

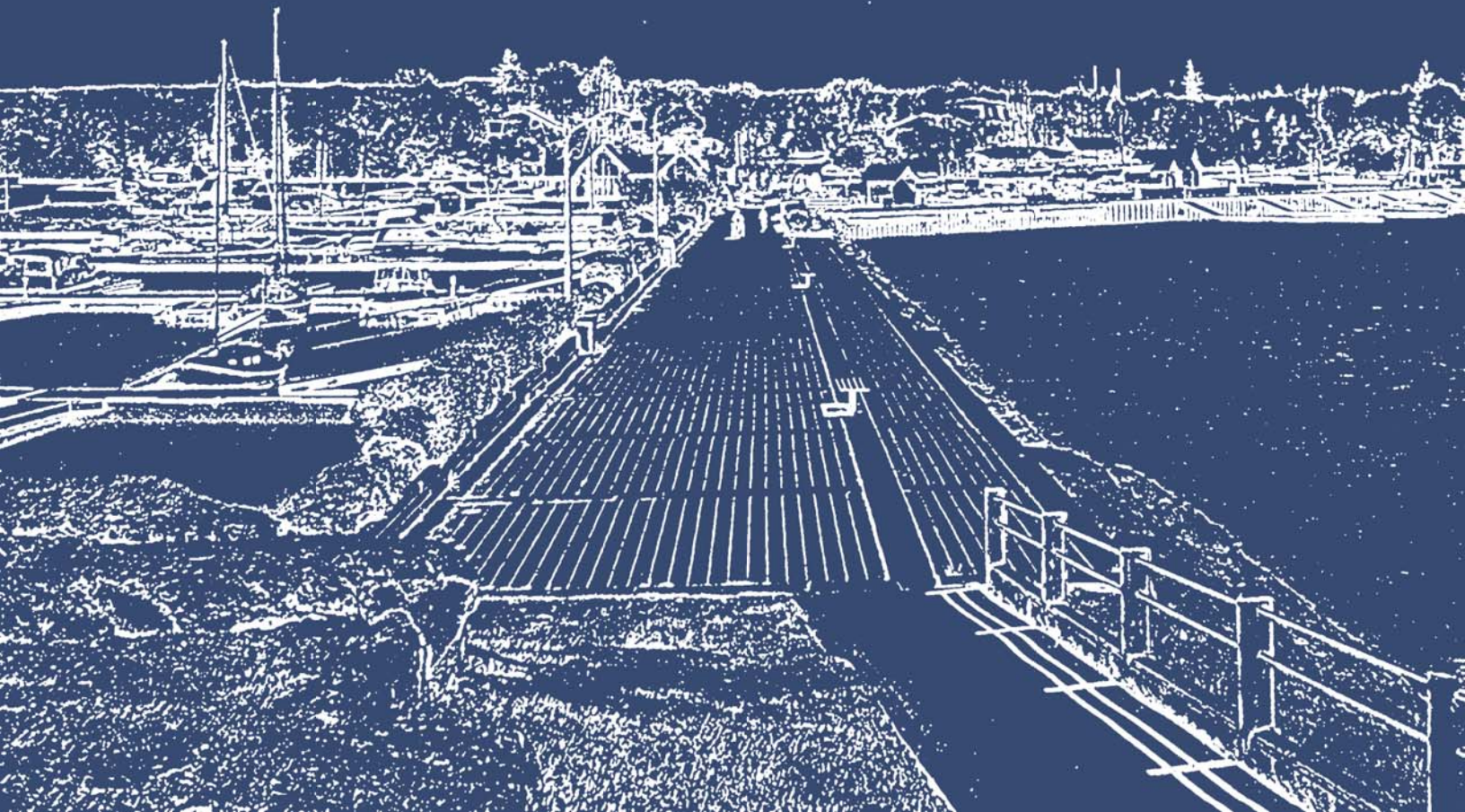
Downtown Meaford Heritage Conservation District

Plan and Guidelines (Final Draft for Council Approval)

Prepared for:

The Corporation of the Municipality of Meaford

July 2014



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Part A:
Heritage Conservation District
Plan and Guidelines

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1.0 INTRODUCTION

1.1 Background

The Downtown Meaford Heritage Conservation District Study originated as part of the 2005 Official Plan and the 2008 Community Improvement Plan (CIP). The CIP identified a vision for the community core and identified an objective to *“create a mechanism to promote investment in a very important historical and commercial area of the Municipality of Meaford, thereby generating economic development and increased assessment”*. This formed the focus of a key action, notably that *“In Meaford where a large percentage of the built environment contains cultural heritage properties, Part V, OHA, can be an effective tool for community renewal, economic stability and heritage conservation”*.

The direction provided in the CIP (approved by Council in February 2009) served as the basis for pursuing the designation of a heritage conservation district under the *Ontario Heritage Act*. In December 2012, Municipality of Meaford staff initiated the Request for Proposals process to retain a consulting team to undertake the preparation of both a heritage conservation district study and an accompanying district plan and guidelines (if directed by Council). MHBC was retained in early 2013 to undertake this work on behalf of the Municipality.

A newsletter announcing the project and upcoming work was circulated to the community in March 2013, and an initial public meeting was held in April 2013. The public meeting provided an opportunity to introduce the study team, and explain the process of studying and creating a heritage conservation district. Following the public meeting, a focus group meeting was held in June 2013 to discuss the findings to date as well as a potential boundary for a heritage conservation district.

A draft Heritage Conservation District Study (Heritage Assessment Report) was released for public comment in August 2013. The Heritage Assessment Report found that there was merit in pursuing the designation of a Heritage Conservation District within a portion of the original study area identified by the Municipality. The recommended boundary focussed on the historic core commercial area of Meaford, as well as the harbour and early residential areas near the water.

A formal public meeting was held in early September, where a presentation was made by MHBC about the findings of the Heritage Assessment Report. Based on comments received, MHBC further examined the area to the south of the Big Head River (identified as the South Sykes Mixed Use area in the Heritage Assessment Report) for inclusion in the recommended Heritage Conservation District, and also inventoried an early church at the request of Council.

The final draft of the Heritage Assessment Report was considered at the September 23rd Council Meeting, and the revised boundary was endorsed by Council (see map on next page). At the Council Meeting, MHBC was also authorized to proceed to the second phase of the Heritage Conservation District Study process, which involved the creation of the Plan and Design Guidelines that will provide detailed implementation information that will be used to guide future development within the Downtown Meaford area.



Figure 1: Council-endorsed HCD Boundary.

1.2 Purpose and format of the District Plan and Guidelines

Accordingly, the Downtown Meaford Heritage Conservation District Plan and Guidelines provides guidance in the management, care and protection of the heritage character of the District, notably the distinctive location at the mouth of the Bighead River and on the shore of Georgian Bay, the parks and open space, the downtown core with a collection of late 19th and early 20th century red brick commercial and public buildings, and surrounding residential neighbourhoods with a variety of building types and styles. The District Plan and Guidelines are also accompanied by a separate report entitled Municipal Implementation (Part B), which provides a number of recommendations for action by the Municipality of Meaford to consider in the future. These actions are related to refinements to the Official Plan, Zoning By-law, other Municipal By-laws, financial incentives, and management of a heritage permit system.

The Downtown Meaford Conservation District Plan and Guidelines 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 a property and includes:

- Conservation guidance on appropriate changes to heritage fabric and features, including façades and signage;
- Design guidelines for alterations and additions to existing buildings and new construction and infill development on vacant lots;
- Guidelines on demolition and removal of buildings and structures;
- Landscape conservation guidelines for private property owners; and
- Guidance on alterations and additions within the public realm.

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*.

Section 6 provides recommendations regarding a regular review process for the Downtown Meaford Heritage Conservation District Plan and Guidelines.

It is worth emphasizing that the District 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. This must be left to the property owner, their builders, architects, landscape designers, planners and engineers, as advised by Municipal staff and committees (if formed) reporting to Council in the implementation of these guidelines.

Importantly, the District Plan and Guidelines attempt to steer away from providing direction on or determining those matters which may be considered to constitute “architectural taste”, particularly with respect to new building construction. Taste is inevitably subjective in nature and tends to relate to what people “like” based on past experience and associated comfort levels with the known and familiar. When new construction does occur within the District, it is expected that these changes should represent the best of contemporary design and skills and use of materials that the current era can contribute to this important area of Meaford.

1.3 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 heritage conservation district plans. 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 1.4, 1.5 and 1.6 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.

1.4 Statement of Objectives of proposed designation for the Downtown Meaford Heritage Conservation District

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

- To maintain and conserve the heritage character of Sykes Street, adjacent streets, the Bighead Riverscape, and the Georgian Bay shoreline / harbour area.

- To protect and enhance heritage property in both the public and private realm including existing heritage commercial and residential buildings, institutional structures, road bridges, parks and open spaces, river corridors and associated trees and vegetation, and shoreline areas.
- 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 encouraging applications to 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 protect, maintain and enhance parkland and open space by encouraging changes that respect the open space and the vegetative character of the public realm.
- To encourage the maintenance of a low profile residential environment within portions of the District.
- To support existing uses and adaptive re-uses wherever feasible within the existing building stock.
- To prevent the establishment of those land uses and associated built forms and features which would be out of keeping with or have detrimental effects upon the 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 only when it respects or otherwise complements the prevailing character of the existing heritage buildings and landscapes within the District.
- To encourage public realm improvements that respect the historical associations and attributes of the area as well as promote a pedestrian friendly environment that links Downtown Meaford to adjacent areas.
- To promote an appropriate gateway feature, such as a landscaped open space, public art or other devices at the northern entrance to the district that respects the heritage character of this important entranceway into the district.
- To examine funding sources and adopt appropriate funding programs within the Municipality of Meaford's capability to provide ongoing support to District property owners.

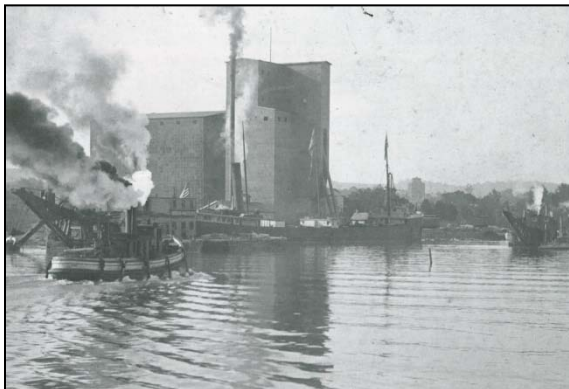
1.5 Downtown Meaford Heritage Conservation District: Statement of cultural heritage value

The Downtown Meaford Heritage Conservation District occupies an ideal settlement location on the southern shore of Georgian Bay within the Bighead Valley, an indentation in the Niagara Escarpment that formed prior to the glacial period. The District is distinguished by the Sykes Street corridor, the Nelson Street link between the downtown and the waterfront, the Bay Shore, the Big Head River and the harbour. These comprise components of the original settlement patterns developed by Charles Rankin.

