage building fabric, this shall be kept to a minimum. Where original material is removed for new openings, it shall be kept on site and protected from the elements, and its original location documented.
- b) Heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original.



Traditional storefront recessed entrances, as shown above, will be encouraged.



Conserve decorative features, such as the pediment shown above.

- c) The patina of age or irregularities found in older work and materials should be respected and not covered up or obscured.

4.3.2 Location of additions

- a) Exterior additions 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 buildings and neighbouring properties.
- b) Multi-storey exterior additions are best set back as deeply as possible from the existing front wall plane in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure.

4.3.3 Height of additions

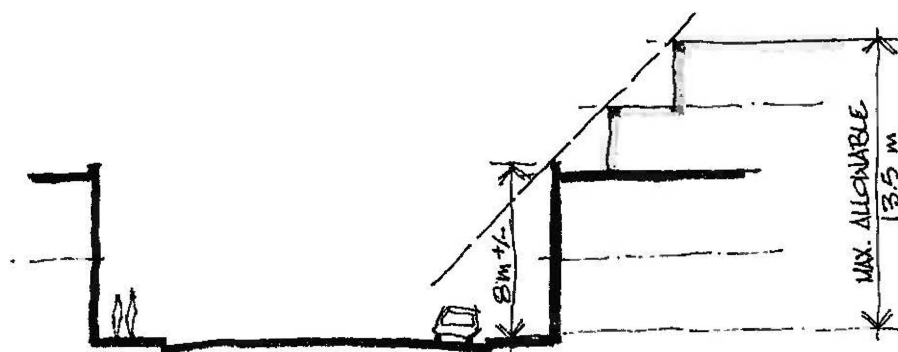
Existing commercial building heights are predominately two storey in the District. Maximum building height in the C3R zone, as of February 2013, which covers most of the District is 13.5 m (43'-8"), allowing four storey buildings. The two storey commercial buildings along Lakeshore Road East are approximately 8.0 m (26'-0") in height, although there are variations from this and some three and four storey buildings as well. The potential height increase is therefore approximately 5.5 m.

- a) The maximum building height permitted for properties facing Lakeshore Road East will be maintained at 13.5m .



A depiction of the current average building height as compared to the zoning regulations.

- b) Throughout the remainder of the Downtown Oakville Heritage Conservation District, the maximum height allowed will be the maximum height allowed within the Central Business District as defined by the Town of Oakville Zoning By-law.
- c) In order to maintain the existing street wall, there will be a presumption that any multi-storey proposal to increase the height of any building beyond its original roof line shall be stepped back from the existing front wall plane in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure, unless the applicant can clearly demonstrate that a step back is not required to meet these objectives.



An illustration showing conceptual upper storey step backs for new additions.

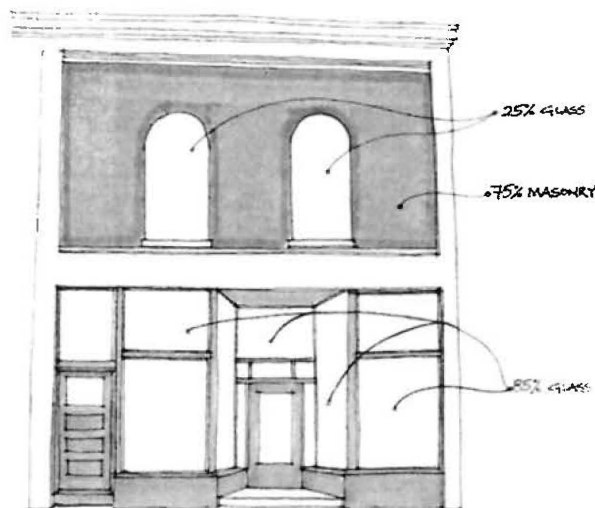
- d) Existing one-storey buildings forming part of the street wall on Lakeshore Road East may be permitted an upper second storey addition with no step back required.

4.3.4 Width of additions

- a) Commercial buildings along Lakeshore Road East should be built out to the side property lines to enhance the commercial street wall and prevent gaps in the streetscape.

4.3.5 Proportion

Nineteenth century commercial buildings were characterized by: a narrow rhythm of storefront openings which were primarily glazed to the largest extent possible (typically 85%) given the structural limitations of the wood or iron beams that supported upper floors (two storey glazed storefronts were not possible); second (and third) floor openings were punched openings limited in width by the brick arches or stone lintels that created those openings (glazing was usually in the order of 25% to 50% of wall area); and storefronts were generally defined by decorative surrounds which incorporated their own decorative cornice, pilasters and sign panels. Recessed entrances were common.

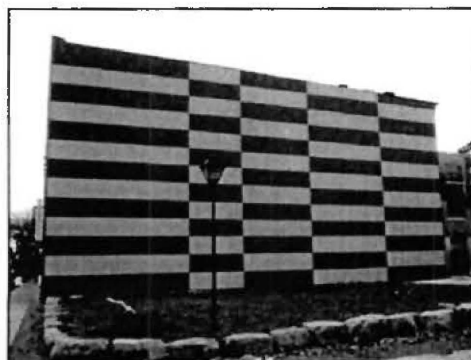


Typical pattern of glazing in traditional storefronts.

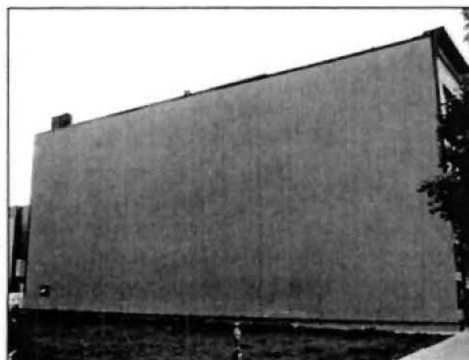
- a) The following characteristics shall form the basis of additions to commercial buildings, with large areas of glass contained at the ground floor storey and storefront, with fewer openings and less glazing in the upper floors.
 - i. The first storey shall have a storefront with glazing of 80-85%;
 - ii. The second, third and fourth storeys shall have 25-50% glazing

4.3.6 Relation to street

- a) Additions to commercial buildings on corner sites shall address the side lot line with appropriate materials, glazing, entrances and other architectural features to ensure continuity with street front façade design and to avoid the construction of large blank walls.
- b) Additions to commercial buildings that are exposed at the rear and/or have frontage on two or more streets, such as the former Canada Post Office building, may be required to be stepped back to avoid visually and physically dominating existing streetscapes. For additional information, please refer to Section 4.3.3.

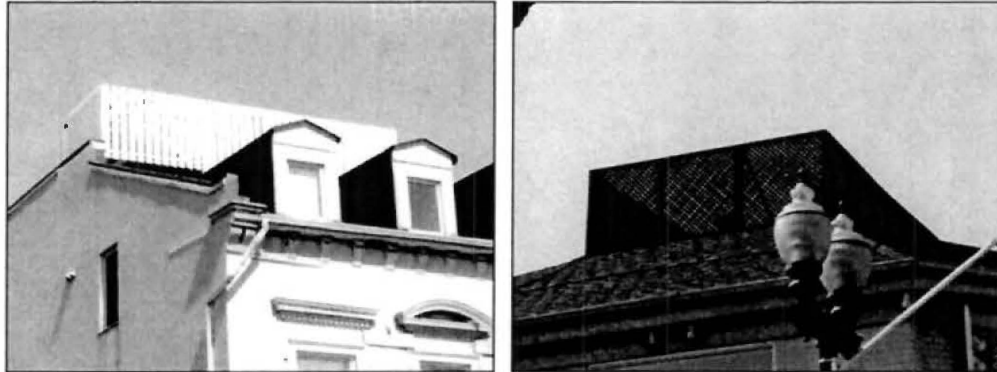


Avoid the construction of large blank walls.



4.3.7 Roofs

- a) Existing roofs within the District are primarily flat, but a number of early front and side gable roof examples remain with their gables either facing the street or parallel to it. All types may continue to be used.



Attempt to minimize intrusion of screening of roof-mounted mechanical equipment, and interruption of heritage character. Roof-mounted equipment should be placed away from the street, with any required screening appropriately designed to minimize visual impacts.

- b) The placement of screens on roofs to hide mechanical equipment is encouraged within the District but wherever possible they (and the associated mechanical equipment attempting to be hidden) should still be placed as far from street view as possible.

4.3.8 Composition

Refer to Section 4.9 addressing infill development for advice on composition.

4.3.9 Windows and entrances

- a) Additions that involve the creation of new window spaces should, where appropriate, continue to face the street so that an active streetscape is maintained.
- b) Windows and entrances shall be constructed with materials that are complimentary to the historic structure. Contemporary design and materials may be used, providing they do not have a negative impact on the historic portion of the building. Vinyl windows will not be permitted.



Avoid the introduction of storefronts with false fenestration, as shown here.

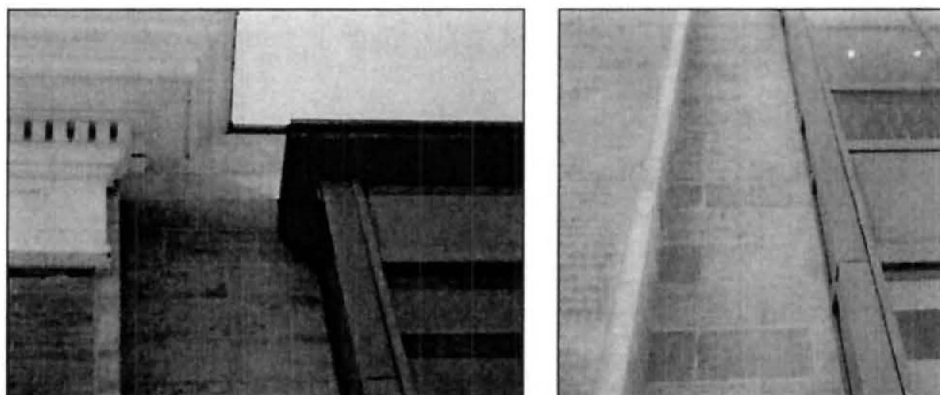
- c) Where new entrances or exterior staircases are required for additions, they should be installed on secondary elevations.

- d) Ramps may be permitted for barrier free access in accordance with applicable legislation, but shall not be physically attached to heritage building fabric. See Section 4.2.5 for additional guidance.

4.3.10 Exterior cladding

The principal historic building cladding in the District has been either brick or rough cast stucco.

- a) Traditional building materials, either brick or rough cast stucco, as well as contemporary materials, may be used for major additions, provided that there are clear visual or physical breaks that distinguish old and new portions of the building.
- b) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.



New additions should clearly differentiate between historical and contemporary design and materials, as shown in these examples. The original building and the addition are set back at different distances, and there is a change of materials as well.

- c) Synthetic materials such as vinyl or aluminum siding are not permitted. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.3.11 Considerations for additions to residential buildings converted to commercial use

In considering additions to former residential buildings, a critical objective is to ensure that the traditional residential building form is maintained, while still accommodating required commercial space.

- a) Additions to heritage residential buildings converted to commercial uses 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 buildings and neighbouring properties.
- b) Multi-storey exterior additions should be set back from the existing front wall plane in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure.
- c) In new building additions, externally illuminated signs will be encouraged and are preferred.
- d) The following sign types may be permitted on a case by case basis: internally illuminated sign, neon sign, curved rigidly and fixed awning.



The height and scale of the new addition is larger than the original house (on left). As a result, the addition is not subordinate to the c 1845 Gothic Revival dwelling.

4.4 ALTERATIONS AND ADDITIONS TO NON-HERITAGE COMMERCIAL BUILDINGS

There are several non-heritage commercial buildings on Lakeshore Road East. Alterations should respect the scale and massing of adjacent heritage buildings. Additions to these buildings should comply with the requirements of 4.3 *Additions to commercial heritage buildings*.

4.4.1 Location of additions

- a) Exterior additions 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 properties.

4.4.2 Height of additions

- a) The height of additions should respect the height of existing adjacent buildings. Where multi-storey additions are proposed on Lakeshore Road East, Thomas, George and Church Streets, they should conform to the step back requirements of 4.3 *Additions to commercial heritage buildings*.

4.4.3 Width of additions

- a) Commercial buildings on Lakeshore Road East should be built out to the side property lines.

4.4.4 Relation to street

- a) Additions and alterations to non-heritage commercial buildings shall continue to maintain the street wall with appropriate use of materials on the ground and upper floors.
- b) Additions to commercial buildings on corner sites shall address the side lot line with appropriate materials, glazing, entrances and other architectural features to ensure continuity with street front façade design and avoiding the construction of large blank walls.

4.4.5 Roofs

- a) Roof lines should reflect the horizontal cornice of adjacent heritage buildings.