The growth and transformation of Meaford from wilderness to settled community over two centuries is accounted for by a variety of historical themes of human activity that when woven together provide a richly patterned cultural heritage resource and several key historical themes. Commercial enterprises began to concentrate along Sykes Street in the latter half of the 19th century, forming a downtown corridor in the village. Numerous fires in the latter 19th century and early 20th century resulted in two decades of building and re-building and created a downtown corridor with a relatively uniform character and materials palette. Fires and development changes between Sykes Street and the waterfront resulted in a more mixed appearance, with structures of varying dates, styles and alterations. The remaining residential areas developed throughout the last two centuries, with houses spanning a wide range of construction dates and styles. The mixed character of the residential neighbourhoods reflects typical changes of southern Ontario village life over time.

The landscape context and visual character of the study area are also contributing factors to the cultural heritage of Meaford. The harbour and development within the commercial core and along the river provide important historical context for the study area. Few historic elements of the streetscape exist, but the principles remain. These include: pedestrian environment; views to the water; linkages and access to the water; off-street parking behind/beside buildings; and the central square (former parade grounds) between Collingwood and Nelson Street.

The cultural heritage value of the Downtown Meaford Heritage Conservation District is vested in historical associations with the development of mill and industrial sites. The harbour was not large enough to accommodate big ships; however, the Big Head River provided a good source of water power for the development of milling and factory sites. Historical associations with transportation, military and mercantile activities are also important: Nelson Street was envisioned as the primary commerce area and was designed as a wider street for military purposes; the commercial activity clustered on Nelson Street near the harbour indicated the importance of that location for shipping and transportation.



1.6 Downtown Meaford Heritage Conservation District: Description of the District's heritage attributes

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

A framework of structuring elements

Since the 1850s, the settlement of Meaford was planned around a town reserve comprised of a grid network of streets and roads that established the overall pattern of settlement. This form of settlement was typical to Ontario cities, towns and villages, and matched the already established survey grid laid out in St. Vincent Township. At the time of the survey, Bayfield Street and Nelson Street were the two primary arteries of the town reserve. Bayfield Street, positioned along the lakeshore, featured shops, trades, industry, hotels and the post office by the mid-1860s. Nelson Street was planned with a wider allowance for military defence purposes and had a concentration of early commercial properties. Settlement throughout the remainder of the study area and commercial activity along Sykes Street was scattered at this point in time, but both increased steadily in the following decades with a collection of brick commercial blocks on Sykes Street and a number of residences west of Cook Street. Despite a number of fires between the 1880s and early 1900s, Sykes Street became the primary commercial core and main artery of the town. Although fires destroyed buildings, new structures were built to replace the damaged one. In some cases, lots were left vacant for a number of years, but were generally filled by the early 20th century, resulting in the streetscape visible today.

A concentration of heritage resources

The presence of the grid framework, however, is not enough upon which to solely and firmly establish a heritage conservation district. The provincial guidance clearly points to the obvious notion of the “framework”, in this case the grid plan and river/harbour presence, being complemented by a concentration of heritage buildings, sites, structures, and designed and natural landscapes.

The highest concentration of heritage buildings is along Sykes Street, from just north of Collingwood Street to Trowbridge Street. There are still a number of heritage properties along Sykes Street north and south of this area, but the blocks in between contain buildings nearly all constructed between the 1870s and 1925 (one property, 51 Sykes Street, was constructed sometime after 1925, while another, 90 Sykes Street, was relocated from Trowbridge Street after 1925). This extremely high proportion of heritage buildings, particularly ones that are of a similar character with red brick façades and primarily Italianate influenced design, is a remarkable feature of the study area.

The remainder of the study area contains a large number of heritage buildings, though they are mixed with a number of non-heritage buildings or heritage buildings that have been substantially altered.

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.

The visual coherence of the study area is highest along the Sykes Street commercial core, particularly the section described above containing primarily two to three storey red brick commercial blocks. Outside the main commercial district, the visual coherence of the area is less uniform but still relatively coherent. There is a wider variety of building types and styles, but these generally range from one to two and one half storey detached residences with front gable, side gable or hip roof styles and brick or synthetic cladding. Buildings on one street may vary from a one and one half storey vernacular cottage to a stately two and one half storey Queen Anne revival house, but the overall mix of building types and styles is common to most streets in the residential neighbourhoods and lends its own type of visual coherence that demonstrates the evolution of the town over time.

Another important aspect of the visual coherence of the study area is the views from the study area to the surrounding landscape. These include the views towards the Bighead River, Berry Street, and view to Georgian Bay from Bayfield Street, St. Vincent Street, Fuller Street.

Distinctive character

Together, all of the forgoing attributes combine to create an environment and landscape of distinctive character. The open space along the Bay Shore, harbour and at mouth of the river is separate and distinct from the surrounding environment. The pervasive commercial “hustle and bustle” of pedestrian and vehicular traffic along Sykes Street is also a singular characteristic that separates it from the nearby residential areas to the west and across the bridge.

1.7 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.

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 site and natural elements, which together form a significant type of heritage form, distinctive from that of its constituent elements or parts.

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.

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.

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, by reassembly and reinstatement of lost features or attributes, and/or by the removal of features that detract from its heritage values, attributes and integrity.

2.0 STATEMENT OF INTENT

Given the various 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 assumptions and objectives that are to be sought in conserving, protecting and managing the heritage conservation district. These are contained in the following subsections and will form the part of the heritage conservation district plan if a decision is made to proceed with that phase of the district designation process.

2.1 Overall intent

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

- Adopting the Downtown Meaford 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 Meaford Heritage Conservation District Plan and Guidelines;
- Initiating appropriate public works, improvements and financial incentives to conserve and enhance the character of the Downtown Meaford Heritage Conservation District within the financial capabilities of the Municipality of Meaford; and
- Complementing these actions by making appropriate amendments to Official Plan policies, the Municipality's Zoning By-law and other relevant Municipal By-laws.

2.2 Heritage interests, property owner interests and community interests

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

Accordingly, Council:

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

2.3 Downtown Meaford Heritage character

Council recognizes that:

- The Downtown Meaford Heritage Conservation District comprises a distinctive ensemble of heritage buildings, streetscapes, open spaces, riverscapes, and shorelines that have resulted from over a century and a half of many natural, social, economic and physical changes;
- The unique heritage 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 Meaford 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 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 Municipality of Meaford conservation management approach

Council recognizes that:

- District designation under Part V of the *Ontario Heritage Act*, does not seek the prohibition of change or 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* cannot compel, nor does it seek to compel, the restoration of heritage properties within the District.

2.5 Custodial responsibility

Council recognizes that:

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

2.6 Alterations of properties

Council recognizes that:

- Property owners may wish to add on to buildings and structures, alter buildings 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 this 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 recognizes that:

- All residents and property owners within the Downtown Meaford 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 GOALS

3.1 Introduction

The intention of the Downtown Meaford 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 properties, buildings, structures, works 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 and alterations to heritage properties 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 questions that should be addressed are:

- 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 a 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 which 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/conservate 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 Meaford Heritage Conservation District: Conservation Principles

Any proposed property alterations within the Downtown Meaford 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 or structures unless deemed by the Municipality of Meaford'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 property 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 is compatible with the prevailing character of the property, building, streetscape and District.
- o) New construction composing freestanding buildings 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 Meaford Heritage Conservation District: Conservation Goals

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 commercial, residential, public and institutional character of the District.
- 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 Meaford 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 Meaford 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 one to two-and-a-half storey streetscape character of the majority of the streets by accommodating required alterations that emphasize development in depth on a lot rather than by upper storey additions and increases in height
- d) To maintain and conserve individual trees and other substantial forms of vegetation where they form or contribute to character defining attributes of the Downtown Meaford Heritage Conservation District Plan.
- e) To avoid or minimize any adverse direct or indirect effects of public undertakings on heritage properties and streetscapes.
- f) To encourage the maintenance of commercial and appropriate mixed uses within the existing commercial streets of Sykes and Nelson Streets.

- g) 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 to distinctive or valued building heritage fabric.
- h) 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 Meaford Heritage Conservation District.
- i) To encourage new construction and development only when it does not involve the demolition of a heritage property.
- j) To permit new construction of infill development where it is compatible with heritage properties and streetscapes within the Downtown Meaford Heritage Conservation District.

4.0 GUIDELINES FOR MANAGING CHANGE TO PROPERTY

4.0.1 Introduction

As noted in Section 3, the purpose of the Downtown Meaford 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 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 Meaford Heritage Conservation District Plan and Guidelines contains a tabulated summary of heritage and non-heritage properties located within the Heritage Conservation District. These distinctions are useful because different types of guidelines will apply to heritage buildings (those that contain heritage fabric) and to non-heritage buildings (which may be contemporary buildings or older buildings where the heritage fabric has been significantly altered). For the purposes of applying these guidelines and managing change within the District, the critical focus is on protecting original heritage building fabric, materials and architectural features wherever they may exist in the district. It is also important to ensure that new building construction and major additions are compatible with the heritage character of the District.

Every effort will be made by the Municipality of Meaford 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, the potential exists that the application may be refused by Council on the advice of a heritage committee and/or municipal staff. In certain instances, permits may be approved 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 appropriate alterations to various types of buildings, as well as open 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 websites are 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.historicplace.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.

Representative Preservation Brief titles of interest to owners of property in the district include:

- #2 Re-pointing Mortar Joints in Historic Buildings
- #8 Aluminum and Vinyl Siding on Historic Buildings
- #11 Rehabilitating Historic Storefronts
- #25 The Preservation of Historic Signs
- #32 Making Historic Properties Accessible
- #44 The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- #45 Preserving Historic Wooden Porches

These papers (and others that may be of interest) are available at: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

Physical change within the Downtown Meaford Heritage Conservation District is expected to fall into one of the following three categories:

- Alterations, which are essentially undertaken within the surface planes of buildings (such as the installation of doors, windows, skylights) or as additions to existing built forms that add new forms and massing;
- New construction, notably through infill development or redevelopment of existing vacant properties; and
- Public works.

Most alterations are undertaken to update the appearance of a building or property, to enable the installation of modern facilities or additional space, or to reduce exterior maintenance and upkeep costs. Individually each of these actions may appear to be inconsequential on their own. Yet their cumulative impacts on the character of the Downtown Meaford Heritage Conservation District have the potential over the long-term to create an overall attrition of the unique and distinctive heritage qualities that distinguish the District. In time, it is possible of all traces or earlier building forms and materials to be lost.

4.0.2 Format of guidelines

These guidelines are organized into a number of key subsections that address contemplated or potential changes to property within the Downtown Meaford Heritage Conservation District (**Appendix A** contains a listing of properties within the District and are classified as to whether they comprise primarily heritage building fabric or non-heritage building fabric). Each subsection addresses a number of guidelines that provide direction or advice on alterations to either heritage building fabric or non-heritage building fabric, as noted below:

- Alterations and additions to commercial heritage buildings;
- Alterations and additions to commercial non-heritage buildings;
- Alterations and additions to residential heritage buildings;
- Alterations and additions to residential non-heritage buildings;
- Alterations and additions to institutional and other heritage buildings and structures;
- Infill development;
- Demolition and removal of buildings and structures;
- Landscape conservation and design guidelines for private property;
- Landscape and conservation and design guidelines for the public realm.

Aside from providing guidance on generally accepted and sound building conservation practices (in order to assist in the determination of heritage permit applications anticipated under Part IV of the *Ontario Heritage Act*), additional guidance is also provided on matters relating to specific issues within the District.

4.0.3 Who should use these guidelines?

These guidelines are organized in way to respond to those who are directly responsible for change in the Downtown Meaford Heritage Conservation District, notably:

- Owners of heritage properties,
- Owners of non-heritage properties,
- Owners of vacant lots or land, and
- Municipal staff responsible for undertaking public work projects.

The guidelines are also to be used by municipal staff in providing advice to Council of the Municipality of Meaford in making decisions on heritage permits under Part V of the *Ontario Heritage Act*.

4.1 ALTERATIONS TO COMMERCIAL HERITAGE BUILDINGS

4.1.1 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. This is often referred to as the “street wall”. The Downtown Meaford commercial street wall has a variety building heights generally ranging from 2-3 storeys, and building roofs a generally flat. This building form should be maintained.



The Sykes Street 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 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 facade 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.

4.1.2 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 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 Meaford is brick. When planning alterations, the following shall be considered:

- a) Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.
- b) Traditional walling materials, including brick and wood siding, should be maintained and conserved. The application of new cladding, surfaces or coatings including pre-finished metal and vinyl sidings, stucco and the installation of Exterior Insulation and Finish Systems (EIFS) over traditional materials should be avoided within the District. These materials and others, such as concrete fibre board and synthetic wood products may be considered on a case by case basis.
- c) On buildings where these products have been applied to conceal deterioration or overdue maintenance, attention must be paid to the restoration, repair and maintenance of the original conditions.
- d) The use of cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building, such as sandblasting, strong chemical cleaning solutions or high pressure water blasting, shall be avoided.
- e) The application of oil-based paints can cause masonry damage, by trapping moisture beneath the surface. The painting of previously unpainted masonry or the application of waterproofing and water repellant coatings requires a heritage permit but should be avoided.
- f) Brick is the dominant wall finish in the commercial core area. The re-pointing of brick masonry should be undertaken by tradespeople with experience with nineteenth century construction. Generally, lime based mortar should be used because of its colour and softer properties and joints should replicate the original in finish, colour and texture. Where lime-based mortar is not available, softer mortars with similar properties to the original should be used. Harder, cement mortars do not allow as much flexibility for the structure during freeze-thaw cycles and can cause brick units to deteriorate over time.
- g) 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, if available. Missing elements such as balconies should be restored where possible. Secondary entrances to upper floors should be differentiated from the primary retail entrance.

4.1.3 Roofs

Roofing within the district includes flat, mansard, hipped, front, side and cross gable types. 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 should be retained and conserved wherever possible.
- b) Flat or 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 discretely placed out of general view from the street and public rights-of-way, whenever possible.
- d) The addition of solar panels may be permitted on roofs, but should not damage or remove heritage fabric. Wherever possible, solar panels should be installed in places that are generally out of view from the public realm.

4.1.4 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 window openings as well as distinguishing features such as materials, surrounds (trim) frame, shutters, sash and glazing. Repair of original window materials and features is encouraged prior to replacement.
- b) Modifications to the size, type or shape of window openings, removal of muntins, or covering of trim with metal or other material is discouraged.

- c) Avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- d) Improvement in energy efficiency of single glazed units can be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing. These are encouraged wherever possible, rather than replacing with new windows.
- e) Many of the original windows of buildings in the district have already been replaced. If replacing non-original windows, new windows that are compatible with the original in terms of proportions, rhythm and scale are encouraged. The pattern of any proposed window divisions (such as six-over-six window panes) should be maintained in replacement windows. However, it is not necessary to replicate original windows in terms of their historical details.

4.1.5 Entrances

Together with windows, the entrance or entrances contained within a building façade are important as character defining features that are 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.
- b) Where new entrances or exterior staircase are required, they should be installed on secondary elevations wherever possible.
- 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.

4.1.6 Signage

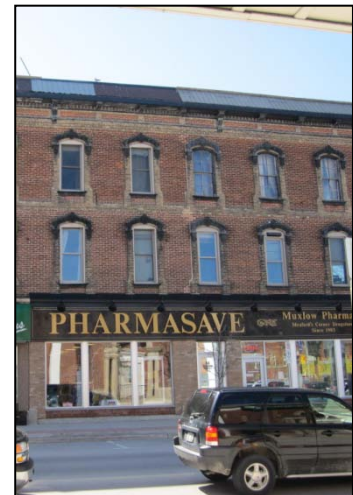
Building signage within thriving commercial areas is often subject to constant change as new uses and owners occupy premises or as new signs are needed to reflect reworked logos and corporate advertising standards. Contemporary trends in signage tend to demand more obtrusive solutions, especially with 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 Municipality'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.
- 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.
- c) Externally illuminated signs will be encouraged and are preferred, but internally illuminated signs may be permitted as provided for in subsection f).
- d) 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.
- e) 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.
- f) 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.
- g) All projecting signs shall be located within the traditional sign band area.
- h) Projecting signs and awnings that overhang the public right-of-way may require additional approvals, including encroachment agreements to be entered into with the Municipality of Meaford.



Signage that reflects the traditional storefront composition, and does not cover heritage fabric, is encouraged within the district.

4.1.7 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. Accordingly, heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original the removal of heritage fabric is discouraged. Where original material is removed for openings, etc. it shall be kept on site and its original location documented.

4.2 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 150 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 of facilities such as elevators, the expansion of retail space or when 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 fabric. The following guidelines apply to the construction of additions:

4.2.1 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.

4.2.2 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.

4.2.3 Height of additions

Existing commercial building heights are predominately two to three storeys in the District. The maximum building height in the C1 zone, which covers the commercial core area of the District, is 11.0 m (36').

- a) The maximum building height permitted for properties facing Sykes Street will be maintained at 11.0 m. An additional storey (to a maximum of four) may be considered in accordance with the Municipality of Meaford Official Plan density bonusing provisions where applicable criteria are met.

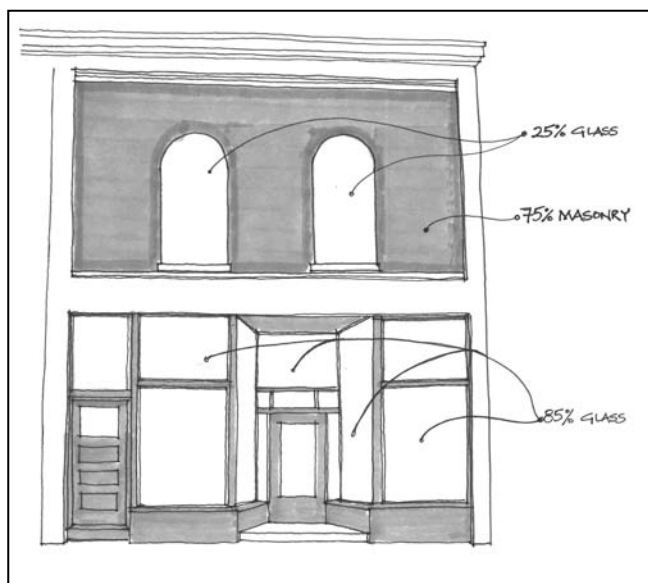
- b) Throughout the remainder of the Downtown Meaford Heritage Conservation District, the maximum height allowed will be the maximum height allowed within the Downtown Commercial area as defined by the Municipality of Meaford Zoning By-law, or as later permitted in accordance with the Municipality of Meaford Official Plan bonusing provisions.
- 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.

4.2.4 Width of additions

Commercial buildings along Sykes Street should be built out to the property lines in order to enhance the commercial street wall and prevent gaps in the streetscape.

4.2.5 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 all area); and storefronts were generally defined by decorative surrounds which incorporated their own decorative cornice, pilasters and sign panels. Recessed entrances were common.



- 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 should have a storefront with glazing of 80-85%;
 - ii. Upper storeys should have 25-50% glazing.

4.2.6 Relation to street

- a) Additions to commercial buildings on corner streets 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 may be required to be stepped back to avoid visually and physically dominating existing streetscapes.

4.2.7 Roofs

- a) Existing roofs within the commercial core of the District are primarily flat. This type should continue to be used in future construction.
- b) The placement of screens on roofs to hide mechanical equipment is encouraged within the District. Wherever possible, the screens (and the associated mechanical equipment attempting to be hidden) should be placed as far from street view as possible.

4.2.8 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.
- 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, such as walls or foundations.

4.2.9 Exterior cladding

- a) Traditional building materials, such as brick and wood, 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 application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.3 ALTERATIONS AND ADDITIONS TO NON-HERITAGE COMMERCIAL BUILDINGS

Alterations and additions undertaken to non-heritage properties have the potential either to enhance the characteristics of the Downtown Meaford Heritage Conservation District or conversely to damage or detract from valued streetscapes or popular places and destinations.

Unlike alterations to heritage property where the concern is to ensure the retention of heritage features, characteristics and materials, the guidelines for alterations and additions to non-heritage properties attempt to ensure that the overall character of the District is maintained and improved. As with heritage properties, alterations may take place within the wall or roof planes or add building mass to provide for additional space requirements.

4.3.1 Location of additions

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.

4.3.2 Height of additions

The height of additions should respect the height of existing adjacent buildings, and should not be significantly taller or shorter than adjacent buildings.

4.3.3 Width of additions

Commercial buildings on Sykes Street should be built out to the side property lines.