4.4.6 Windows and entrances

- a) Storefronts should be primarily glazed, and upper storey windows should be rectangular and vertical in proportion. Entrances from the sidewalk may be flush or recessed. Blank windowless walls are discouraged.

4.4.7 Exterior cladding

- a) The principal building cladding for commercial buildings in the District has been historically either brick or rough cast stucco. These materials will be encouraged for major additions.
- b) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.
- c) Synthetic materials such as vinyl or aluminum siding are not permitted, except when used in smaller areas and in discrete locations such as the rear of buildings away from public view. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.5 ALTERATIONS TO RESIDENTIAL HERITAGE BUILDINGS

Alterations to residential heritage buildings are usually undertaken for a variety of reasons. Insulating wall surfaces, cutting new window openings, enlarging entranceways and re-siding façades, for example, have much to do with improving interior comfort levels or providing a new or fresh look to a building. These types of alterations are usually confined to the roof and wall planes of buildings, as opposed to those alterations comprising additions that involve more substantial work that extends beyond the existing building envelope (See Section 4.6 following).

In addition to the following guidelines, reference may also be made to more technical advice and conservation best practices referred to in Section 4.1, namely the *Standards and Guidelines for the Conservation of Historic Places in Canada* and the US National Park Service *Preservation Briefs*. Other publications on the subject may be relevant and may be consulted for detailed advice and conservation techniques.

4.5.1 Foundations and walls

- a) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building. For example, sandblasting, strong chemical cleaning solutions or high pressure water blasting are to be avoided.

- b) Although most residential heritage buildings in the District are of frame construction, there are brick examples. Brick masonry requires re-pointing from time to time and this process should be undertaken by tradespeople with experience with nineteenth century construction.

Generally, lime-based mortar should be used and joints should replicate the original in finish, colour and texture. Rough-cast or stucco walls require experienced trades to repair.



Avoid painting previously unpainted masonry surfaces, as has been done on this building.

- c) Avoid the application of new finishes or coatings that alter the appearance of the original material, especially where they are substitutes for repair. Alterations that comprise unacceptable materials include: water repellant coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.5.2 Roofs

- a) Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, should be retained and conserved wherever possible. Replacement materials, if required, should match the original and/or historic materials.
- b) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discretely placed out of general view from the street and public rights-of-way.
- c) Roof drainage shall be maintained and directed away from building foundations.

4.5.3 Windows



Window sizes and shapes should be retained and the example above avoided.

- a) Protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frame, shutters, sash and glazing.
- b) Modifications to the size, type or shape of window openings, removal of muntins, replacement of single glazing with insulated sealed units or covering of trim with metal or other material is discouraged.

- c) Improvement in energy efficiency of single glazed units can be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
- d) Avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.



Blocking up windows either fully or partially shall be avoided.

- e) New replacement windows that are compatible with the original and/or historic in terms of material (such as wood), proportions (such as, ratio of horizontal to vertical dimensions), rhythm and scale (such as numbers of openings per building façade) are encouraged. The pattern of any proposed window divisions (such as six-over-six window panes) shall be maintained in replacement windows. However, the new will not be required to replicate the original in terms of historical details such as muntin profiles or decorative hood mouldings.



Original window openings and features, such as the windows, trim, sillas and shutters shown here should be protected and maintained.

4-5.4 Entrances

- a) Protect and maintain entrances on principal elevations where they are often key elements in defining the character of a building. Recessed entrances are best maintained where they currently exist. Conserve important features such as doors, glazing, lighting, steps and door surrounds.
- b) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric. In exceptional circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric.
- c) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.

4.5.5 Features and spaces around buildings

In considering alterations to property that involve features and spaces, the applicant shall demonstrate that every reasonable effort has been made to:

- a) Maintain traditional views of property by avoiding the masking or hiding of prominent building features.
- b) Keep parking areas and outbuildings, and utilities, such as heat pumps, transformers, and satellite dishes to the side or rear.
- c) Retain historical means of access including drives, walkways and doorways with any new required entrances to be installed on secondary elevations.
- d) Maintain proper site drainage in any work so that water does not collect or drain towards the foundation.



Avoid wood-soil contact, as moisture will damage heritage building fabric.

- e) Additional advice regarding spaces around buildings is also provided in '*4.11 Landscape conservation guidelines for private and public property*'.

4.5.6 Signage

- a) Address and name signage for residences should be modest in size, and suitably-scaled to the house and front yard.

4.5.7 Removal of heritage building fabric

- a) Removal of heritage building fabric is discouraged. Where original material is removed for new openings, etc. it shall be kept on site and its original location documented.
- b) Heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original.
- c) The patina of age or irregularities found in older work and materials should be respected and not covered up or obscured.

4.5.8 Considerations for commercial uses in former residential buildings

See Section 4.2.9 for information related to the consideration of commercial uses in former residential buildings.

4.6 ADDITIONS TO RESIDENTIAL HERITAGE BUILDINGS

Usually, additions are made to residential buildings to accommodate growing family needs, such as additional bedrooms, bathrooms, and living spaces. Often an addition to an existing building is more cost-effective than acquiring new property. A key objective to be achieved in the design of an addition is to ensure that new construction enhances the history and architectural detailing of the property and does not involve the loss of important heritage building fabric. The following guidelines apply to the construction of additions:

4.6.1 Removal of heritage building fabric

- a) Removal of heritage building fabric is discouraged. Where original and/or historic material is removed for new openings, such as windows and doors, it shall be kept on site and its previous location documented.
- b) Heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original.
- c) The patina of age or irregularities found in older work and materials should be respected and not covered up or obscured.

4.6.2 Location of additions

- a) Exterior additions are encouraged to be located at the rear or on an inconspicuous side of the building, set in from the side façade, limited in size and scale to complement the existing buildings and neighbouring properties.
- b) Multi-storey exterior additions are best set back as deeply as possible from the existing front wall plane in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure.

4.6.3 Height of additions

- a) The majority of buildings within the residential area are one and a half and two storeys. To maintain this profile, the height of the roof ridge in new additions should not exceed the height of the ridge of the heritage building.

4.6.4 Width of additions

- a) New additions should be designed in a building mass that extends rearward in depth on the lot rather than along the horizontal width.

4.6.5 Relation to street

- a) Additions to heritage residential buildings 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 buildings and neighbouring properties.

4.6.6 Roofs

- a) The original and/or historic roof configuration should be maintained and not obscured by any addition. Similarly, roofing materials and associated features, such as fascias, trim, and brackets should be retained and not obscured.
- b) Roof types encouraged in new construction are front gabled and side gabled.
- c) Decorative roof features and original roofing materials such as slate, wood shingles, and copper on sloped roofs should be retained and conserved wherever possible.
- d) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discretely placed out of general view from the street and public rights-of-way.
- e) Roof drainage shall be maintained and directed away from building foundations.

4.6.7 Windows and entrances

- a) Protect and maintain original window openings as well as distinguishing features such as materials, surrounds, frame, shutters, sash and glazing.
- b) Improvement in energy efficiency of single glazed units can be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.



Maintain original openings, and avoid the introduction of new windows and entranceways, as was done here.

- c) Avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- d) New windows that are compatible with the original and/or historic in terms of material, proportions, rhythm and scale are encouraged. The pattern of any proposed window divisions (such as six-over-six window panes) shall be maintained in replacement windows. However, the new will not be required to replicate the original in terms of historical details such as muntin profiles or decorative hood mouldings.
- e) Ramps may be permitted for barrier free access in accordance with applicable legislation, but shall not be physically attached to heritage building fabric (see Section 4.2.5 for additional guidance).
- f) Protect and maintain entrances on principal elevations where they are often key elements in defining the character of a building. Conserve important features such as doors, glazing, lighting, steps and door surrounds.

- g) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.

4.6.8 Exterior cladding

- a) Although there are only a few heritage residential buildings in the District, all are constructed with traditional materials such as brick, stucco or wood siding. These materials are encouraged for new additions.



The appropriate use of traditional materials such as brick, wood siding and wood shingles, as shown above, is encouraged.

- b) Synthetic materials such as vinyl or aluminum siding are not permitted. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.
- c) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.

4.7 ALTERATIONS AND ADDITIONS TO NON-HERITAGE RESIDENTIAL BUILDINGS

There are currently no non-heritage residential buildings in the District, although new residential construction may be permitted in the future. New construction and work undertaken to non-heritage residential buildings should respect the overall character of the Downtown Oakville Heritage Conservation District and be sensitive to any neighbouring heritage buildings.

Where future circumstances dictate the following should be consulted for general guidance:

4.7.1 Location of additions

- a) Exterior additions 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 properties.

4.7.2 Height of additions

- a) New additions should be no higher than the existing building height.

4.7.3 Width of additions

- a) New additions should be designed in a building mass that extends rearward in depth on the lot rather than along the horizontal width.

4.7.4 Setback

- a) In streetscapes of similar buildings, setbacks of new construction should match existing.

4.7.5 Roofs

- a) Roof types encouraged in new construction are front gabled and side gabled. A flat roof may also be acceptable, depending on the context and neighbouring properties.
- b) Asphalt, wood shingles or metal are appropriate for new construction.
- c) Any required roof vents, skylights, satellite dishes, solar panels, metal chimneys and flues, other venting devices and roof features should be located to the rear of new additions.

4.7.6 Windows and entrances

- a) Contemporary design and materials are allowed, but shall be compatible with neighbouring heritage properties. Entrances from the street elevation are required. Blank windowless walls are discouraged.

4.7.7 Exterior cladding

- a) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.
- b) Synthetic materials such as vinyl or aluminum siding are not permitted, except when used in smaller areas and in discrete locations such as the rear of buildings away from public view. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.8 ALTERATIONS AND ADDITIONS TO INSTITUTIONAL AND OTHER HERITAGE BUILDINGS AND STRUCTURES

There are several institutional heritage buildings within the District that have become local landmarks. As with other heritage properties within the District these buildings should be conserved and appropriate uses established to provide for their long term care. These buildings comprise: the Former Canada Post Office, the Scout Hut, Masonic Hall, Radial Station and Fire Hall.



Post Office c. 1958.



Scout Hall c. 1926.



Masonic Hall c. 1923-24.



Radial Station c. 1906.



Fire Hall c. 1922.

Conservation of these landmark buildings is encouraged since they are all important in understanding the history and development of Oakville. Each is unique in its design but, generally, the following guidelines should apply:

- a) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building. For example, sandblasting, strong chemical cleaning solutions, or high pressure water blasting are to be avoided.
- b) Avoid the application of new finishes or coatings that alter the appearance of the original material, especially where they are substitutes for repair. Alterations that comprise unacceptable materials include: water repellant coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.
- c) Retain, repair and maintain the original architectural detailing of the upper façade, with particular attention to the cornice, fascia, window proportions and placement, and window sash. Restore these elements when missing using historical photographs. Missing elements such as balconies should be restored where possible.
- d) These institutional buildings are of frame, brick, stone and stucco, reflecting all exterior wall finishes found within the District. Conservation best practices should be used when contemplating maintenance or alteration. Brick masonry requires re-pointing from time to time and this process should be undertaken by tradespeople with appropriate experience..

Generally, lime based mortar should be used and joints should replicate the original in finish, colour and texture. Rough-cast or stucco walls require experienced tradespeople to repair.

- e) The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.
- f) None of the institutional buildings shall be clad in any synthetic materials, such as vinyl or aluminum siding, concrete fibre board, or synthetic wood products.
- g) Additions to institutional and other heritage buildings shall be considered on a case by case basis and shall follow the guidelines outlined in Section 4.3.

4.9 INFILL DEVELOPMENT: NEW FREESTANDING BUILDING CONSTRUCTION AND BUILDING CONSTRUCTION WITHIN THE COMMERCIAL STREET WALL

"Infill" is term broadly used to define an array of development options that typically apply to established built-up or urban areas within which there are vacant or underutilised properties. The construction of new buildings on these vacant lots has been characterised as filling in a "hole" or a "void" in otherwise complete streetscapes, commercial terraces or residential areas. Typically, services to such properties are pre-existing.

Within the District there are few existing opportunities for infill development, i.e., vacant lots that are not in use. While there are currently limited opportunities, future changes could allow redevelopment of surface parking areas. Parking, for example, still appears to be required in that area bounded by Thomas, Church and George Streets and any new construction may be required to incorporate a parking structure. The potential for the creation of new lots within the District is also limited.

Accordingly, infill development within the District is anticipated to take two broad forms: infill as relatively "free-standing" building construction with yard areas providing some form of open, unencumbered space around the building; and, infill as building construction within the commercial street wall where new building construction is actually touching or nearly touching adjacent buildings. The following provides guidance related to infill development.