4.3.4 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 lots 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.

4.3.5 Roofs

Roof lines should reflect the roof of adjacent heritage buildings.

4.3.6 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.

4.3.7 Exterior cladding

- a) The principal building cladding for commercial buildings in the District has been historically brick. This material will be encouraged for major additions.
- b) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.4 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 4.5 following).

In addition to the following guidelines, reference may also be made to more technical advice and conservation best practices referred to in Section 4.0, 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.

4.4.1 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) Many residential properties in the district are of brick construction or contain brick cladding. 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. Hard, cement based mortars are more rigid during freeze-thaw cycles and can cause brick units to deteriorate.



The loss of mortar can cause damage to brick buildings. Mortar should be re-pointed when it begins to deteriorate.

- c) The application of oil-based paints can cause masonry damage. The painting of previously unpainted masonry or the application of waterproofing and water repellent coatings requires a heritage permit but should be avoided.

4.4.2 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.



The district contains a variety of roof types. Existing roof types should be maintained. Most roofs have asphalt shingles or metal coverage, which may be replaced in kind.

4.4.3 Windows

- a) Protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frame, shutter, sash and glazing.
- b) Modifications to the size, type or shape of window openings, removal or 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 in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number 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, it is not necessary to replicate original windows in terms of their historical details.



4.4.4 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.



Entrance locations and features (such as glazing or surrounds) on heritage buildings should be maintained to reflect the historic design intent.

4.4.5 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) Maintain historic means of access including drives, walkways and doorways. It is encouraged that required new entrances be located on secondary elevations.
- d) Maintain proper site drainage in any work so that water does not collect or drain towards the foundation.

4.4.6 Signage

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

4.4.7 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. Accordingly, heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original the removal of heritage fabric is discouraged. Where original material is removed for openings, etc. it shall be kept on site and its original location documented.

4.5 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:

4.5.1 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. Accordingly, heritage building fabric should be repaired wherever possible and not replaced. When undertaking repair, replacement or restoration, use the same materials as the original the removal of heritage fabric is discouraged. Where original material is removed for openings, etc. it shall be kept on site and its original location documented.

4.5.2 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 building 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.



4.5.3 Height of additions

The majority of buildings within the residential area are one to two and a half 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.

4.5.4 Width of additions

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

4.5.5 Relation to street

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.

4.5.6 Roofs

- a) The original 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 obstructed.
- b) Roof types encouraged in new construction are front, side, and cross gabled and hipped.
- 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.

4.5.7 Windows and entrances

- a) Protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frame, shutter, 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.
- c) Avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- d) New replacement windows that are compatible with the original in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number 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, it is not necessary to replicate original windows in terms of their historical details.
- e) 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.
- 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.

4.5.8 Exterior cladding

- a) Although there are only a few heritage residential buildings in the District, most are constructed with brick cladding. These materials are encouraged for new additions.
- b) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.6 ALTERATIONS AND ADDITIONS TO NON-HERITAGE RESIDENTIAL BUILDINGS

New construction and work undertaken to non-heritage residential buildings should respect the overall character of the Downtown Meaford Heritage Conservation District and be sensitive to any neighbouring heritage buildings.

4.6.1 Location of additions

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.

4.6.2 Height of additions

The majority of buildings within the residential area are three storeys or less. To maintain this profile, the height of the roof ridge in new additions should not exceed the height of the ridge of the main building or structure to which it is being added.

4.6.3 Width of additions

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

4.6.4 Setback

In streetscapes of similar buildings, setbacks of new construction should match the existing. It may be appropriate that the setback be the average of two abutting properties.

4.6.5 Roofs

- a) Roof types encouraged in new construction are front gabled, side gabled, cross gabled or hipped. 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.

4.6.6 Windows and entrances

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

4.6.7 Exterior cladding

The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.7 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 building should be conserved and appropriate uses established to provide for their long term care. These buildings comprise: the Meaford Museum, Meaford Hall, the Public Library, the Chamber of Commerce, and the former Meaford Fire Hall.

Conservation of these landmark buildings is encouraged since they are all important in understanding the history and development of Meaford. 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 and stone, reflecting 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 expertise.
- e) The application of synthetic cladding materials, such as vinyl or aluminum siding, concrete fibre board or synthetic wood products is strongly discouraged and shall only be considered on a case by case basis.
- f) Additions to institutional and other heritage buildings shall be considered on a case by case basis and shall follow the guidelines outlined in Section 4.2.



Renovation to the Town Hall maintained or restored the heritage fabric of the structure, and the new addition was located to the rear of the building, and compatible and distinguishable from the original design.

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

“Infill” is a 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 characterized 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.

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 buildings; 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:

4.8.1 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. This means adhering to the general character of the surrounding neighbourhood with regards to heights, massing, setback, and exterior materials.
- b) Building heights along Sykes Street shall be no more than three storeys or 11.0 m. The remainder of the Downtown Meaford Heritage Conservation District may build to the acceptable limits of the Municipality of Meaford Zoning By-law. As outlined in the Municipality of Meaford Official Plan, additional heights may be permitted in accordance with applicable bonusing provisions (four storeys total along Sykes Street and five storeys total elsewhere).
- c) New construction should be a product of its own time and not pretend to be historic by incorporating detail that is inappropriate in contemporary construction. Contemporary design is encouraged. New design may be a contemporary interpretation of historic forms and styles, but attempts at replicating historic buildings are discouraged.
- d) 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 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.
- e) 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.
- f) Maintaining the height and rhythm of the existing streetscape, as described herein, will unify the District. Blank façades that face the street or are easily visible from the public realm are discouraged.
- g) 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.

4.8.2 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 Sykes Street, as described in the following, will assist in unifying the character of the District.

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 close align to adjacent buildings. Contemporary interpretations of storey divisions such as string courses, cornices, corbelling and parapets will be encouraged.

b) Width

Infill development shall respect the horizontal rhythm of adjacent buildings. Traditional storefronts are generally in the range of 4 to 7 metres 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.

c) Relation to street

Heritage commercial buildings shall be built out to the street line and side lot lines.

d) Windows and entrances

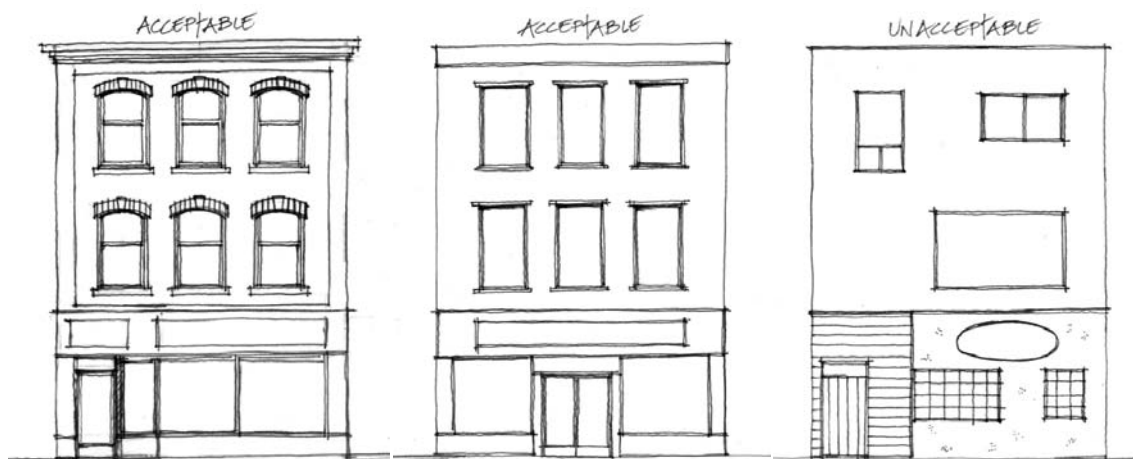
Contemporary storefronts shall maintain the historical ratio of solids and void (wall to glass) in new infill construction, approximately 85% glazing at street level with upper storey fenestration generally limited to 50% or less in void to solid wall.

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.

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

- iii. New infill construction which does not respect traditional compositions, 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 brick. These materials will be encouraged for major additions and infill, with an emphasis on distinguishing old and new portions of the building.

The use of synthetic cladding materials such as vinyl or aluminum siding, stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as concrete fibre board and synthetic wood products will be considered on a case by case basis.

4.9 DEMOLITION AND REMOVAL OF BUILDINGS AND STRUCTURES

4.9.1 Demolition of heritage buildings and structures

- a) The demolition of heritage buildings and structures shall not be permitted, except in extenuating circumstances such as natural disasters (e.g. fire, flood, tornado, and earthquake).
- b) Other extenuating circumstances shall generally constitute those situations where public health and safety is considered to be compromised and the Municipality of Meaford's Chief Building Official has received structural assessment advising that a building or structure is beyond repair and has been determined to be unsafe. The economic feasibility of undertaking building repair may also be considered by staff and Council in determining whether demolition should be permitted. 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 Municipality of Meaford 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 the Municipality of Meaford, new construction has not been completed, the provisions of the *Ontario Heritage Act* shall apply with respect to contraventions of the Act.

4.9.2 Removal of heritage buildings and structures

- a) The removal of heritage buildings and structures may be permitted with the submission and approval of a heritage permit application by Municipal 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 Municipality shall require notification of the location of the storage facility or any changes in the location, access to the location if required by Municipal staff and shall require these as part of any conditions of approval.

4.9.3 Demolition and removal of non-heritage buildings and structures

- a) Demolition and/or removal of non-heritage buildings and structures 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 Meaford Heritage Conservation District Plan and Guidelines and other applicable Municipal 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 the Municipality of Meaford. 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 Municipality may attach conditions requiring such matters to be addressed and subject to consequent approval.
- d) Site plan approval under the *Planning Act* may also be required.

4.10 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 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 open landscaped quality of front yards, and the scale and 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 while 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.

4.10.1 Historical landscape features

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

The residential portion of the core area extends from Sykes Street and Collingwood Street to Sykes Street and Albert Street.

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 paved parking areas should be limited within the front yards and that the front entranceway should remain visible from the street, following this historic pattern.
- b) Trees may 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 by providing more shade.

4.10.2 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 metal or wood fences (maximum 1 metre in height in front yard) or hedging of deciduous shrub material are appropriate.

4.10.3 Screening and buffering

- a) Landscape components, such as ornamental fences or hedging of deciduous shrub material, may 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 buffering is defined as allowing filtered views through the material such as deciduous shrub border or a partially enclosed fence (e.g. picket fencing).

4.10.4 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 (refer to the *Accessibility for Ontarians with Disabilities Act* guidelines).

- c) From the late-19th century onwards, 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. Asphalt or gravel is an acceptable material for driveways. Other materials may be considered on a case by case basis through the heritage permit process.

4.10.5 Trees and other plant materials

- a) In the past there was a preference for non-native plant materials and very little consideration for using native plant material only. In the 19th century when many of these properties were developed, there was 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, Ginkgo, Tulip Tree, Basswood and Blue Beech.
- b) Additional plant material for residential properties should include a wide palette of species suitable for the narrower planting locations available. Hedging and shrub borders historically included a range of smaller plants. 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.
- c) In addition to these trees and shrubs, a wide variety of perennials, bulbs and vines may be added to provide seasonal accents. This is in keeping with the late 19th and 20th century pattern of residential landscaping which celebrated a range of horticultural introductions.
- d) 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 potential to negatively impact native vegetation.

4.10.6 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 Meaford 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.
- c) Replicas of historical light standards are discouraged, as installing replicas of a particular era contrasts with the variety of eras represented by the district resources. Contemporary light standards are appropriate.

4.10.7 Parking areas

Parking areas associated with residences and other buildings with residential uses frequently have parking located within the lot. It is important that parking be accommodated as much as possible within the property behind the building front.

4.11 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 street grid pattern. The road right-of-way has consistently accommodated sidewalks, providing a pedestrian focus and allowing pedestrians easy access to adjacent properties. 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.

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 south of Boucher Street 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. For accessibility and maintenance reasons, the use of concrete is appropriate for pedestrian areas and asphalt is appropriate in the travelled portion of the road. Streetscape features such as lighting standards, signage and street furniture may be added to District streets. These types of enhancements have a predictable life cycle. It is important that alterations or additions, including the removal of existing streetscape furniture, are undertaken so as to not detract from the overall cohesive streetscape character.

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.

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 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;
- Imitation paving materials such as thermoplastic impressed asphalt or impressed concrete that mimics traditional paving are strongly discouraged; and
- Commercial uses should continue to be an important part of the streetscape.

4.11.1 Sidewalks

- a) The underlying principle for additions and alterations to 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. Concrete continues to be well suited for the continuation for sidewalks, curbs, landings and other features in the streetscape accented with decorative pavers.

4.11.2 Street furniture

There is some street furniture found within the pedestrian environment including benches, trash / recycling receptacles, bicycle racks, and information kiosks. It is expected that street furniture will continue to change in the future as streetscape plans are revisited and further developed.



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- a) In addition to public street furniture, there are other private additions that may be present, such as mailboxes, newspaper boxes, cafes and patios with barriers and movable furniture. These will be permitted, subject to ensuring that there is minimal obstruction to pedestrian flow, and that visual clutter is not increased. Other Municipal approvals, such as a street use permit may also be required.
- 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.

4.11.3 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) It is important that existing visitor parking areas within the District continue to be identified with appropriate signage.
- d) Additional signage that distinguishes the area as a Heritage Conservation District is encouraged.

4.11.4 Parking areas

- 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.

4.11.5 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, medians, or cross walks that increase safety for pedestrians wishing to cross the street. These features did not traditionally form part of the historical streetscape.

- a) Where traffic calming measures are to be installed in the road right-of-way, materials will be chosen such as concrete, to provide a neutral backdrop to the vitality of the neighbourhood.
- 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 by avoid excessive colour schemes and imitating traditional paving materials.
- d) Long-lasting durable materials incorporating appropriate way-finding motifs shall be encouraged.

4.11.6 Street lighting

The streetscape contains two types of lighting poles and luminaries: 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 on decorative metal poles.

Over time, there have been lighting efficiencies and changes in the luminaries 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.

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.

4.11.7 Street trees and boulevards

Historically, boulevards and the planting of street trees have enhanced the scenic value of the streetscape by providing greenery, visual interest, and variety. It is inevitable that street trees will require replacement because of life spans and 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 salt which is 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 increased soil capacity 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 (e.g. trees that are dead / dying, or structurally compromised), they should be removed and replaced.
- 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 Municipal standards for tree planting and maintenance will be followed. Boulevards that once characterized 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) Grass 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.

4.11.8 Protection and enhancement of views

Natural landscapes viewed within the study area are important historic elements. Historically, these elements consisted of views of Georgian Bay, the surrounding vegetated hillsides, and the river corridor.

Views of Georgian Bay are located at the east end of Parker Street East, Collingwood Street East, and Nelson Street East, along portions of North Sykes Street and Bridge Street, along the east side of Bayfield Street, and from within the Meaford Harbour.

Views of the surrounding vegetated hillsides provide a scenic backdrop to the study area and are located at the west end of Lombard Street, Parker Street West, Collingwood Street West, Nelson Street West, Trowbridge Street, and Berry Street, and at the south end of North Sykes Street and Bayfield Street.

Views of the river corridor are located along portions of Bridge Street, Berry Street, and North Sykes Street.

Effort should be made to refrain from building obstructions that block these historic views, and to enhance these views by framing them with appropriate plant material. For example as the need arises to renew plantings, trees and shrubs may be added within streetscapes, parks and open spaces that create only partial canopy coverage while still retaining the views. As well, seating opportunities and vantage points should be provided at key locations within the parks and open spaces.



4.11.9 Parks and open spaces

Urban open spaces such as parkland have a positive impact of the visual character of the study area. Open spaces within the Heritage Conservation District consist of the parkette located at the southwest corner of Sykes Street North and Lombard Street West, McCarroll Park at the southwest corner of Bayfield Street and Parker Street East, the waterfront along the east side of Bayfield Street between Parker Street East and North Sykes Street, Fred Raper's Park located on the east side of North Sykes Street between Bayfield Street and Albert Street, the Georgian Trail located west of Denmark Street between Bridge Street and Boucher Street East, Meaford Harbour located north of Bridge Street, and the laneway that is contiguous to Berry Street located between Sykes Street North and Bayfield Street.

It is important that any alterations or additions to the parks and open spaces ensure that there is accommodation and safety for pedestrians, as well as for a wide variety of other users and in particular cyclists and people with mobility limitations and visual challenges. It is also important that the cultural heritage characteristics of the area are not compromised by inappropriate contemporary urban design trends, however there are potential improvements and enhancements that are reversible and could be included within these public spaces with little challenge, such as the addition of site furniture, play equipment, and shade structures that are compatible with the original and/or historic features of the area and mainly achieved by being distinguishable from them, as well as subordinate to them.

Views to the water within the parks and open spaces should be maintained and enhanced by framing views with vegetation or by providing seating opportunities and vantage points at key locations.

Pedestrian linkages and access to the water is another historic landscape element that is to be protected and enhanced through the maintenance and construction of new park and open space amenities.



4.11.10 Entranceways

Currently there are no elements identifying gateway entrances to the District as one enters the area from the north or south. Gateway elements 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.

4.11.11 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 the District and at public open spaces and where there are opportunities to add to and encourage the sense of place of the commercial core. Any Municipal public art policies 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 public art should be carefully planned so 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.

4.12 PROVISIONS FOR PEOPLE WITH DISABILITIES AND RENEWABLE ENERGY 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 designate heritage properties. This is intended to take into account the value of heritage building fabric, historical spaces and architectural features. The Downtown Meaford 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 the heritage building fabric.

The *Act to enact the Green Energy Act* is focused 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 will have all heritage permits and met any conditions used by a municipality.

The Downtown Meaford 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 or damage to heritage building fabric. Section 5 of the Downtown Meaford Heritage Conservation District Plan and Guidelines contains details regarding then a heritage permit application is or is not required.

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 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 staff of the Municipality of Meaford is recommended.

5.2 EXEMPTIONS FOR COMMERCIAL PROPERTIES

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 does not require a permit.

Exceptions: Replacing or removing original roofing materials including metal, slate, 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, located within view of the public realm, 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 does not require a permit.

- g) **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.

- 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 a diameter greater than 10 centimetres at breast height (DBH) requires a heritage permit. Note: a permit under the Grey County or Municipality of Meaford Tree By-law may also be required.

- i) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas of the same area and dimension do not 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 material on the front façade 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 millions, trim, eavestroughs, downspouts and minor architectural detailing does not require a permit.

Exceptions: The painting of any masonry materials requires a permit.

- l) **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.

- 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 Municipality of Meaford 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 EXEMPTIONS FOR RESIDENTIAL PROPERTIES

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 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, located within view of the public realm, 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 does 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 a diameter greater than 10 centimetres at breast height (DBH) requires a heritage permit. Note: a permit under the Grey County or Municipality of Meaford Tree By-law may also be required.

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

Exception: The removal and/or installation of fencing in the front yard or 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.

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

- n) **Stairs and 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 material on the front façade 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 millions, trim, eavestroughs, downspouts and minor architectural detailing does not require a permit.

Exceptions: The painting of any masonry materials requires a permit.

As with any modifications being contemplated, it is beneficial to contact Municipality of Meaford 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 EXEMPTIONS FOR INSTITUTIONAL PROPERTIES

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 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 does 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 does not require a permit.

Exceptions: The removal and/or installation of trees with a diameter greater than 10 centimetres at breast height (DBH) requires a heritage permit. Note: a permit under the Grey County or Municipality of Meaford Tree By-law may also be required.

- j) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas of the same area and dimension do not 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 Municipality of Meaford 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 EXEMPTIONS FOR PUBLIC REALM PROPERTIES

These comprise lands that are primarily located in road rights-of-way, parking lots or lands associated with the publicly owned properties.

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 bicycle racks do not require a permit.

Exceptions: The installation of any new luminaries 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 do not require a permit.

Exceptions: The removal and/or installation of trees with a diameter greater than 10 centimetres at breast height (DBH) requires a heritage permit. Note: a permit under the Grey County or Municipality of Meaford Tree By-law may also be required.

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

As with any modifications being contemplated, it is beneficial to contact municipal 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 municipal 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 or property and the nature of the finished repairs, and supplied to municipal staff as a record of the work.

6.0 HERITAGE CONSERVATION DISTRICT PLAN REVIEW PROCESS

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 Meaford Heritage Conservation District, it is considered appropriate that a formal review be undertaken for this district from time to time in order to assess performance of the Plan and Guidelines and make potential revisions.

It is anticipated that over the next five years, Municipal staff will be 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, infill); and
- The number, type and value of funding applications for eligible conservation work.

At the end of the monitoring period, the Municipality should embark on a full scale review of the Downtown Meaford Heritage Conservation District Plan, related heritage permit activity and other associated incentives.

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.

It is recommended that the Municipality of Meaford implement a 5-7 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 properties within Downtown Meaford Heritage Conservation District, including architectural style and classification.