4.9.1 New freestanding construction

- a) New freestanding construction will be required to be compatible with the character of adjoining/adjacent properties and the streetscape wherever appropriate.
- b) Building heights along Lakeshore Road East shall be no more than four storeys or 13.5 m. The remainder of the Downtown Oakville Heritage Conservation District may build to the acceptable limits of the Town of Oakville Zoning By-law.
- c) New construction should be a product of its own time and not pretend to be historical by incorporating historical details or architectural features that are inappropriate in contemporary construction.
- d) Contemporary design is encouraged, together with a presumption in favour of commercial activities on the main floor of buildings.
- e) Parking facilities such as surface parking or parking structures at grade are discouraged due to negative impact on the streetscape. Parking at grade may be considered on a case-by-case basis if the parking is not visible from the streetscape and/or is screened within the new structure.
- f) Due to the pervasive use in nineteenth century buildings of quality natural materials such as brick and stone, these materials and other quality masonry products (not including concrete block, concrete brick and calcite or other similar materials) will be encouraged in new construction, together with the appropriate use of contemporary building and decorative materials for use in decorative elements or accent detailing.

- g) The use of exterior concrete masonry products, either as individual units, pre-cast panels or cast-in-place forms, as well as prefabricated metal or synthetic claddings and spandrel glass panels will not be permitted in the construction of entire new façades.
- h) Blank façades are discouraged in new construction and should incorporate window and door openings wherever feasible. Where openings are not incorporated into façades and in order to avoid large areas of the same cladding material and colour, new building façades shall incorporate a variety of cladding materials and colours, as well as other patterned or decorative motifs.
- i) Variants on horizontal divisions of historical façades, such as the use of cresting, cornices, entablatures and string courses may be used in new construction provided they do not replicate historical precedents.

Additional information regarding building proportion can be found on Section 4.3.5.

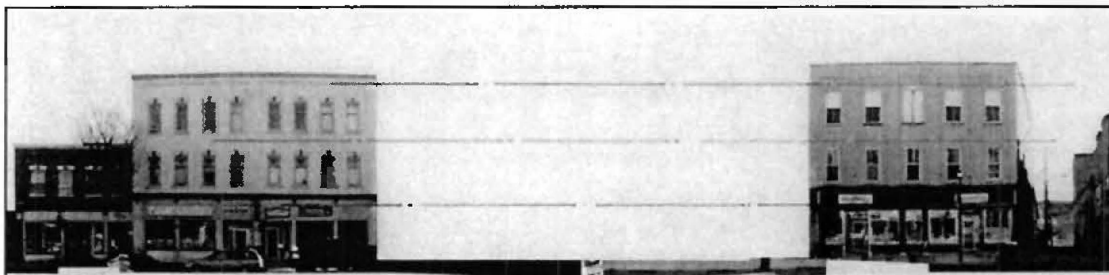
4.9.2 Construction within the commercial street wall

It is expected that new infill construction within the commercial street wall will be an unusual situation as existing commercial units shall be conserved and protected, recognizing that additions may be made to upper floors. However, if there is the loss of units within the commercial street wall, new infill construction will be required to be compatible with the character of adjoining properties and the streetscape. Maintaining the height and rhythm of the existing street wall on Lakeshore Road East, as described in the following, will assist in unifying the character of the District.

The illustrations shown below demonstrate an infill development adjacent to three storey buildings. For vertical additions to heritage commercial buildings, see '4.3 Additions to commercial heritage buildings'.

a) Height

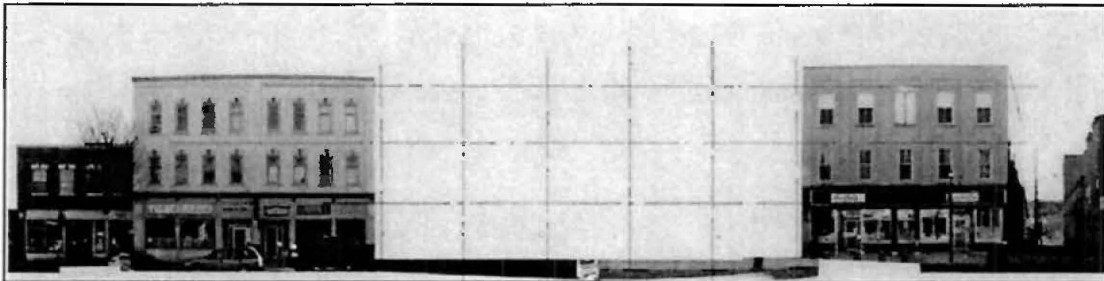
Infill development shall respect adjacent heights of existing buildings. Nineteenth century floor to floor heights tended to be greater than those in contemporary structures. Notwithstanding this, each storey should attempt to align or closely align to adjacent buildings. Contemporary interpretations of storey divisions such as string courses, cornices, corbelling and parapets will be encouraged.



Horizontal divisions create recognizable storeys.

b) Width

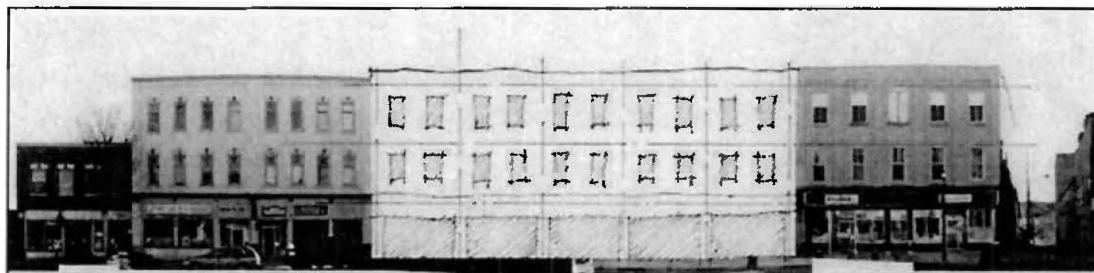
Infill development shall respect the horizontal rhythm of adjacent buildings. Traditional storefronts are generally in the range of 4 to 7 meters wide due to the structural limitations of available technologies at the time of construction. Height and width will establish the proportions of the infill commercial development.



Division into vertical bays or units assists in creating rhythm along the façade.

c) Relation to street

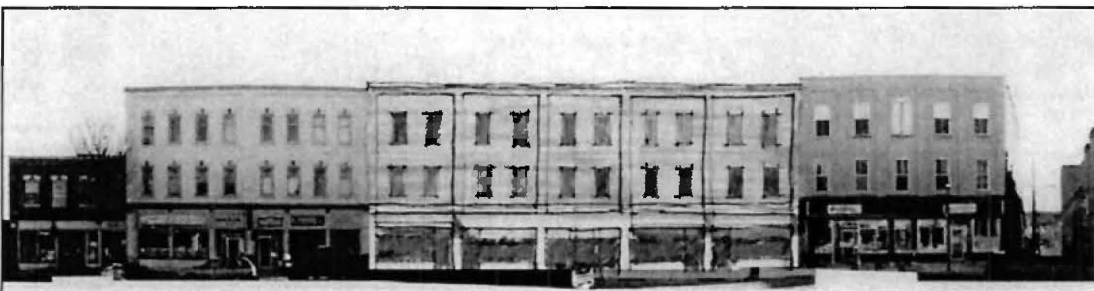
Heritage commercial buildings shall be built out to the street line and side lot lines. Zero setbacks are allowed by the Town's zoning by-law provisions in the District.



Buildings should promote an active streetscape, and be located at the street line.

d) Windows and entrances

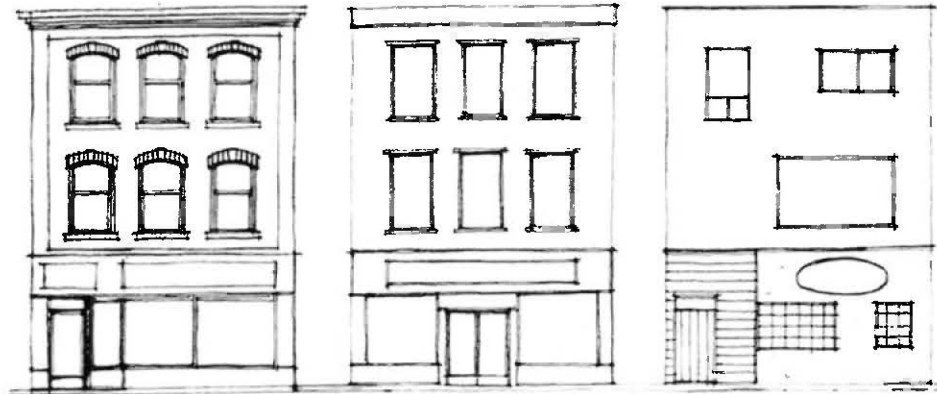
Contemporary storefronts shall maintain the historical ratio of solids and void (wall to glass) in new infill construction, approximately 85% glazing at street level with upper storey fenestration generally limited to 50% or less in void to solid wall (see also Section 4.3.5)



Ground floors should be predominately glazed, with upper floors being predominantly masonry.

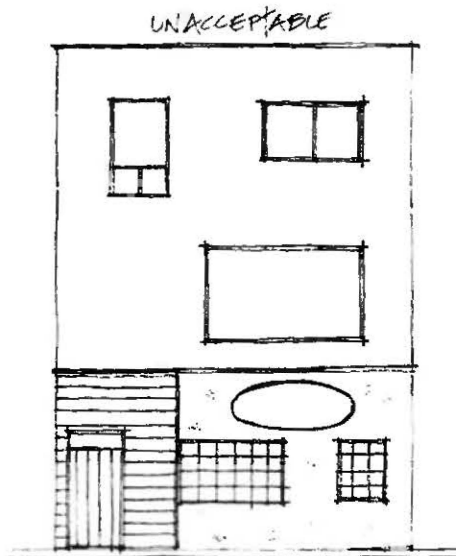
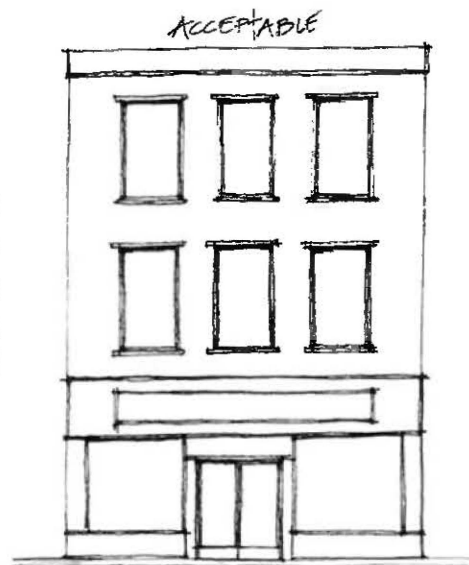
e) Composition

While detail in contemporary infill developments should be representative of its own time, adherence to the above noted parameters will reinforce the sense of enclosure provided by the "street wall" and enhance the streetscape. The following examples illustrate potentially acceptable and unacceptable design responses.



- a) After a catastrophic event, such as a fire or earthquake, building restoration may be acceptable as infill construction where it is based upon sufficient building remains and remnant architectural features that can guide accurate restorative work.

- b) The construction of a new building within the commercial street wall may fit well and be acceptable where it adheres to traditional arrangements of entranceways and windows.



- c) New infill construction which does not respect traditional composition, the appropriate placement of windows and doors and use of incongruous materials will not be permitted.

f) Exterior cladding

The principal building cladding in the District has been historically either brick or rough cast stucco. These materials will be encouraged for major additions and infill, with an emphasis on distinguishing old and new portions of the building.

The installation of Exterior Insulation and Finish Systems (EIFS) is not permitted within the District. EIFS is a late twentieth century acrylic substitute for plaster and has been known to promote mold growth and retain moisture in building fabrics that were intended to breathe. Its smooth sand finish and monolithic detailing is inappropriate in areas distinguished with durable natural materials with the patina of age.