Street Name		Number	Height (storeys)	Roof Type	Cladding Materials	Architectural Style or Influence	Heritage Fabric Classification
Bayfield		12	1-2	Front/Side Gable	Board and Batten/Synthetic	Vernacular	Heritage
Bayfield		34	4	Hip/Gable	Synthetic	Contemporary	Not Heritage
Bayfield		46	1	Hip	Synthetic	Vernacular	Heritage
Bayfield		88-92	2.5	Hip/Gable	Brick	Vernacular	Heritage
Bayfield		103	2	Flat	Concrete Block	Industrial	Heritage
Bayfield		111	2	Side Gable	Brick	Vernacular	Heritage
Bayfield		120	1.5	Gambrel	Synthetic	Vernacular	Not Heritage
Bayfield		170	1.5	Cross Gable	Synthetic	Vernacular	Not Heritage
Bayfield		180	1.5	Cross Gable	Stone/Synthetic	Vernacular	Not Heritage
Bayfield		186	2	Hip	Stone	Italianate	Heritage
Bayfield		192	1.5	Side Gable	Synthetic/Brick	Vernacular	Not Heritage
Bayfield		206	1	Side Gable	Synthetic	Vernacular	Not Heritage
Bayfield and Collingwood	SW corner (old net shed)		1.5	Side Gable	Wood clapboard	Vernacular	Heritage
Berry		16	2.5	Front Gable	Brick	Vernacular	Not Heritage
Berry		33	2	Hip	Synthetic	Vernacular	Not Heritage
Bridge		30	2.5	Hip/Gable	Brick	Edwardian Classicism	Heritage
Bridge		36	2 + 1	Hip/Flat	Brick	Four Square	Not Heritage
Bridge		42	2.5	Mansard	Brick/Synthetic	Second Empire	Heritage
Boucher	East	7	2.5 + tower	Cross Gable	Brick	Neo Gothic	Heritage
Boucher	East	20	2	Side Gable	Brick	Vernacular	Heritage
Boucher	East	34	2	Side Gable	Stone	Gothic Revival	Heritage
Boucher	East	48	2.5	Hip	Brick	Edwardian Classicism	Heritage
Boucher	East	60	2	Cross Gable	Brick	Gothic Revival	Heritage
Collingwood	East	8	2	Flat	Brick/Rusticated Concrete Block	Vernacular	Heritage
Collingwood	East	18	2	Hip	Synthetic	Vernacular	Not Heritage
Collingwood	East	22	2.5	Cross/Centre Gable	Synthetic	Vernacular	Heritage
Collingwood	East	24	2.5	Cross/Centre Gable	Synthetic	Vernacular	Heritage
Collingwood	East	27	2.5	Side Gable	Brick	Vernacular	Heritage
Collingwood	East	28	2.5	Hip	Concrete Block	Four Square/Edwardian Classicism	Heritage
Collingwood	East	33	2	Hip	Synthetic	Vernacular	Not Heritage
Collingwood	East	39	2.5	Cross/Centre Gable	Brick	Queen Anne	Heritage
Collingwood	East	40	1.5	Side Gable	Synthetic	Contemporary/Cape Cod style	Not Heritage
Collingwood	East	43	2.5	Cross/Centre Gable	Brick	Queen Anne	Heritage
Collingwood	East	49	1.5	Hip	Synthetic	Vernacular	Heritage

Collingwood	East	53	1.5	Side Gable	Brick	Vernacular	Heritage
Collingwood	East	59	1	Front Gable	Synthetic	Vernacular	Heritage
Collingwood	East	63	1.5	Front Gable	Synthetic	Vernacular	Heritage
Lombard		11	1	Cross/Centre Gable	Brick/Synthetic	Vernacular	Not Heritage
Lombard		17	1	Cross/Centre Gable	Synthetic	50's Contempo	Not Heritage
Nelson	East	12	2	Hip/Gable	Brick	Edwardian Classicism	Heritage
Nelson	East	26	2 + tower	Flat + tower	Brick	Italianate	Heritage
Nelson	East	32	2.5	Cross/Centre Gable	Brick	Edwardian Classicism	Heritage
Nelson	East	33	2	Hip/Flat	Brick	Four Square	Demolished
Nelson	East	36	2	Hip	Brick	Four Square	Heritage
Nelson	East	44	2	Hip	Brick	Four Square	Heritage
Nelson	East	47	1.5	Front Gable	Synthetic	Vernacular	Heritage
Nelson	East	53	1.5	Front Gable	Synthetic	Vernacular	Heritage
Parker	East	8	2.5	Hip	Brick	Edwardian Classicism	Heritage
Parker	East	16	1.5	Mansard	Synthetic	Second Empire	Heritage
Parker	East	17	1.5	Side Gable	Synthetic	Vernacular/Gothic Revival	Heritage
Parker	East	22	2	Hip	Synthetic	Four Square	Heritage
Parker	East	23	2.5	Front Gable/Hip	Brick	Edwardian Classicism	Heritage
Parker	East	24	2	Side Gable	Synthetic	Vernacular	Heritage
Parker	East	29	1.5	Cross/Centre Gable	Synthetic	Vernacular/Ontario Gothic	Heritage
Parker	East	30	1.5	Side Gable	Synthetic	Vernacular	Heritage
Parker	East	36	2.5	Front Gable	Brick	Edwardian Classicism	Heritage
Parker	East	44	1.5	Side Gable	Stucco	Vernacular	Heritage
Sykes	North	4	3	Flat	Metal	Vernacular	Heritage
Sykes	North	8	3	Flat	Brick	Italianate	Heritage
Sykes	North	11	1	Flat	Concrete Block	Contemporary	Not Heritage
Sykes	North	12	2	Flat	Brick	Italianate	Heritage
Sykes	North	25-27	3	Flat	Brick	Vernacular	Heritage
Sykes	North	26	2	Flat	Brick	Beaux-Arts	Heritage
Sykes	North	28-30	2	Side Gable	Brick/Synthetic	Vernacular	Heritage
Sykes	North	29	3	Flat	Brick	Italianate	Heritage
Sykes	North	32-34	3	Flat	Brick	Italianate	Heritage
Sykes	North	35	3	Flat	Brick	Italianate	Heritage
Sykes	North	36-44	3	Flat	Brick	Italianate	Heritage
Sykes	North	39-41	2	Flat	Brick	Italianate	Heritage
Sykes	North	43	2	Flat	Brick	Italianate	Heritage
Sykes	North	45-47	2	Flat	Brick	Italianate (Renaissance)	Heritage
Sykes	North	46-48	3	Flat	Brick	Italianate	Heritage
Sykes	North	50-54	3	Flat	Brick	Italianate	Heritage
Sykes	North	51	2	Flat	Brick	Vernacular	Heritage
Sykes	North	53	1	Flat	Brick/Synthetic	Beaux-Arts Classicism	Heritage
Sykes	North	68	2	Flat	Brick	Italianate/Beaux-Arts	Heritage

Sykes	North	70-80	2	Flat	Brick	Italianate	Heritage
Sykes	North	82-86	2	Flat	Brick	Italianate	Heritage
Sykes	North	88	2	Flat	Brick	Italianate	Heritage
Sykes	North	90	2	Flat	Brick	Vernacular	Heritage
Sykes	North	92	2	Flat	Brick	Italianate	Heritage
Sykes	North	94	2	Flat	Brick	Italianate	Heritage
Sykes	North	96	2	Flat	Brick	Italianate	Heritage
Sykes	North	98	2	Flat	Brick	Italianate	Heritage
Sykes	North	100	2	Flat	Brick	Italianate	Heritage
Sykes	North	110	3	Flat	Brick/Stucco	Italianate	Heritage
Sykes	North	120	2.5	Front Gable	Brick	Queen Anne	Heritage
Sykes	North	125	2.5	Hip/Gable	Brick	Edwardian Classicism	Heritage
Sykes	North	126	2	Cross/Centre Gable	Stucco	Motel	Not Heritage
Sykes	North	127	3	Hip	Brick	Contemporary	Not Heritage
Sykes	North	135	2.5	Hip/Gable	Brick	Four Square	Heritage
Sykes	North	136	1	Flat	Synthetic	Contemporary	Not Heritage
Sykes	North	141	2.5	Hip/Gable	Brick	Queen Anne	Heritage
Sykes	North	150	1	Flat	Synthetic	Contemporary	Not Heritage
Sykes	North	156	1.5	Front Gable	Synthetic	Vernacular/Classical Revival	Heritage
Sykes	North	159	2	Front Gable	Stucco	Vernacular	Heritage
Sykes	North	160	2	Flat	Brick	Vernacular	Heritage
Sykes	North	161	2	Side Gable	Synthetic	Contemporary	Not Heritage
Sykes	North	165	1.5	Front Gable	Synthetic	Vernacular	Heritage
Sykes	North	168	1-1.5	Front/Side Gable	Stucco	Motel	Not Heritage
Sykes	North	173	1.5	Front Gable	Brick	Vernacular	Heritage
Sykes	North	174	2.5	Hip	Synthetic/Brick	Four Square	Not Heritage
Sykes	North	177	1.5	Front Gable	Synthetic	Vernacular	Heritage
Sykes	North	183	1.5	Front Gable	Brick	Gothic Revival	Heritage
Sykes	North	187	2	Front Gable	Brick	Gothic Revival	Heritage
Sykes	North	191	2	Front Gable	Synthetic	Vernacular	Heritage
Sykes	North	220	2	Side Gable	Wooden Clapboard/Brick	Contemporary	Not Heritage
Sykes	North	226	2	Front Gable	Wooden Shingle/Brick	Vernacular	Heritage
Sykes	South	8	1	Hip/Gable	Brick	Contemporary	Not Heritage
Sykes	South	13	1	Side Gable	Stucco	50's Contempo/Mid-century Modern	Heritage
Sykes	South	25	2	Flat	Synthetic	Vernacular	Heritage
Sykes	South	31-33	2	Flat	Concrete Block	Vernacular	Heritage
Sykes	South	36	2	Flat	Brick	Italianate	Heritage
Sykes	South	39	2	Flat	Brick	Italianate	Heritage
Sykes	South	40	2	Flat	Brick	Italianate	Not Heritage
Trowbridge	West	5	1	Flat	Brick	Contemporary	Not Heritage
Trowbridge	West	15	2	Flat	Brick	Edwardian/Colonial Revival	Heritage
Trowbridge	West	16	2	Flat	Brick	Italianate	Heritage

Trowbridge	West	20	1.5	Front Gable	Brick	Vernacular	Heritage
Trowbridge	West	21	1	Flat	Brick	International/Mid-century Modern	Heritage
Trowbridge	West	25	1	Flat	Brick	International	Heritage
Trowbridge	West	33	2.5	Hip	Synthetic	Not Known	Heritage
Trowbridge	West	34	1.5	Front Gable	Stone	Gothic Revival	Heritage
Trowbridge	West	35	2+	Hip/Gable	Brick	Gothic Revival	Heritage
Trowbridge	West	40	1.5	Front Gable	Wood	Vernacular	Heritage
Trowbridge	West	54	2.5	Hip/Gable	Brick	Queen Anne	Heritage
Trowbridge	West	55	2	Mansard	Wood	Second Empire	Heritage

Downtown Meaford
Heritage Conservation District Study

Part B:
Heritage Conservation District
Municipal Implementation

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PART B: Municipal Implementation

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1.0 INTRODUCTION

Successful implementation of a heritage conservation district and the management of change within a district is typically achieved through the review and approval of heritage permit applications under Section 42 of the *Ontario Heritage Act*. There are also other mechanisms, tools and actions both under the *Ontario Heritage Act* as well as other Ontario statutes, such as the *Planning Act*, that also can help complement municipal heritage initiatives. The successful implementation of the Downtown Meaford Heritage Conservation District will rely on initiatives and planning policies that directly support or provide a framework for focussing and implementing district conservation efforts.

A number of initiatives are proposed in the following sections, including matters relating to building height and zoning by-law provisions, delegation of heritage permit approvals, a municipal grants program, and a formal heritage permit application process.

2.0 PLANNING POLICIES AND ISSUES

2.1 Introduction

As part of the preparation of the Downtown Meaford Heritage Conservation District Plan and Guidelines, a review was undertaken of municipal Official Plan policies in order to identify any significant conflicts or inconsistencies between the conservation initiatives anticipated in the District Plan and those broader municipal objectives and strategies contained in the Municipality of Meaford's Official Plan. An in-depth analysis was completed during the preparation of the Heritage Assessment Report, with the results contained in the following sections, as well as recommendations for further action.

2.2 Municipality of Meaford Official Plan

The applicable Municipality of Meaford Official Plan policies were reviewed and summarized as part of the Heritage Assessment Report (see Section 2.6.3.2). The policies related to the proposed Downtown Meaford Heritage Conservation District are reflective of the direction proposed in the District Plan and Guidelines, and there are no changes recommended to these policies at this time.

The Municipality of Meaford has recently concluded a 5-year review of their Official Plan. As part of a future review of the Official Plan, it is recommended that a schedule be added to the Official Plan delineating the Downtown Meaford Heritage Conservation District. Policies could also be included that reflect the broad principles of the Heritage Conservation District Plan. The purpose of this exercise would be to advise property owners and potential development proponents of the additional policies and guidelines that govern the area.

2.3 Municipality of Meaford Zoning By-law

The applicable Municipality of Meaford Zoning By-law regulations were reviewed and summarized as part of the Heritage Assessment Report (see Section 2.6.3.3). The zoning regulations applicable to the proposed Heritage Conservation District are generally in conformity with the direction proposed in the Heritage Conservation District Plan and Guidelines, with the exception of building heights for some of the area.

As noted in the Heritage Assessment Report, the overall character of the Downtown Meaford area is one of low profile built form. The majority of buildings are less than 2.5 storeys in height in the residential areas, and between 2 and 3 storeys along Sykes Street. The maximum permitted height within the Zoning By-law for most of the study area is 11.0 metres (or approximately three storeys). The permitted building height has the potential to create tall buildings such as the construction of a flat-roofed, 2-3-storey building that would be out of keeping with many of the smaller dwellings.

The *Ontario Heritage Act* (Subsection 41.2(1)(b)) provides that where a heritage conservation district plan is in effect the council of a municipality may not “*pass a by-law for any purpose that is contrary to the objectives set out in the plan*”. The Act also provides that where there is a conflict between a heritage conservation district plan and a municipal by-law that affects the designated district “*the plan prevails to the extent of the conflict*”.

In an effort to ensure that there is neither confusion nor conflict respecting the matter of building height within the district, it may be addressed in a variety of ways:

- a) At the time of adopting the designating by-law and heritage conservation district plan it can be asserted that as of that date the maximum building height for all existing buildings and structures is the height existing at the time of the passing of the by-law. No provisions would be made to allow any increase in height, either through a variance, by-law amendment or a Council approved heritage permit.
- b) At the time of adopting the designating by-law and heritage conservation district plan it can be asserted that as of that date the maximum building height is that existing at the time of the passing of the by-law **or only as later allowed through a Council approved heritage permit under Part V of the *Ontario Heritage Act*** for such height increase.

2.4 Recommendation 1: Determining appropriate building height

Given the alternative ways of addressing the matter of height within the Downtown Meaford Heritage Conservation District, it is advised that the adoption of alternative (b) above is a preferred method of regulating matters of height. As and when the Municipality adopts a new comprehensive zoning by-law or pursues another course of action such as amendments to the existing zoning by-law it is recommended that:

- The Municipality of Meaford will at the time of adopting the designating by-law and heritage conservation district plan confirm that the maximum permitted building height at the time of the passing of the by-law will be that existing at the time of the passing by-law **or** as later permitted through a Council approved heritage permit under Part V of the *Ontario Heritage Act* for such height increase.

3.0 PLANNING AND DEVELOPMENT APPLICATIONS

3.1 Background

In some instances building or district permits within the Downtown Meaford Heritage Conservation District may be preceded by applications for a planning approval pursuant to the *Planning Act*, e.g., plans of subdivisions, severances, minor variances, etc. These planning applications may involve development that has the potential to affect the character of the district. It is important that appropriate heritage planning input be gained at the earliest opportunity, prior to any approvals that may compromise consideration of a heritage permit application, later in the approvals process.

3.2 Recommendation 2: Planning and development applications

It is recommended that where any application or proposal for one of the following is located within or partially within the designated district:

- a variance or a consent;
- a Plan of Subdivision;
- a Zoning By-law amendment;
- road closure;
- road widening; or
- any public works and improvements by a municipal authority or local utility,

that municipal Planning staff will be consulted and provide advice on the appropriateness of the application given the intent of the Downtown Meaford Heritage Conservation District Guidelines.

4.0 SITE PLAN CONTROL

4.1 Background

In some heritage conservation districts, it has become a standard practice to use Site Plan Control provisions authorized under the *Planning Act* to complement the development review mechanisms of the *Ontario Heritage Act*.

In some municipalities, any property designated under the provisions of the *Ontario Heritage Act* is subject to Site Plan Control pursuant to Section 41 of the *Planning Act*. Development which involves new construction, or making alterations or additions to an existing building or structure to allow a substantial increase in size or usability requires the approval of municipal Council (unless authority has been delegated).

Site Plan Control allows the municipality to require facilities or improvements to the subject site, and in particular address matters such as landscaping and some architectural details (such as elevations) in the review of the proposed development of a property.

Whereas the provisions of the *Ontario Heritage Act* are concerned primarily with the details of changes to properties as a means to conserve the character of the property, site plan control seeks to ensure that an acceptable standard of site amenity and maintenance is achieved. Site Plan Control and heritage conservation district permits have considerable potential to complement each other, although procedures and differing time spans for processing applications may be considered cumbersome.

Site plan control within the Municipality of Meaford is governed through the Site Plan Control By-law (By-law 26-2009). The whole of the Municipality subject to zoning control is designated as a Site Plan Control Area pursuant to Section 41 of the *Planning Act*. The following classes of development require site plan approval:

- (a) *All residential buildings containing 25 or more units, and all retrofit apartments added to such development;*
- (b) *All non-residential development in residential zones;*
- (c) *All development in commercial zones;*
- (d) *All development in employment or industrial zones;*
- (e) *All bed and breakfast uses established in any residential, rural or agricultural zone.*
- (f) *All non-municipal development in an Institutional zone.*

Council is also permitted to require site plan control for the following types of uses by the Municipality of Meaford Official Plan, as amended:

- (a) *A residential care facility established in any residential zone;*
- (b) *A home industry established in any rural or agricultural zone;*
- (c) *Small scale commercial development in any rural or agricultural zone;*
- (d) *Residential development of less than 25 units where such development occurs in the Urban Area, as established by Section E1.4 (o) of the Municipality of Meaford Official Plan, as amended.*

Accordingly, properties and buildings within the study area that contain commercial uses, institutional uses, or residential uses that are not single-detached dwellings are already subject to Site Plan Control. It should also be noted that the site plan control process within the CIP area (study area) currently has control related to architectural details.

4.2 Recommendation 3: Site plan applications and heritage permits

In order to ensure that there is no duplication between site plan applications and heritage permit applications the following process for review is recommended:

- i) applications for approvals under site plan control and permit approval under district designation should be treated as individual applications.
- ii) wherever possible both applications should be submitted together at the same time and considered within the time period (or as otherwise extended and agreed to by the applicant) permitted under subsection 41 (12) of the *Planning Act*, (see also section vi below).
- iii) an application under the provisions of the *Ontario Heritage Act* should address all matters relating to the detailed design, alteration and construction of buildings, structures and other property alterations.
- iv) an application for site plan approval should address all matters relating to the conceptual design and specific location of buildings and structures and all other site considerations usually required by the Municipality.
- v) both applications should be considered in the context of the policies and guidelines provided in the pertinent sections of this heritage conservation district plan and appropriate conditions applied to each application if necessary.
- vi) if applications for site plan approval are submitted separately any requested permit under the *Ontario Heritage Act* should be determined first and the applicable site plans suitably annotated to include a note referencing the heritage permit number, date of approval and details of any granted alterations.

5.0 SIGN BY-LAW

5.1 Background

The Municipality of Meaford has recently completed preparation and adoption of a new Sign By-law (By-law 022-2014), which contains information and regulations related to the installation of signs. The Sign By-law addresses various types of signs, and describes what signs are permitted to be installed within the various zones within the Municipality. The new Sign By-law also contains a reference to encouraging signs that are compatible with the heritage character of the community.

There are a number of sign types permitted within the various zones within the study area, some of which may or may not be appropriate within a potential heritage conservation district. The Sign By-law contains numerous provisions respecting the type, design, size, area and location of signage. Given the complexity of these provisions and the specific characteristics and of heritage buildings, historic storefronts and sign locations, either as fascia signs, or projecting signs, an approach should be adopted that gives the District Plan and Guidelines the status of a higher standard and reduce potential for conflict. This would recognize the importance that signage has in contributing to the heritage character of the District.