Synthetic materials such as vinyl or aluminum siding are not permitted, except when used in smaller areas and in discrete locations such as the rear of buildings away from public view. Materials such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.10 DEMOLITION AND REMOVAL OF BUILDINGS AND STRUCTURES

4.10.1 Demolition of heritage buildings and structures

- a) The demolition of heritage buildings and structures (as outlined in **Appendix A**) shall not be permitted, except in extenuating circumstances such as natural disasters (e.g. fire, flood, tornado, earthquake).
- b) Extenuating circumstances shall generally constitute those situations where public health and safety is considered to be compromised and the Town of Oakville's Chief Building Official has received a structural assessment advising that a building or structure is beyond repair and has been determined to be unsafe. The assessment must be prepared by a professional engineer with expertise and experience in heritage buildings and structures.
- c) Where time is of the essence, the requirements for a heritage permit may be waived but it will be expected that in lieu of a heritage permit, the property owner shall retain an appropriately qualified heritage professional to record the building or the remains of the building through photography and/or measured drawings. Such recording shall be guided by existing structural conditions and the level of access that is considered by the Chief Building Official (or appropriate Emergency Responders) to be safe.
- d) Where the property owner is unable to retain a heritage professional, heritage staff of the Town of Oakville shall be accorded reasonable access to the property by the property owner to undertake appropriate recording.
- e) It shall be required that once a building has been demolished and the property is considered to be in a stable and safe state the property owner shall submit a heritage permit application for a new building within six months of site clearance. Within two years of that submission, **or as mutually agreed upon by the property owner and Town of Oakville**, new construction shall have been completed to the satisfaction of the Town. If new construction has not been completed, the provisions of the *Ontario Heritage Act* shall apply with respect to contraventions of the Act.

4.10.2 Removal of heritage buildings and structures

- a) The removal of heritage buildings and structures (as outlined in **Appendix A**) may be permitted with the submission and approval of a heritage permit application by Town Council.
- b) The removal of heritage buildings and structures shall be considered as an extraordinary and temporary measure and it shall be expected that any building façade (as part of a commercial

property) included as part of a submitted heritage permit application shall be recorded, disassembled, stored in a climatically controlled and secure storage facility until such time that it is reassembled on-site in its original location.

- c) The Town shall require notification of the location of the storage facility or any changes in the location, access to the location if required by Town staff and shall require these as part of any conditions of approval.

4.10.3 Demolition and removal of non-heritage buildings and structures

- a) Demolition and/or removal of non-heritage buildings and structures (as outlined in **Appendix A**) may be permitted by Council upon the submission and approval of a heritage permit application provided it is accompanied with appropriate drawings and plans for a new building or structure that complies with the guidance in the Downtown Oakville Heritage Conservation District Plan and Guidelines and other applicable Town guidelines and standards.
- b) Conditions of approval shall be attached requiring that any new building or structure permitted shall be constructed within two years of approval, **or as mutually agreed upon by the property owner and Town of Oakville**. If new construction has not been completed the provisions of the *Ontario Heritage Act* shall apply with respect to contraventions of the Act.
- c) Where the heritage permit application is for the demolition of a minor or ancillary structure and there is no need or requirement to build a replacement structure, appropriate plans or drawings shall be submitted with the heritage permit application to show the finish surface treatments, fencing or plantings. Where such information is lacking the Town may attach conditions requiring such matters to be addressed and subject to subsequent approval.
- d) Site Plan approval under the *Planning Act* may also be required.

4.11 LANDSCAPE CONSERVATION AND DESIGN GUIDELINES FOR PRIVATE PROPERTY

These guidelines for the conservation and design of landscape features located on private property (including commercial and residential properties) shall promote the practice of:

- understanding the heritage resources;
- planning for interventions or enhancements in such a way that the heritage building fabric is respected; and,
- undertaking work that will protect existing resources and making changes that are respectful of the original fabric while at the same time accommodating new initiatives.

The fundamental foundation for proposing any change should be an understanding of the earlier conditions of the property by using historical documentation to guide alterations. Historical documentation may consist of photographs, maps, sketches and other archived material that provide

inspiration for proposed changes. The historical pattern of settlement that includes the street grid and the lotting pattern should also be a foundation for future conservation activities.

The landscape conservation guidelines recognize that there is a role for both restoration of historical features and the addition of complementary contemporary design that will add features that comply with current and future requirements. These include matters such as: ongoing initiatives to improve barrier-free access to buildings, and to provide for conversions of residences or other buildings to potentially accommodate new uses.

Contemporary initiatives can be used in such a way that the new design is compatible with the original and/or historic features and mainly achieved by being distinguishable from them, as well as subordinate to them. Subordinate in this case means 'designed in such a way that there is no distraction from original building features' (see also the Standards and Guidelines for the Conservation of Historic Places in Canada for additional information). This overall philosophy should guide the integration of appropriate new features on properties within the Heritage District.

The purpose of these guidelines for private properties is to protect existing features which have cultural heritage value. These include features such as the masonry wall along the former Post Office parking lot, and the scale and the detailed nature of the space between the buildings and the public sidewalks which create a special pedestrian environment.

The conservation guidelines also seek to ensure that the pedestrian environment remains richly detailed and comfortable enhancing the vitality of the Heritage District. This will be accomplished with the addition of trees and other landscape features to be located along the edges of private property that will screen views of garbage and storage areas that do not add to the visual character of the area. The guidelines focus on the area of the private realm which is visible from the street, and are intended to complement public realm enhancements.

4.11.1 Historical landscape features

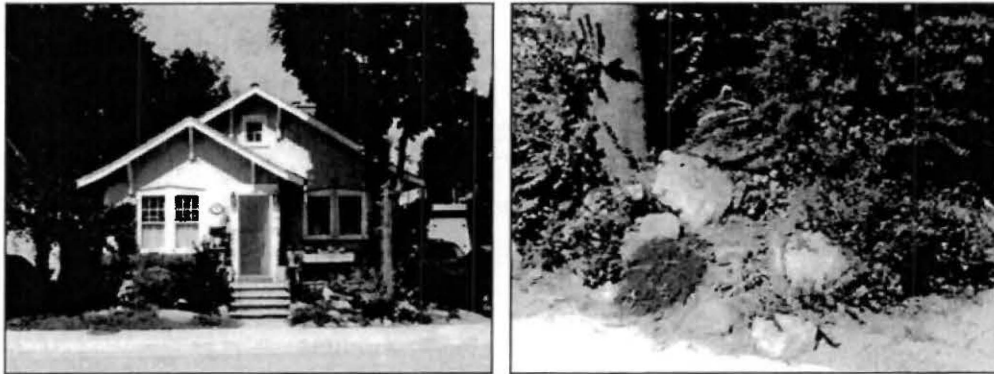
Historically, the District comprised both commercial and residential uses and buildings. The commercial properties, which had frontage primarily on Lakeshore Road East, had little available space to provide for landscaping. Most landscaping improvements such as tree planting were provided within the immediate public realm, notably within the sidewalks.

The residential portion of the core area is centred on Randall and Church streets. The characteristic of this residential area was that the lot coverage occupied by the building was a smaller percentage of the entire lot, leaving more open space available for landscape treatments. There was frequently a green landscape space between the front of the building and the public sidewalk; parking was generally found in driveways, in garages or behind the front line of the building.

In the 20th century as residential buildings were converted to commercial uses, more parking on site was required and there has been a general increase in the percentage of lot coverage that is covered by buildings and hard landscaping. As such, the conservation guidelines attempt to ensure that the remnant lands available for landscaping are taken advantage of to reduce the impact of the increased parking and building areas.

The overall guidelines for private property are as follows:

- a) There should be maximizing of soft landscapes particularly along the sidewalk frontages. This means that parking should be limited within the front yards and that the front entrance should remain visible from the street, following the historic pattern.
- b) Trees should be added on private property along the frontage where there is no conflict with buildings or with servicing or overhead wires or street trees in the public right-of-way. This will enhance the pedestrian environment.



Soft landscaping is encouraged, as well as appropriate tree planting.

4.11.2 Fencing, walls and steps

- a) Where possible, use historical photographs or documentation to guide the addition of these types of landscape features.
- b) Where historical documentation cannot be found, similar patterns may be created by studying historical photographs of the adjacent residential areas for guidance and inspiration.
- c) In order to define the edge of the property and separate private from public lands, ornamental wood fences or hedging of deciduous shrub material are acceptable.



Property edges should be defined with appropriate plantings and fencing, as shown above.

4.11.3 Screening and buffering

- a) Similar devices, such as ornamental wood fences or hedging of deciduous shrub material, may also be used to complete the screening or buffering of garbage storage areas or service areas that are visible from the public right-of-way.
- b) Screening using fencing or evergreen material may be used to block the views whereas the buffering is defined as allowing filtered views through the material such as deciduous shrub border.

4.11.4 Surface treatments

- a) The selection of materials for walkways and driveways should be undertaken to enhance and complement the pedestrian environment.
- b) Accessibility should be considered in the selection of materials and installation.
- c) From the mid-19th century on, concrete was a building material that was widely used for walkways and steps and is an appropriate material for current use. Other suitable materials include flagstone or pavers that do not overwhelm or compete visually with the cohesive appearance of the frontage of the structures.

4.11.5 Trees and other plant materials

- a) Historical tree species found in the residential area have been varied. There are remnants of tree plantings within the residential area that consist of evergreen selections, primarily Norway spruce and White Spruce and these are appropriate for replanting.
- b) In the past there was little consideration for using native plant material only. In the 19th century when many of these properties were developed, there was in fact a widespread use of the latest horticultural introductions in the residential landscape. As a result, a variety of both native and non-native plant materials would be appropriate for replanting in the area. Appropriate species include: Sugar Maple, Silver Maple, Mountain Ash, Norway Spruce, White Spruce, Catalpa, Horse Chestnut, Honey Locust, Gingko, Tulip tree, Basswood and Blue Beech.
- c) Other plant materials for residential properties should include a wide palette of materials suitable for the narrower planting locations available. Hedging and shrub borders should include a range of historically smaller plant materials. These include: Lilac, various types of Viburnum, Fragrant Currant, Deutzia, Mock Orange, Japanese Quince, Rose of Sharon, Smoke Bush, Spindle Tree, Weigela, Dogwood, Privet, Alpine Currant and Flowering Almond.
- d) In addition to these trees and shrubs, a wide variety of perennials, bulbs and vines may be added to provide a seasonal accent. This is in keeping with the late 19th and 20th century pattern of residential landscaping which celebrated a range of horticultural introductions.
- e) The selection of trees should also be guided by current environmental considerations. For example, Norway Maple and Ash species are no longer planted because of the presence of the

emerald ash borer and concerns about the spread of Norway Maples into natural areas which has a potential to negatively impact on the native vegetation.

4.11.6 Amenity Lighting

- a) Historically, there was very little amenity lighting provided on residential properties. Notwithstanding the lack of historical precedents, amenity lighting is permitted within the Downtown Oakville Heritage Conservation District to illuminate pathways, steps, verandahs and porches, and special landscaped areas as it does not have a negative impact on the character of the area.
- b) The installation of new amenity lighting shall ensure that the heritage attributes of the property are not adversely affected, and that there is no light trespass or spillover towards adjacent properties and the public realm.

4.11.7 Parking areas

Within the Downtown Oakville Heritage Conservation District, there are a few locations where private properties are currently occupied in full or in part by asphalt parking lots. Some of these locations were formerly building sites and are now used as parking for commercial properties.

- a) Guidance on landscape design and treatments for large parking areas is provided in Section 4.12.4, as parking areas, whether in public or private ownership, tend to display similar characteristics. These should be consulted for the construction of parking areas on private property.
- b) Parking areas associated with residences and other buildings with residential uses frequently have parking located within the lot. As these sites tend to be smaller, particularly on Randall Street, it is important that the parking be accommodated as much as possible within the property behind the building front.

4.12 LANDSCAPE CONSERVATION AND DESIGN GUIDELINES FOR THE PUBLIC REALM

The public realm within the District has undergone considerable change from the earliest period of settlement. As a result, there are no substantial above-ground remains of previous landscape and street features. Although there have been changes to the heritage fabric, building and property uses have remained constant, as has the original 1830's street grid. The road right-of-way has consistently accommodated sidewalks, providing a pedestrian focus and allowing pedestrians easy access to storefronts. The sidewalks have also served to separate pedestrians from vehicles using the travelled portion of the road.

It is important that any alterations or additions to the streetscape ensure that there is accommodation and safety for pedestrians, as well as for a wide variety of other users and in particular cyclists, people with mobility limitations and visual challenges and the wide range of vehicles needed for supporting the commercial core such as delivery trucks, couriers and public transit. It is also important that the cultural

heritage characteristics of the area are not compromised by inappropriate contemporary urban design trends (such as roofing over streets or implementing *woonerf*).

Notwithstanding this strategic approach, there are potential improvements and enhancements that are reversible and could be included within the public realm with little challenge, such as the addition of bike racks, and improved medians with planting and defined by curbs and additional turning lanes. All of these are designed to ensure safety for the pedestrian, as well as accommodate through traffic.

The linkage of the Heritage Conservation District to the areas north and south of Lakeshore Road is an important consideration, and so any alterations or additions to the street grid should ensure that there is ease of access for both vehicles and pedestrians from the surrounding areas.