5.2 Recommendation 4: Regulation of signage

In order to rationalize the provisions of the Sign By-law and the process of heritage permit processing, it is recommended that the Municipality of Meaford consider the Downtown Meaford Heritage Conservation District Plan and Guidelines and the implementing by-law under the *Ontario Heritage Act* as an established higher standard in the consideration of heritage permits under Part V of the *Ontario Heritage Act* that supersede the provisions of the Municipal Sign By-law respecting signage.

6.0 PROPERTY STANDARDS

6.1 Background

The Municipality of Meaford currently has a Property Standards By-law (108-2008), which provides for general direction related to the maintenance of property. The By-law covers various matters related to the interior and exterior of buildings, such as outdoor maintenance, structural, electrical, plumbing, heating, and elements such as porches, windows, egress, and chimneys.

Some municipalities have specific property standards by-laws related to heritage buildings. Such provision may cover matters with respect to the heritage attributes of buildings and property maintenance to ensure proper protection of heritage attributes. Where a property does not comply with the standard, the Municipality has the ability to require the property to be repaired and maintained to meet the standard.

Given the generally sound condition and good repair of properties within the Downtown Meaford Heritage Conservation District, the requirements to enact such a by-law are not pressing. However, it is good practice for any municipality to provide itself with appropriate tools to manage the sensitive attributes of heritage properties. As such, it may be appropriate to enact an enhanced Property Standards By-law in the future.

6.2 Recommendation 5: Property standards

It is recommended that the Municipality of Meaford continue to monitor any property standards issues related to properties designated under the *Ontario Heritage Act*, and implement an enhanced Property Standards By-law as required.

7.0 STREETSCAPE MANAGEMENT PLANS

7.1 Introduction

Streetscape management plans are used in many municipalities in Ontario as a means of providing a broad design strategy and context for future physical, above-ground, improvements in the public realm, i.e., the public road right-of-way and other publicly owned spaces. Usually management plans also contain urban design principles and guidance on design intent that together provide a bridge between the general policy provisions of the Official Plans and specific detailed design drawings and specifications necessary for implementation.

In addition to streetscape management plans there are also a number of other singular “improvements” that can enhance the heritage setting of streets and their component buildings and spaces. Due to municipal priorities and constraints, however, and in the absence of a streetscape plan, programs for wayfinding, lighting strategies and street tree plantings can be pursued as important enhancement schemes in their own right.

Typically a streetscape management plan in a commercial tourist area with adjacent residential uses should address a variety of matters that fall within the public realm including:

- road, sidewalk, and boulevard construction;
- light poles and luminaires;
- the planting of street trees;
- installation of traffic calming devices such as bump-outs or speed humps;
- installation of street furniture, such as planters, waste receptacles, and bike racks;
- street signage,
- kiosks,
- public art.

As part of the Community Improvement Plan process undertaken in 2008-2009 by the Municipality of Meaford, streetscape aspects were examined. Some policies were incorporated into the final Community Improvement Plan, and provide guidance related to public realm improvements. However, it would be beneficial to review the above matters in light of the passage of time and the guidelines provided in the Heritage Conservation District Plan.

7.2 Recommendation 6: A Downtown Meaford Streetscape Management Plan

It is recommended that the Municipality of Meaford consider undertaking the implementation of a Streetscape Management Plan as future municipal budgets allow.

8.0 HERITAGE CONSERVATION AND FINANCIAL INCENTIVES

8.1 Introduction

In many jurisdictions where heritage conservation activities are pursued to appropriately manage cultural heritage resources, it is not unusual to find two key components that assist in successful implementation: firstly, a system for regulating change to the cultural heritage resource usually through a formal process of designation and subsequent permit approval and secondly, a complementary program of financial assistance to assist in conserving valued heritage resource building fabric, features and materials.

The authority to provide financial incentives to heritage resource conservation is established under both the *Ontario Heritage Act* and the *Municipal Act*. Sections 39 and 45 of the *Ontario Heritage Act* provide that municipalities may establish by-laws to make grants or loans to owners of designated heritage properties and Section 365.2 of the *Municipal Act* makes provisions for enabling municipal tax rebates to such properties.

As a component of the preparation of the Heritage Assessment Report, MHBC staff undertook a review of potential financial incentives that could be implemented by the Municipality of Meaford for properties within the proposed Heritage Conservation District. A detailed write-up of the findings of this review can be found in Section 2.7 of the Heritage Assessment Report. The conclusion of this review was that a grants program would be effective for the Municipality to implement.

8.2 A heritage grants program

Recently, the Municipality of Meaford has decided to launch a Façade Improvement Grant Program as part of a recommendation from the 2008 Community Improvement Plan. The grant program allows commercial or mixed-use property owners within the Community Improvement Area to apply for a grant from the municipality to improve the condition and/or appearance of their property's façade. Applicants to the grant program can receive up to \$15,000.00 and can apply every five years. The grant program encourages the restoration of original features of the buildings. This program has been quite successful thus far, with staff receiving a number of applications for funding.

8.3 Recommendation 7: A continued grants program

It is recommended that the Municipality of Meaford continue to monitor the success of the Façade Improvement Grant Program, and consider expanding grants programs to other building / project types in the future. The future grants program could include a schedule, level of funding, eligibility criteria, and evaluation criteria.

9.0 HERITAGE PERMIT REVIEW AND APPROVALS PROCESS

9.1 Introduction

As part of the Heritage Assessment Report, MHBC investigated the heritage permit approvals process. The Municipality of Meaford does not currently have a formal process of applying for a heritage permit application, and seeking approval from Council. This is likely due in part to the small number of properties currently designated under the *Ontario Heritage Act*.

9.2 A heritage permit process

The efficient administration of a heritage conservation district relies on both clear guidelines as well as a complementary system of processing heritage permit applications for alterations to property, the erection of buildings and structures and the demolition or removals of buildings and structures. Section 42 (1) of the *Ontario Heritage Act* requires that none of the foregoing may be undertaken *“unless the owner obtains a permit from the municipality to do so”*.

Section 42(3) also requires that where Council receives such an application a notice of receipt shall be served on the applicant. Notice of receipt essentially starts the formal maximum 90 day review process during which a decision must be made by Council. Only with the adoption of a heritage permit application form can a permit be appropriately tracked and processed from submission to decision.

Additionally, Section 8 (2) (a) of the *Ontario Building Code Act* provides that the chief building official of a municipality shall issue a building permit under the Act unless: *“the proposed building, construction or demolition will contravene this Act, the building code or any other applicable law”*

Ontario Regulation 350/06 under the *Building Code Act* contains a series of provisions respecting the definition of applicable law and subsection 1.4.1.3(1)(xix) states that for the purposes of section 8 of the Act, *applicable law* means, *“Section 42 of the Ontario Heritage Act with respect to the permit given by the council of a municipality for the erection, alteration or demolition of a building,”*

This reinforces the concept of a heritage permit under the *Ontario Heritage Act* being distinct and separate from that of a building permit under the *Building Code Act*.

9.3 Recommendation 8: Heritage permit application forms

It is recommended that a heritage permit application form be prepared for use by the Municipality of Meaford under both Parts IV and V of the *Ontario Heritage Act* to allow for traceable processing and determination of permits. It is also recommended that no application fee be charged.

9.4 Review of heritage permit applications

The *Ontario Heritage Act* enables municipalities to establish municipal heritage committees to advise on matters under the *Ontario Heritage Act*, amongst other things.

Part IV of the Act which addresses the designation of individual properties and the management of change through the review and approval of heritage permit applications provides a specific role for a municipality's heritage committee both in the property designation process and in advising on applications for alterations and demolition.

In Part V of the Act which addresses the designation of heritage conservation districts the role of the municipal heritage committee is relatively restricted. Specific direction is given in the preparation of a heritage conservation district plan and the involvement of the municipal heritage committee, yet there is no specific requirement for heritage committee action in the processing and determination of permit applications for alteration under Part V of the Act. The Act does provide that committee is to be consulted on all applications for demolition or removal.

Whether legislated or not, many municipalities utilise municipal heritage committees or sometimes purposefully created district advisory committees to provide expertise and to advise on heritage permit applications within Part V designated heritage conservation districts. It is also usual to try and ensure that collective interests within a designated district are somehow represented not simply the heritage interests alone, i.e., business interests, tourism, property owner interests and so on.

To date, Council of the Municipality of Meaford has not established a formal municipal heritage committee. It is likely that there has not been a need to formally establish a committee due to the relatively small number of properties designated under the *Ontario Heritage Act*. There are several methods that the Municipality could undertake related to the review of heritage permits:

- A formal municipality heritage committee could be established with membership approved by Council. The membership of such committees typically includes municipal staff, Council members, and members of the public, and may include representatives from organizations such as a BIA. Municipalities typically request interested residents to apply for a position on the committee following municipal elections.

Using this approach, applications would be submitted to the Municipality and then circulated to the municipal heritage committee for comment and recommendation. The recommendations would then be endorsed by staff / Council.

- Municipal staff could be responsible for the review and approval recommendation for heritage permit applications. As Meaford does not currently employ a Heritage Planner, responsibility for review and recommendation would fall to Planning or Building staff. Applications would be reviewed internally, and a recommendation made by staff regarding approval.

- Council could retain the services of a professional heritage consultant to review applications for a heritage permit, and provide a recommendation to staff and Council. This approach would reduce workload requirements for Municipal staff, while providing for review by consultants more familiar with the heritage permit process.

The Municipality should formalize the review process for heritage permit applications, given that the number of properties designated under the *Ontario Heritage Act* is set to increase dramatically as a result of the recommended approval and designation of the Downtown Meaford Heritage Conservation District.

9.5 Recommendation 9: Heritage permit review process

It is recommended that the Municipality of Meaford establish a formal process for the review and approval of heritage permits, following one of the above-noted methods.

9.6 Delegated approval authority for alterations

Section 42 (16) of the *Ontario Heritage Act* provides for the delegation of Council's authority to grant permits for the alteration of property in a designated heritage conservation district to an employee or official of the municipality. The Municipality of Meaford has not enacted such a by-law.

The granting of permit approvals for alterations by municipal staff is considered to be a means of expeditiously processing permits and substantially reducing reports and reporting time to Council for decision making. Such action also assists in enhancing customer service and the provision of municipal services in an expeditious and efficient manner. It must be noted that delegation of approvals does not extend to the construction of new buildings or structures or the demolition of buildings and structures.

9.7 Recommendation 10: Enacting a delegation by-law for heritage permit approvals

It is recommended that the Municipality of Meaford enact a delegation by-law under the *Ontario Heritage Act*.



MHBC
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