Traditional road building and sidewalk materials used in the nineteenth century included plank construction for sidewalks and macadamised gravel and stone surfaces for road surfaces. These are clearly unsuitable and inappropriate for today's traffic. The use of concrete is appropriate for pedestrian areas and asphalt is appropriate in the travelled portion of the road. In the late 20th century, decorative paving, "historic" light standards and a range of new site furniture were added to Lakeshore Road as part of an urban revitalization design strategy. These types of enhancements have a predictable life cycle. Their renewal is implemented through a wholesale streetscape improvement vision. It is important that alterations or additions, including the removal of existing streetscape features, are undertaken so as to not detract from the overall cohesive streetscape character.

The key part of the walkway system within the core area is that it acts as a neutral backdrop to the colour and vitality visible on the storefronts with their signage, colours, awnings and window displays.

Improved separation between vehicles and pedestrians can be accommodated with the addition of crosswalks and bump-outs or islands that have a distinctive texture and colour and some amount of low contrast paving to assist visually challenged visitors and those in wheelchairs and scooters with crossing the street in safety.

The intention of any additions or alterations to the streetscape is to support the pedestrian environment and not compete with the visual character of the commercial core.

Surface parking lots are located on Randall Street, George and Thomas Street, north of Lakeshore Road East, providing an important amenity for shoppers and residents. Linkages to these surface lots are important and should be retained and enhanced. On-street parking continues to be important in providing needed parking spaces within the downtown, as well as contributing to traffic calming in the area. The use of centre turn lanes for commercial loading and unloading on Lakeshore Road presents continuing challenges in balancing parking and commercial accessibility.

The development of any new streetscape plans should ensure the following:

- Urban design changes should ensure pedestrian comfort and interest through the use of building scale, maintenance of the continuous active street wall, and provision of safe transition areas between the street and the sidewalk;
- Accommodation for pedestrians, vehicles, and cyclists should continue to be balanced so that each use is provided for separately;

- Street parking should continue to be provided;
- Commercial uses should continue to be an important part of the streetscape.

4.12.1 Sidewalks

- a) The underlying principle for additions and alterations to the sidewalks is that they should sustain accessibility and barrier free travel for pedestrians with a variety of challenges. Intersections may be altered with the addition of low contrast surface textures.
- b) There is a balance to be made between the smooth surface required by wheelchairs and the identification of landings at intersections for those with visual challenges. It is important that the choice of materials for alterations or additions complements the traditional streetscape now found within the District and which dates back to the streetscape revitalization plans of the mid-20th century. Concrete continues to be well suited for the continuation for sidewalks, curbs, landings and other features in the streetscape accented with decorative pavers.

4.12.2 Street Furniture

There is a range of street furniture found within the pedestrian environment including benches, trash / recycling receptacles, bike racks, and information kiosks. Many of these have been acquired at the same time and are of a similar design and material and colour. Others have been added at different periods which results in a cluttered streetscape.

It is expected that street furniture will continue to change in the future, as streetscape plans are revisited and further developed.

- a) In addition to public street furniture, there are other private additions that may be present, such as mailboxes, newspaper boxes, cafés and patios with barriers and moveable furniture. These will be permitted, subject to ensuring that there is minimal obstruction to pedestrian flow, and that visual clutter is not increased.



There is a range of street furniture within the Lakeshore Road pedestrian environment.

- b) As part of the ongoing management of the streetscape and in the absence of a streetscape management plan, alterations and additions of contemporary street furniture should aim at

creating a cohesive pedestrian environment using similar materials and colours in the choice of street furniture.

- c) The placement of street furniture should not impede pedestrian movement or block the entrances or façade signage of the adjacent buildings.



Additions of street furniture to the public realm should aim at creating a cohesive pedestrian environment.

4.12.3 Signage

Traditionally the buildings in the commercial core contained a wide range of signage types. Signs were located on building façades, awnings, projecting at right angles from façades and on sidewalks in the form of temporary sandwich signs. Subsequently, there have been additional types of signs added in the commercial core such as banners. The range of signage is part of the vitality of the commercial area.

- a) Pylon signs shall be prohibited within the District as they are visually intrusive and may limit the pedestrian space.
- b) Regulatory signs such as traffic control signs will be permitted within the District.
- c) Other guidelines, such as Highway Traffic Act requirements, and the Town's Sign By-law may also require consideration.
- d) It is important that existing visitor parking areas within the District continue to be identified with appropriate signage.
- e) Any alterations to parking signage should include directions from Lakeshore Road East to the nearest lot operated by the Town.



Pylon signage, such as the sign shown here is not a traditional form and is an uncomfortable fit within the streetscape.

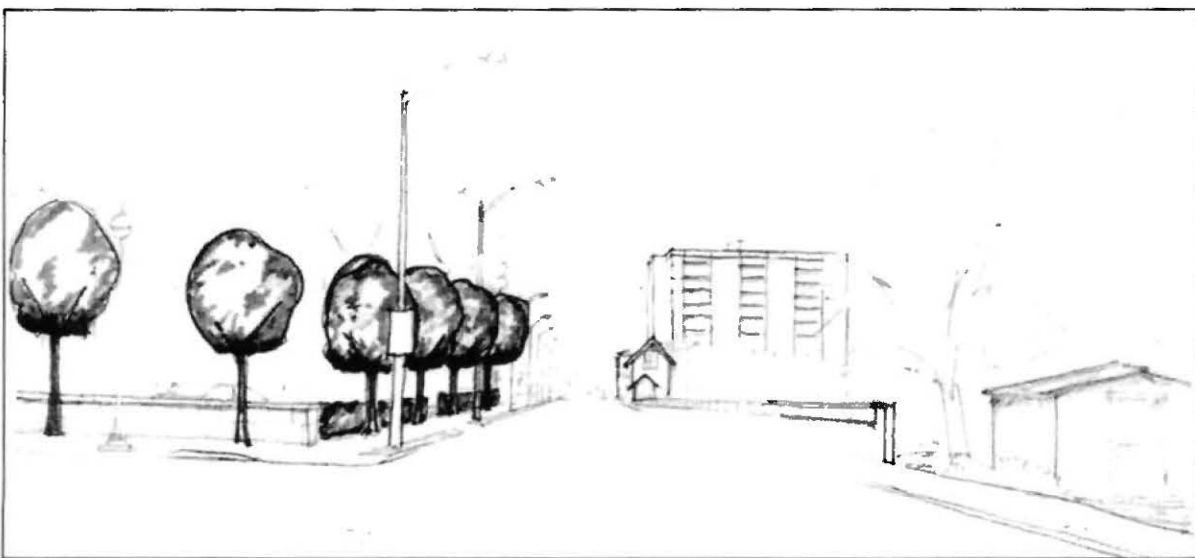
4.12.4 Parking areas

Within the Downtown Oakville Heritage Conservation District, there are several locations where properties are currently occupied by asphalt parking lots. These locations were formerly building sites and have been used as parking lots for several years. Many of these lots provide parking for commercial properties and are well used.

The parking lots along Church Street allow a view across the lot from Church Street towards the back of the buildings fronting on Lakeshore Road East. In cases such as this, the definition of the parking lot edge along the public sidewalk can be enhanced by adding masonry walls, trees and hedging material to provide landscape features in the foreground to buffer the view of the rear of the buildings.



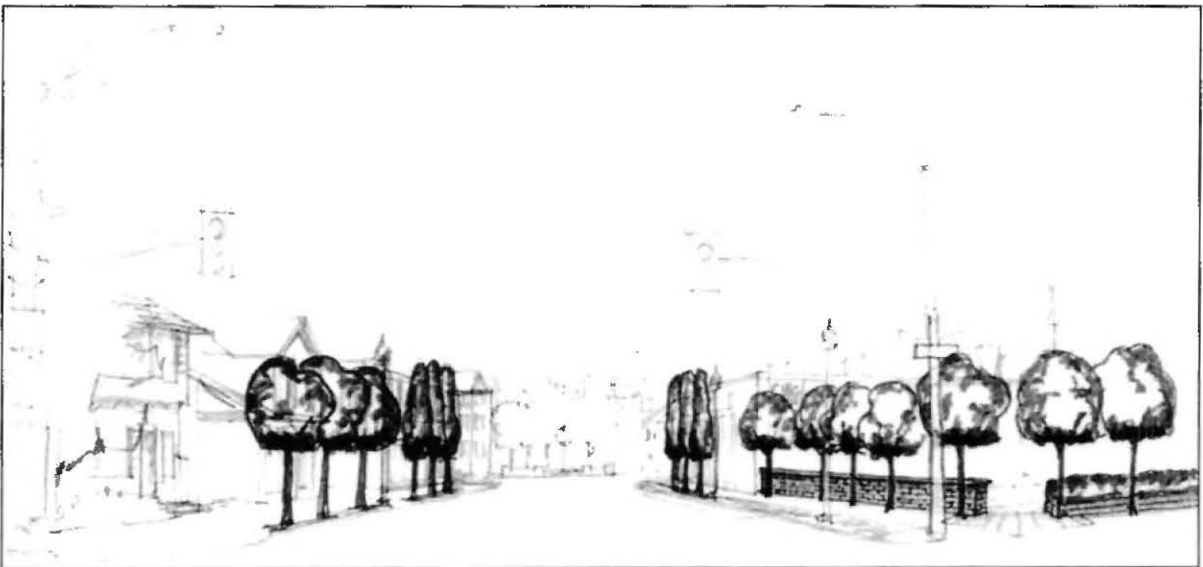
The corner of Randall Street and George Street, looking west along Randall Street.



The addition of low, ornamental walls or hedging located on private property (within a planting bed or sod verge) screens parked cars from the pedestrian view and defines the edge of the road allowance.



The corner of George Street and Church Street, looking south along George Street.



Again, the addition of low, ornamental walls or hedging located on private property (within a planting bed or sod verge) screens parked cars from the pedestrian view and defines the edge of the road allowance.

This treatment has been employed at the former Post Office property where a low standing masonry wall has provided a clear definition of the parking lot and blocks a large part of it from view from the sidewalk. Extending this design feature around the remainder of the site will complete the enhancement of the adjacent pedestrian area.



Poorly defined lot edges along the public sidewalk, as shown above, can be enhanced by adding masonry walls, street trees and hedging material.

- a) Parking lots should be well lit with fixtures that are full cut off and night sky friendly. Edges of parking lots should be clearly defined with hedges or low walls. Any additions to parking lots should consider introduction of pedestrian routes through the lot where a visitor can be collected after exiting their car and walk safely to the nearest sidewalk.
- b) As parking lots are improved in the future, the addition of sustainable design features should be considered, including infiltration beds and water quality improvements such as stormwater settlement chambers (storm scepters).
- c) Bicycle parking may be accommodated in the future, in locations where they are not intrusive to the pedestrian environment. If bicycle shelters are proposed, they would be better-suited to side streets or parking lots, due to their space requirements.

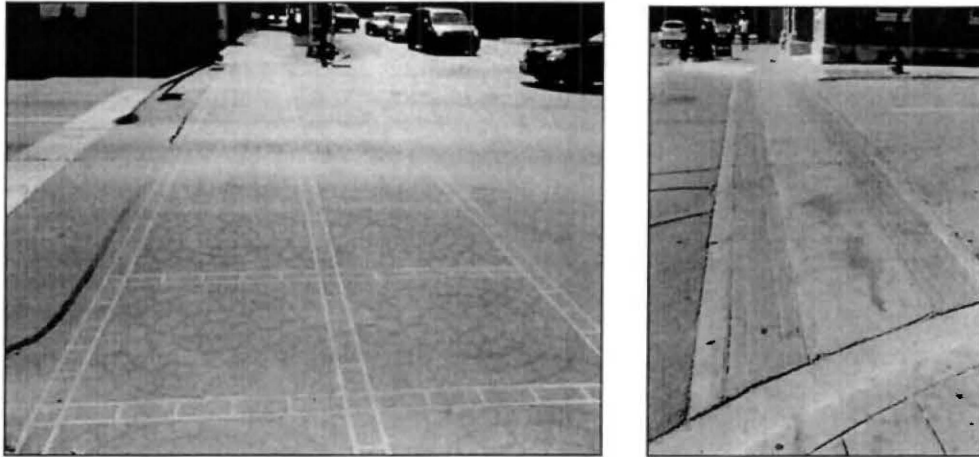
4.12.5 Traffic calming measures

There is increasing interest in municipal traffic management practices to provide for better pedestrian safety. Traffic calming features in the streetscape have dual purposes: one purpose is to introduce features or devices that require the motorist to reduce speed and the second purpose is to provide improved landings, bump-outs, ornamental medians, or cross walks that provide enhanced opportunities for pedestrians wishing to cross the street. These features did not traditionally form part of the historical streetscape.

There are several examples of bump outs and line painted medians within the District at the present time and similarly there are cross walks that consist of decorative paving or stencils within the asphalt roadway that highlight the place where a pedestrian will be travelling. In the absence of a streetscape management plan, traffic calming measures will require heritage permits and the following advice is provided:

- a) Where traffic calming measures are to be installed in the road right-of-way, materials will be chosen that complement the neutral backdrop to the colour and vitality visible on the storefronts such as concrete.
- b) Bump-outs may include the installation of planters and benches where pedestrian safety is not compromised.

- c) The design of pedestrian crosswalks should be used consistently at all crossings and in materials that contrast with the road surface but avoid excessive colour schemes.



Maintain a consistent scheme of crosswalk design, unlike the examples shown above.

- d) Preformed thermoplastic imprints into the roadway should be avoided as they appear to wear quickly. Long-lasting, durable materials incorporating appropriate wayfinding motifs shall be encouraged.

4.12.6 Street Lighting

The streetscape contains two types of lighting poles and luminaires: one is designed for vehicular traffic as it moves through the District and is generally set at a higher level and the other type is designed primarily for pedestrian enjoyment and safety. The pedestrian lighting generally consists of low level fixtures mounted on a range of poles, some of them late 20th century decorative metal with an acorn globe. This was a common light fixture introduced in the middle of the 20th century.

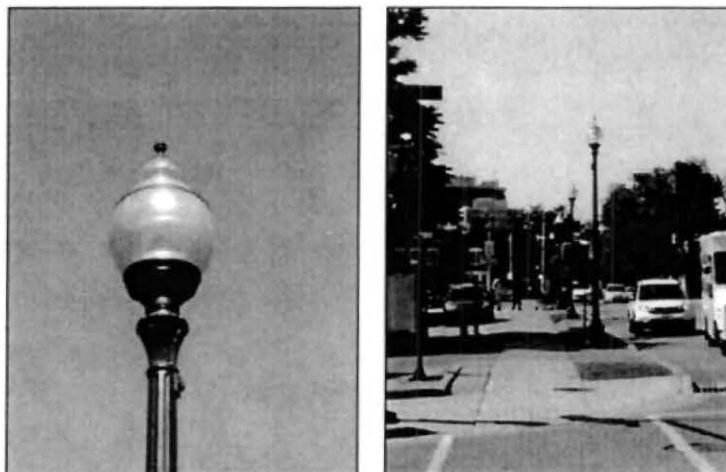


The lighting base provides a decorative theme and device for the Downtown.

Over time, there have been lighting efficiencies and changes in the luminaires that have allowed these fixtures to be continued to be used but with more energy efficient fixtures. It is anticipated that there will continue to be improvements in energy efficient lighting and particularly with improvements to accurate colour rendering and this type of retrofit and continuance of pedestrian lighting is acceptable. One of the features of the area is that overhead wires have been buried in past streetscape improvements. In some of the areas, there are precast concrete poles that are mounted with the street light fixtures.

Other guidance on lighting is provided in the Town of Oakville Municipal Lighting Standards, which should also be consulted for advice.

- a) The current light system of fluted metal poles and acorn globes should continue to be maintained as the standard for lighting fixtures, appropriately retrofitted with glare shields, until a new cohesive design for all of the downtown is considered as part of the Streetscape Management Plan.



The current lighting system should be maintained.

- b) In the future as part of any streetscape improvements, there may be an opportunity to introduce contemporary light poles that accommodate both high level street lighting and lower level pedestrian lights mounted on brackets.

4.12.7 Street trees and boulevards

Historically, boulevards and the planting of street trees have enhanced the amenity value of the streetscape by providing greenery, visual interest, and variety in the street scene. It is inevitable that street trees will require replacement at regular intervals because of the challenging growing conditions found within the urban environment. Many of the trees that do well in this environment are horticultural introductions rather than native species. They are tolerant of the heat in the summer and limited soil conditions, as well as pollution inherent in their road side location. They are also more resistant to snow removal chemicals that are frequently used on the sidewalks and roads.

Therefore, a mix of appropriate native and non-native trees may be added into the area. Where possible, the volume of soil that is provided for the root system should be generous and measures for structural soils or planting cells should also be included to encourage sustainability of the tree collection. In considering heritage permit applications, the following shall be considered:

- a) Historically, trees were planted in groups along the street rather than uniformly spaced apart, as is the current practice. This is an appropriate pattern for the addition of street trees.
- b) Street trees should be monitored to ensure that they remain in healthy condition and when trees enter into a hazardous condition (i.e. die back on the overhanging branches), they should be removed.



Tree health should be monitored on a regular basis and dead wood removed to avoid the decay shown here.

- c) It is important that dead trees be removed and replanted in prompt succession. This is to ensure that the vitality of the streetscape is maintained.
- d) All other applicable Town standards for tree planting and maintenance will be followed.

Boulevards that once characterised the former residential portions of the streetscape remain as important contributors to the texture and colour of the Downtown District and assist in defining edges of both sidewalks and travelled lanes. As with trees, it is important that:

- e) Grassed boulevards along properties that currently have a building on them shall be retained.
- f) Grassed boulevards should be monitored to ensure that they remain in healthy condition.
- g) Grassed boulevards should be regularly inspected and maintained with any dead areas of grass removed and re-seeded or re-sodded promptly.
- h) Grassed boulevards along properties that no longer have building features (i.e. surface parking lots) may be removed as part of future redevelopment. Until the property is redeveloped, the grassed boulevards shall be maintained.



Grass boulevards are important elements of the streetscape and are to be protected.

4.12.8 Protection and enhancement of views: Sixteen Mile Creek and Lake Ontario

Protection and enhancement of views of the Sixteen Mile Creek and Lake Ontario (both from private and public property) are important elements of the Downtown Oakville Heritage Conservation District Plan and specific Town initiatives are discussed further in Section 5 of "Municipal Implementation" and should be read in conjunction with the guidance described in the following:

- a) The view of Lake Ontario terminates the view corridors from all the north - south streets. These views, including the one on George Street, allow for a strong visual connection between Lake Ontario and the commercial core of Oakville. These should be retained and not obstructed with the replacement of any structures, street furniture or street trees.



Views to the Sixteen Mile Creek should be protected and enhanced.

- b) The addition of street trees is an acceptable enhancement on the north - south streets, since once they are placed in the sidewalk right-of-way, they will frame the views.
- c) At the furthest western end of Lakeshore Road East, there is a view over the Sixteen Mile Creek to the area across the bridge and the Sixteen Mile Creek Valley. This view is an important one from the interior of the District, looking out from the District and similarly it is an important view looking into the District as one enters the core from the west.

- d) The addition of streetscape elements that enhance this gateway entrance to the District are encouraged in order to frame the view. No enhancements should be undertaken that restrict or limit the views into and out of the area from that side.
- e) On the eastern side of the District the view remains consistent as pedestrians and vehicles move along Lakeshore Road East. The street wall on either side frames the view and the view continues off into the distant neighbourhoods.

4.12.9 Public Art

Public art is an increasingly popular feature of downtown revitalization and streetscape improvements. There are opportunities for the addition of appropriate public art within the District. Public art should be strategically located at the entrances to Downtown District and at Towne Square and where there are opportunities to add to encourage the sense of place of the commercial core. The Town of Oakville public art policy should also be referenced for guidance.

In reviewing heritage permit applications for public art, concern should be focused less with the form of the art and its artistic merit, but should focus on the following:

- a) The placement of the public art should be carefully planned so that there is no visual intrusion that would disrupt the setting of a heritage property or directly affect heritage building fabric.
- b) Materials that are selected should be durable and vandal resistant.
- c) Pedestrian traffic flow is not impeded.

The Town of Oakville Arts Policy MS-REC-003 (or as subsequently amended) will also apply.

4.13 PROVISIONS FOR PEOPLE WITH DISABILITIES AND ENERGY RENEWAL PROJECTS: SPECIAL CONSIDERATIONS

Two pieces of provincial legislation make provisions that potentially affect heritage permit applications under the *Ontario Heritage Act* are: The *Accessibility for Ontarians with Disabilities Act*, 2005, and *An Act to enact the Green Energy Act*, 2009 and associated regulations (*Ontario Regulation 359/09* and *Ontario Regulation 521/10*).

The *Accessibility for Ontarians with Disabilities Act* became law on June 13, 2005. The Act's overall intent is to make the province accessible by 2025 through establishing a variety of accessibility standards, (i.e., mandatory rules), for customer service, transportation, information and communication, employment and the built environment. It is intended that accessibility standards will be phased in over time and are to be developed by people from the business and disability communities. The goal of the Accessibility Standards for the Built Environment is to remove barriers in public spaces and buildings. The standards for public spaces will only apply to new construction and planned redevelopment. It is anticipated that enhancements to accessibility in buildings will happen at a later date through Ontario's Building Code, which governs new construction and renovations in buildings.

The issue of compliance for heritage properties, specifically those designated under the *Ontario Heritage Act*, have yet to be addressed in legislation. Past practice suggests that greater accessibility must be met, but with a less rigorous standard for designated heritage properties. This is intended to take into account the value of heritage building fabric, historical spaces and architectural features. The Downtown Oakville Heritage Conservation District Plan and Guidelines encourages accessibility to heritage properties, but attempts to ensure that, as with other alterations, there is minimal or no intrusion into heritage building fabric.

The *Act to enact the Green Energy Act* is focussed on promoting green energy projects and streamlining approval processes in order to expedite these projects. Certain exemptions are made to approvals and there are also procedures for self assessment. In seeking approvals under the *Green Energy Act* or related regulations, property designated under the *Ontario Heritage Act* retain their status and any proponent of an energy renewal project must satisfy the approval authority that they have all heritage permits and met any conditions issued by a municipality.

The Downtown Oakville Heritage Conservation District Plan and Guidelines do not prohibit energy renewal projects. Installations, such as solar panels, are encouraged to be located in places that are generally out of view and that do not involve the loss of or damage to heritage building fabric.

It is expected that in a five year review of this Plan some guidelines may have to be revised or modified to reflect changing legislative requirements.

5.0 EXEMPT ALTERATIONS AND CLASSES OF ALTERATIONS

5.1 INTRODUCTION

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 a designated heritage conservation district. The Act defines the term “alter” as meaning *to change in any manner and includes to restore, renovate, repair or disturb*. “Alteration” has a corresponding meaning.

While the need to require a permit for demolition or the construction of a new building or structure is clear, the requirement for a permit for an alteration to an existing building may be less clear. Typically, alterations or changes for which a Section 42 permit is required are those types of alterations that would materially affect the character or external appearance of a building. Those types of physical alterations, additions and conservation work that generally require a permit are described in the body of the plan.

Subsection 41.1 (5) of the Act also makes provisions for exempting some forms of alterations from regulation by providing that a heritage conservation district plan shall include:

(e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42. 2005, c. 6, s. 31.”

The following constitutes a description of those alterations that are considered to be “minor in nature” and that may be carried out without obtaining a permit under Section 42 of the Act. In some instances and for the purposes of clarification, a note is included on exceptions where a heritage permit would be required. Regardless of exemption from regulation, the guidelines provided elsewhere in this Plan should still be consulted for direction on carrying out changes and using methods that are the least destructive or have the least impact on building fabric or valued heritage attributes. The exempted minor alterations have been guided generally by the principles of either being undertaken within a small area, confined to areas that are generally out of sight from public view, constitute routine maintenance or are easily reversible.

If there is any doubt about whether a heritage permit is required consultation with Town of Oakville staff is recommended.

5.2 COMMERCIAL PROPERTIES: These comprise properties primarily located on Lakeshore Road East, George Street and Thomas Street.

Alterations that may be carried out without obtaining a permit under Section 42 of the Act are:

- a) **Interior modifications:** The interiors of buildings or structures are not subject to regulation within the Heritage Conservation District, and no permit is required.

Exceptions:

Those interior features designated under Part IV of the *Ontario Heritage Act* or interior features that have an exterior presence, including, but not restricted, to windows and doors in building façades require a heritage permit.

- b) **Roof materials:** Replacement of existing roof materials (such as asphalt shingles or rolled asphalt roofing) in kind and of the same colour does not require a permit.

Exceptions:

Replacing or removing original roofing materials including metal, slates, tiles or wood shingles with different roof coverings or asphalt shingles require a permit.

- c) **Skylights:** The installation of skylights located out of sight from street views and in the same plane as the roof (e.g. on the rear slope of a roof or on a flat or low pitched roof) would not require a permit.

- d) **Solar panels:** The installation of solar panels located out of sight from street views and in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low pitched roof) would not require a permit.

Exceptions: freestanding panels on poles or those requiring a structural frame for support require a permit.

- e) **Satellite dishes:** The installation of satellite dishes that are located in such a way that they are not visible from the street either at the front, side or rear of buildings does not require a permit.

- f) **Security lighting and alarm systems:** The installation of security lighting and/or alarm systems do not require a permit provided that the method of installation requires no removal of heritage fabric, such as masonry units or fascia boards.

- g) **Eavestrough and downspouts:** The removal and/or installation of new eavestroughs and downspouts in the same material as previously existing do not require a permit.

- h) **Landscaping, soft:** The removal and/or installation of vegetative landscaping, such as planting beds, shrubbery and small ornamental trees and the pruning and maintenance of trees or the removal of dead branches or limbs do not require a permit.

Exceptions:

The removal and/or installation of trees (with anticipated mature height of 5.5 metres or greater) and/or greater than 20 centimetres diameter at breast height (dbh) require a heritage permit. The Town's Private Tree By-law may also apply.

- i) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas in the same materials and of the same area and dimension do not require a permit.

Exceptions:

The removal and/or installation of any hard landscaping, such as driveways, entranceways, paths and parking areas in any new material require a permit.

- j) **Maintenance or small repairs:** Ongoing maintenance or small repairs to buildings, structures or small areas of paving that do not significantly affect the appearance of the outside of the property and do not involve the permanent removal or loss of heritage attributes do not require a permit.

Exceptions:

The removal and/or installation of any cladding materials require a permit.

The cleaning of any building façade surface (using any method of cleaning such as sandblasting, chemical cleaning, and pressurized water) requires a permit.

Carrying out test patches in any location for any cleaning method requires a permit.

The removal of any paintwork from a masonry building façade surface requires a permit.

- k) **Painting:** The painting of doors, window frames, muntins and mullions, trimwork, eavestroughs, downspouts and minor architectural detailing does not require a permit.

Exceptions:

The painting of any unpainted or previously painted masonry materials or synthetic cladding materials requires a permit.

- l) **Canopies and awnings:** The installation of new canopies and awnings that are replacing existing and are of the same size, material and scale do not require a permit.

Exceptions:

Canopies and awnings that are of a different material, or are larger than existing or require additional fastenings to a building require a permit.

- m) **Amenity lighting:** The installation of porch lighting or other amenity or seasonal lighting does not require a permit.

As with any modifications being contemplated, it is beneficial to contact Town of Oakville Heritage Planning staff to discuss proposals before commencing work. Some of the above modifications may also require a Building Permit, and appropriate staff should be consulted.

5.3 RESIDENTIAL PROPERTIES: These comprise properties located at 156 Randall Street, 209 Randall Street, 210 Randall Street and 213 Randall Street.

Alterations that may be carried out without obtaining a permit under Section 42 of the Act are:

- a) **Interior modifications:** The interiors of buildings or structures are not subject to regulation within the Heritage Conservation District, and no permit is required.

Exceptions:

Those interior features designated under Part IV of the *Ontario Heritage Act* or interior features that have an exterior presence, including but not restricted to windows and doors in building façades.

- b) **Roof materials:** Replacement of existing roof materials in kind and of the same colour does not require a permit.

Exceptions:

Replacing or removing original roofing materials including metal, slates, tiles or wood shingles with other materials requires a permit.

- c) **Skylights:** The installation of skylights located out of sight from street views and in the same plane as the roof (e.g. on the rear slope of a roof or on a flat or low pitched roof) would not require a permit.
- d) **Solar panels:** The installation of solar panels located out of sight from street views and in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low pitched roof) would not require a permit.

Exceptions: freestanding panels on poles or those requiring a structural frame for support require a permit.

- e) **Satellite dishes:** The installation of satellite dishes that are located in such a way that they are not visible from the street either at the front, side or rear of buildings does not require a permit.
- f) **Security lighting and alarm systems:** The installation of security lighting and/or alarm systems do not require a permit.
- g) **Amenity lighting:** The installation of porch lighting or other amenity or seasonal lighting does not require a permit.
- h) **Eavestrough and downspouts:** The removal and/or installation of new eavestroughs and downspouts in the same material as the previously existing do not require a permit.

- i) **Landscaping, soft:** The removal and/or installation of vegetative landscaping, such as planting beds, shrubbery and small ornamental trees and the pruning and maintenance of trees or the removal of dead branches or limbs do not require a permit.

Exceptions:

The removal and/or installation of trees (with anticipated mature height of 5.5 metres) and/or greater than 20 centimetres diameter at breast height (dbh) require a heritage permit. The Town's Private Tree By-law may also apply.

- j) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas in the same materials and of the same area and dimension do not require a permit.

Exceptions:

The removal and/or installation of any hard landscaping, such as driveways, entranceways, paths and parking areas in any new material require a permit.

- k) **Fencing:** The removal and/or installation of fencing in the rear yard of a property and behind the mid-point of the side façade of a building does not require a permit. Requirements of the Town's Fence By-law will also have to be met.

Exceptions:

The removal and/or installation of fencing in the front yard of a property require a permit.

The removal and/or installation of fencing in the side yard but not beyond the mid-point of the side façade towards the front of a building require a permit.

- l) **Porches, verandahs and decks:** The installation and/or removal of single-storey porches, verandahs and decks located within the rear yard and away from views from the street do not require a permit.

Exceptions:

The removal and/or installation of porches, verandahs and decks in the front and side yards of a property require a permit.

- m) **Storm windows and doors:** The seasonal installation and/or removal of storm windows and screen doors do not require a permit.

Exceptions:

New storm windows and new screen doors will require heritage permit approval.

- n) **Stairs or steps:** The removal of stairs or steps and replacement in kind (same dimensions and materials) do not require a permit.

- o) **Signage:** The installation of number and name signage on building façades or on free-standing supports does not require a permit.

- p) **Maintenance or small repairs:** Ongoing maintenance or small repairs to buildings, structures or small areas of paving that do not significantly affect the appearance of the outside of the property and do not involve the permanent removal or loss of heritage attributes do not require a permit.

Exceptions:

The removal and/or installation of any cladding materials require a permit.

The cleaning of any building façade surface (using any method of cleaning such as sandblasting, chemical cleaning, and pressurized water) requires a permit.

Carrying out test patches in any location for any cleaning method requires a permit.

The removal of any paintwork from a masonry building façade surface requires a permit.

- q) **Painting:** The painting of doors, window frames, muntins and mullions, trim, eavestroughs, downspouts and minor architectural detailing does not require a permit.

Exceptions:

The painting of any masonry materials or synthetic cladding materials requires a permit.

- r) **Canopies and awnings:** The installation of new canopies and awnings that are replacing existing and are of the same material, size and scale does not require a permit.

Exceptions:

Canopies and awnings that are of a different material, or are larger or require additional fastenings to the building require a permit.

As with any modifications being contemplated, it is beneficial to contact Town of Oakville Heritage Planning staff to discuss proposals before commencing work. Some of the above modifications may also require a Building Permit, and appropriate staff should be consulted.

- 5.4 **INSTITUTIONAL PROPERTIES:** These comprise properties located at 181 Church Street (The Old Fire Hall), 193 Church Street (Former Canada Post Office), 216 Lakeshore Road East (The Fifth Post Office), 165 Randall Street (The Boy Scout Hut), 125 Thomas Street (Masonic Temple Lodge) and 139 Thomas Street (Radial Station).

Alterations that may be carried out without obtaining a permit under Section 42 of the Act are:

- a) **Interior modifications:** The interior of buildings or structures are not subject to regulation within the Heritage Conservation District, and no permit is required.

Exceptions:

Those interior features designated under Part IV of the *Ontario Heritage Act* or interior features that have an exterior presence, including but not restricted to windows and doors in building façades.

- b) **Roof materials:** Replacement of existing roof materials in kind and of the same colour does not require a permit.

Exceptions:

Replacing or removing original roofing materials including metal, slates, tiles or wood shingles with asphalt roof shingles or other materials requires a permit.

- c) **Skylights:** The installation of skylights located out of sight from street views and in the same plane as the roof (e.g. on the rear slope of a roof or on a flat or low pitched roof) would not require a permit.
- d) **Solar panels:** The installation of solar panels located out of sight from street views and in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low pitched roof) would not require a permit.

Exceptions: freestanding panels on poles or those requiring a structural frame for support require a permit located anywhere on the property.

- e) **Satellite dishes:** The installation of satellite dishes that are located in such a way that they are not visible from the street either at the front, side or rear of buildings does not require a permit.
- f) **Security lighting and alarm systems:** The installation of security lighting and alarm systems do not require a permit.
- g) **Amenity lighting:** The installation of porch lighting or other amenity or seasonal lighting does not require a permit.
- h) **Eavestrough and downspouts:** The removal and/or installation of new eavestroughs and downspouts in the same material as previously existing do not require a permit.
- i) **Landscaping, soft:** The removal and/or installation of vegetative landscaping, such as planting beds, shrubbery and small ornamental trees and the pruning and maintenance of trees or the removal of dead branches or limbs do not require a permit.

Exceptions:

The removal and/or installation of trees (with anticipated mature height of 4.5 metres or greater) and/or greater than 20 centimetres diameter at breast height (dbh) require a heritage permit.

- j) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas in the same materials and of the same area and dimension do not require a permit.

Exceptions:

The removal and/or installation of any hard landscaping, such as driveways, entranceways, paths and parking areas in any new material require a permit.

- k) **Signage:** The installation of number signage on building façades or on free-standing supports does not require a permit.
- l) **Maintenance or small repairs:** Ongoing maintenance or small repairs to buildings, structures or small areas of paving that do not significantly affect the appearance of the outside of the property and do not involve the permanent removal or loss of heritage attributes do not require a permit.

Exceptions:

The removal and/or installation of any cladding materials require a permit.

The cleaning of any building façade surface (using any method of cleaning such as sandblasting, chemical cleaning, and pressurized water) requires a permit.

Carrying out test patches in any location for any cleaning method requires a permit.

The removal of any paintwork from a masonry building façade surface requires a permit.

- m) **Painting:** The painting of doors, window frames, muntins and mullions, trim, eavestroughs, downspouts and minor architectural detailing does not require a permit.

Exceptions:

The painting of any masonry materials or synthetic cladding materials requires a permit.

- n) **Canopies and awnings:** The installation of new canopies and awnings that are replacing existing and are of the same material size and scale do not require a permit.

Exceptions:

Canopies and awnings that are of a different material, or are larger or require additional fastenings to the building require a permit.

As with any modifications being contemplated, it is beneficial to contact Town of Oakville Heritage Planning staff to discuss proposals before commencing work. Some of the above modifications may also require a Building Permit, and appropriate staff should be consulted.

- 5.5 PUBLIC REALM PROPERTIES:** These comprise lands that are primarily located in road rights-of-way, parking lots or lands associated with the public library.

Alterations that may be carried out without obtaining a permit under Section 42 of the Act are:

- a) **Maintenance or minor repairs:** Ongoing maintenance or minor repairs to road or sidewalks surfaces and areas of paving that do not significantly affect the appearance of the surface and that are exempt from review or approval under the Municipal Class Environmental Assessment do not require a permit.

Exceptions:

The installation of any traffic calming device (not including signage), new road or sidewalk surfaces, new crosswalk surfaces or motifs and new boulevards requires a permit.

- b) **Installation and/or repair of underground utilities or services:** Subsurface excavation for the installation and repair of utilities (water, sewage, gas, or communications) does not require a permit.
- c) **Repair of above-ground utilities or services:** Work undertaken for the repair of above-ground utilities (hydro, communications and lighting), including conduits, poles and associated boxes or covers and installation of non-permanent or non-fixed street furniture including but not restricted to seating, planters, tree grates, banners, hanging baskets, garbage receptacles and bike racks do not require a permit.

Exceptions:

The installation of any new luminaires and/or poles including any directional or warning signage for vehicular traffic or pedestrians requires a permit.

- d) **Landscaping, soft:** The installation of any soft or vegetative landscaping confined to boulevard installation and associated planting beds does not require a permit.

Exceptions:

The removal and/or installation of trees (with anticipated mature height of 4.5 metres or greater) and/or greater than 20 centimetres diameter at breast height (dbh) require a heritage permit.

- e) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas in the same materials and of the same area and dimension do not require a permit.

Exceptions:

The removal and/or installation of any hard landscaping, such as driveways, entranceways, paths and parking areas in any new material require a permit.

As with any modifications being contemplated, it is beneficial to contact Town of Oakville Heritage Planning staff to discuss proposals before commencing work.

- 5.6 EMERGENCY WORK:** In some instances, emergency work may have to be carried out to public or private property without the benefit of a Heritage Permit or ascertaining whether such work is exempt from regulation.

Required emergency work may be permitted where the timing of repairs makes it impossible to consult with Town staff regarding a Heritage Permit. Notwithstanding this provision, all work should be undertaken in a manner that does not destroy valued *heritage building fabric*. Photographs of 'before and after' should be taken to confirm the condition of the building and the nature of the finished repairs, and supplied to Town staff as a record of the work.

6.0 HERITAGE CONSERVATION DISTRICT PLAN REVIEW PROCESS

6.1 INTRODUCTION

It is not unusual for municipal plans and guidelines to be reviewed from time to time. Some reviews are required by statute, while others are more informal and undertaken as good municipal housekeeping. The *Ontario Heritage Act* makes no specific requirements for formal review and update. For the Downtown Oakville Heritage Conservation District, it is considered appropriate that a formal review be undertaken for this particular Oakville district given that there are proposed initiatives that are associated with its implementation.

It is expected that over the next five years Town staff, as a minimum, will be annually monitoring activity within the District. In particular, the following should be subject to review:

- The number of heritage permit applications submitted and approved;
- The types of alterations that are occurring within the District (such as signage, additions or window alteration); and
- The number, type and value of funding applications for eligible conservation work.

At the end of the five year monitoring period, the Town of Oakville should embark on a full scale review of the Downtown Oakville Heritage Conservation District Plan, related heritage permit activity and other associated initiatives.

It is advised that the following activities should form part of the review:

- Formal engagement and dialogue with the property owners, community and all interested parties;
- Development of a "score card" to check on what objectives have been achieved and those that have not been fulfilled; and
- Recommendations for any potential revisions to the District Plan, based on past activities and heritage planning best practices.

The Town of Oakville will implement a 3 to 5-year review process related to the Heritage Conservation District Plan, in order to help ensure that the document remains up to date with current heritage planning best practices, and that it reflects the needs of the community.

Appendix A:

Description of designated Part V Downtown Oakville Heritage Conservation District properties

Description of designated Part V Downtown Oakville heritage conservation district properties by classification, architectural style and prior heritage status

Number	Street	Classification	Property Name	Architectural Style	Prior Heritage Status
159	Church Street	Heritage	N/A	Gothic Revival/Italianate	Part IV
181	Church Street	Heritage	The Old Fire Hall	Arts and Crafts	Part IV
193	Church Street	Heritage	Former Post Office	International	Register
115	George Street	Non-heritage	N/A	Contemporary	Inventory
117-119	George Street	Heritage	N/A	Edwardian Classicism	Inventory
131	George Street	Non-heritage	N/A	Contemporary	Inventory
125	Lakeshore Road East	Non-heritage	N/A	Contemporary	Register
126-132	Lakeshore Road East	Heritage	Barclay Building	Italianate	Part IV
131-137	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
134-138	Lakeshore Road East	Heritage	Anderson Block	Italianate	Part IV
140-142	Lakeshore Road East	Heritage	N/A	Italianate	Part IV
141	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
144-146	Lakeshore Road East	Heritage	N/A	Edwardian Classicism/Contemporary	Inventory
145	Lakeshore Road East	Heritage	N/A	Italianate	Part IV
149	Lakeshore Road East	Non-heritage	N/A	Italianate/Contemporary	Inventory
150-152	Lakeshore Road East	Heritage	O'Reilly's Tavern	Classic Revival	Register
151	Lakeshore Road East	Heritage	N/A	Classic Revival	Inventory
156	Lakeshore Road East	Heritage	N/A	Contemporary	Inventory
159	Lakeshore Road East	Heritage	Bank of Montreal	Beaux-Arts Classicism	Part IV
162	Lakeshore Road East	Non-heritage	Oakville Inn Hotel	Contemporary	Inventory
165	Lakeshore Road East	Heritage	N/A	Vernacular	Register
166	Lakeshore Road East	Heritage	Toronto Dominion Bank	Beaux-Arts Classicism	Part IV
167-171	Lakeshore Road East	Heritage	N/A	Vernacular	Register
172	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
174	Lakeshore Road East	Heritage	N/A	Italianate	Part IV
179	Lakeshore Road East	Heritage	Lunau Block	Italianate	Part IV

Description of designated Part V Downtown Oakville heritage conservation district properties by classification, architectural style and prior heritage status

Number	Street	Classification	Property Name	Architectural Style	Prior Heritage Status
176	Lakeshore Road East	Non-heritage	N/A	Contemporary	Inventory
182	Lakeshore Road East	Heritage	Urquhart's Medical Hall	Vernacular	Part IV
183	Lakeshore Road East	Heritage	N/A	Italianate	Part IV
184-186	Lakeshore Road East	Heritage	William Joyce Store	Classic Revival	Part IV
187	Lakeshore Road East	Heritage	Davis Block	Italianate	Part IV
188	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
189	Lakeshore Road East	Heritage	N/A	Italianate	Part IV
190-194	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
191-195	Lakeshore Road East	Heritage	William Busby Store	Italianate	Part IV
196	Lakeshore Road East	Heritage	N/A	Italianate	Register
197	Lakeshore Road East	Heritage	N/A	Mid-Century Modern	Part IV
198	Lakeshore Road East	Heritage	N/A	Vernacular	Inventory
200	Lakeshore Road East	Non-heritage	N/A	Contemporary	Inventory
207	Lakeshore Road East	Heritage	N/A	Mid-Century Modern	Inventory
209	Lakeshore Road East	Heritage	N/A	Greek Revival	Register
211-213	Lakeshore Road East	Non-heritage	N/A	Contemporary	Inventory
215	Lakeshore Road East	Heritage	N/A	Vernacular	Part IV
216	Lakeshore Road East	Heritage	Fifth Post Office	Beaux-Arts Classicism	Part IV
156	Randall Street	Heritage	Charles Davis House	Gothic Revival	Part IV
165	Randall Street	Heritage	The Boy Scout Hut	Vernacular	Register
209	Randall Street	Heritage	N/A	Vernacular	Inventory
210	Randall Street	Heritage	N/A	Regency Cottage	Part IV
213	Randall Street	Heritage	N/A	Arts and Crafts	Register
103-107	Thomas Street	Heritage	N/A	Vernacular	Register
109	Thomas Street	Heritage	N/A	Mid-Century Modern	Inventory
116	Thomas Street	Non-heritage	N/A	Contemporary	Inventory

Description of designated Part V Downtown Oakville heritage conservation district properties by classification, architectural style and prior heritage status

Number	Street	Classification	Property Name	Architectural Style	Prior Heritage Status
118	Thomas Street	Non-heritage	N/A	Contemporary	Inventory
120	Thomas Street	Heritage	John A. Williams Policeman House	Italianate	Register
125	Thomas Street	Heritage	Masonic Temple Lodge	Beaux-Arts Classicism	Part IV
130	Thomas Street	Non-heritage	N/A	Contemporary	Inventory
134	Thomas Street	Heritage	John Brown House	Gothic Revival	Part IV
139	Thomas Street	Heritage	Radial Station	Vernacular	Part IV
140	Thomas Street	Non-heritage	N/A	Contemporary	Inventory

Key

Non-heritage = Post-1970 or heavily modified pre-1970 construction.

Heritage = Built prior to 1970.

Part IV = Designated under Part IV of the *Ontario Heritage Act*.

Register = Listed in the municipal register of properties of cultural heritage value or interest under Part IV of the *Ontario Heritage Act*.

Inventory = Properties not previously identified by the Town of Oakville, but surveyed as part of the Downtown Oakville Heritage Conservation District Assessment Report.

Prior Heritage Status = prior to designation of the Downtown Oakville Heritage Conservation District.

Appendix B:

Listing of exemptions from applying for Heritage Permits

LISTING OF EXEMPTIONS FROM APPLYING FOR HERITAGE PERMITS

EXEMPTED CHANGE TO PROPERTY ENVIRONMENT	IS A HERITAGE PERMIT SOMETIMES REQUIRED?	COMMERCIAL	RESIDENTIAL	INSTITUTIONAL	PUBLIC REALM
INTERIOR MODIFICATIONS	ONLY IF FEATURES ARE DESIGNATED UNDER PART IV	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
ROOF MATERIALS	ONLY IF REPLACING EXISTING MATERIALS WITH A DIFFERENT MATERIAL	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
SKYLIGHTS	ONLY IF SKYLIGHTS ARE VISIBLE FROM THE STREET	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
SOLAR PANELS	ONLY IF PANELS ARE FREESTANDING ON POLES OR REQUIRING STRUCTURAL FRAME FOR SUPPORT	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
SATELLITE DISHES	ONLY IF SATELLITE DISH IS VISIBLE FROM THE STREET	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
SECURITY LIGHTING AND ALARM SYSTEMS	ONLY IF REMOVAL OF HERITAGE FABRIC IS REQUIRED FOR INSTALLATION	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
AMENITY LIGHTING	NOT APPLICABLE	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
EAVESTROUGH AND DOWNSPOUTS	NOT APPLICABLE	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
LANDSCAPING, SOFT *REFER TO TREE BYLAW	ONLY IF TREE TO BE REMOVED HAS AN ANTICIPATED MATURE HEIGHT OF 5.5 METRES OR A DIAMETER GREATER THAN 20 cm DBH.	EXEMPTED	EXEMPTED	EXEMPTED	EXEMPTED

LISTING OF EXEMPTIONS FROM APPLYING FOR HERITAGE PERMITS

EXEMPTED CHANGE TO PROPERTY ENVIRONMENT	IS A HERITAGE PERMIT SOMETIMES REQUIRED?	COMMERCIAL	RESIDENTIAL	INSTITUTIONAL	PUBLIC REALM
LANDSCAPING, HARD	ONLY IF REPLACING EXISTING MATERIAL WITH A DIFFERENT MATERIAL	EXEMPTED	EXEMPTED	EXEMPTED	EXEMPTED
FENCING *REFER TO TOWN FENCE BYLAW	ONLY IF THE FENCE IS IN THE FRONT YARD OR IN THE FRONT HALF OF THE SIDE YARD	NOT APPLICABLE	EXEMPTED	NOT APPLICABLE	NOT APPLICABLE
PORCHES VERANDAHS AND DECKS	ONLY IF THE STRUCTURE IS IN THE FRONT OR SIDE YARD	NOT APPLICABLE	EXEMPTED	NOT APPLICABLE	NOT APPLICABLE
STORM WINDOWS AND DOORS	NOT APPLICABLE	NOT APPLICABLE	EXEMPTED	NOT APPLICABLE	NOT APPLICABLE
STAIRS OR STEPS	ONLY IF REPLACING EXISTING STAIRS/STEPS WITH A DIFFERENT MATERIAL OR CHANGING DIMENSION	NOT APPLICABLE	EXEMPTED	EXEMPTED	NOT APPLICABLE
ADDRESS AND NUMBER SIGNAGE	ONLY FOR ALL OTHER TYPES OF SIGNAGE - REFER TO SECTION 4.2.7	NOT EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
MAINTENANCE OR SMALL REPAIRS	ONLY IF CHANGING CLADDING MATERIAL, CLEANING FACADE, CARRYING OUT TEST PATCHES, OR REMOVING PAINT FROM MASONRY. OR IF INSTALLING NEW TRAFFIC CALMING MEASURES, NEW ROAD/SIDEWALK SURFACES, MOTIFS OR NEW BOULEVARDS.	EXEMPTED	EXEMPTED	EXEMPTED	EXEMPTED

LISTING OF EXEMPTIONS FROM APPLYING FOR HERITAGE PERMITS

EXEMPTED CHANGE TO PROPERTY ENVIRONMENT	IS A HERITAGE PERMIT SOMETIMES REQUIRED?	COMMERCIAL	RESIDENTIAL	INSTITUTIONAL	PUBLIC REALM
PAINTING	ONLY IF THE FACADE IS PREVIOUSLY UNPAINTED, MASONRY OR SYNTHETIC CLADDING	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
CANOPIES AND AWNINGS	ONLY IF THE NEW STRUCTURE IS LARGER THAN THE EXISTING OR REQUIRES ADDITIONAL FASTENING TO THE BUILDING	EXEMPTED	EXEMPTED	EXEMPTED	NOT APPLICABLE
INSTALLATION AND/OR REPAIR OF UNDERGROUND UTILITIES OR SERVICES	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	EXEMPTED
REPAIR OF ABOVE-GROUND UTILITIES OR SERVICES	ONLY IF INSTALLING NEW LUMINAIRES OR POLES WITH DIRECTIONAL OR WARNING SIGNAGE.	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	EXEMPTED

Note: This chart is provided as a summary of exempt alterations under the *Ontario Heritage Act*. The reader is advised to consult Section 5 of the Downtown Oakville Heritage Conservation District Plan and Guidelines in its entirety in order to determine whether a particular alteration is permitted, or requires a Heritage Permit under Part V of the Act. In addition, Town staff should also be consulted if there is any doubt in the interpretation of this table.