

Town of Cobourg
Heritage Master Plan

**Appendix B:
Commercial Core
Heritage Conservation District Plan**

Commercial Core Heritage Conservation District Plan



(FINAL FOR COUNCIL APPROVAL)

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Prepared for:

Corporation of the Town of Cobourg

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Table of Contents

- PART I – HCD Framework..... 1**

- 1.0 Introduction 1**
- 1.1 Background..... 1
- 1.2 Provisions of the *Ontario Heritage Act* 2
- 1.3 Who should use this District Plan? 4
- 1.4 Provincial Policy Statement 4
- 1.5 Other applicable policies and guidance 5

- 2.0 District Significance, Heritage Attributes and Objectives..... 8**
- 2.1 Introduction 8
- 2.2 Statement of District Significance 8
- 2.3 List of heritage attributes..... 9
- 2.4 Goals and objectives of designation 10
 - 2.4.1 Conservation goals 10
 - 2.4.2 Conservation objectives..... 11

- PART II - Guidelines for managing change..... 12**

- 3.0 Introduction 12**
- 3.1 Format of guidelines..... 12
- 3.2 Conservation guidance..... 13

- 4.0 Alterations to Commercial Buildings 15**
- 4.1 Storefronts and street-facing façades..... 15
- 4.2 Foundations and walls 16
- 4.3 Roofs 17

4.4	Windows and entrances.....	18
4.5	Signs	19
4.6	Removal of heritage building fabric	21
5.0	Additions to Commercial Buildings	22
5.1	Location, height and width of additions	22
5.2	Relation to street.....	22
5.3	Windows and entrances.....	22
5.4	Exterior cladding	23
6.0	Alterations and additions to residential buildings	24
6.1	Foundations and walls	24
6.2	Roofs	24
6.3	Windows.....	25
6.4	Entrances	26
6.5	Features and spaces around buildings	27
6.6	Signs	27
6.7	Removal of heritage building fabric	28
6.8	Exterior cladding.....	28
6.9	Outbuildings	28
6.10	Additions to residential buildings	29
7.0	Alterations and additions to institutional buildings and structures	30
8.0	Infill development	32
8.1	New freestanding construction	32
8.2	Construction within the commercial street wall	33
9.0	Demolition and removal of buildings and structures	35
9.1	Demolition of heritage buildings and structures.....	35

9.2	Removal of buildings and structures.....	36
10.0	Landscape conservation guidance	37
10.1	Sidewalks	37
10.2	Street furniture	37
10.3	Signs	38
10.4	Parking areas	38
10.5	Street lighting.....	38
10.6	Street trees and boulevards	39
10.7	Views.....	39
10.8	Entranceways	40
10.9	Public art and memorials.....	40
11.0	Landscape conservation and design guidance for residential private property ..	41
11.1	Historical landscape features	41
11.2	Fencing, walls and steps.....	41
11.3	Screening and buffering.....	41
11.4	Surface treatments	42
11.5	Trees and other plant materials.....	42
11.6	Amenity lighting	43
11.7	Parking	43
12.0	Guidelines related to accessibility	44
13.0	Guidelines related to energy conservation and sustainability	47
14.0	Lands adjacent to heritage conservation districts.....	48
14.1	Existing policy context summary	48
14.2	Requirements for adjacent properties	49

PART III - Exempt alterations and classes of alterations 50

15.0 Exempt alterations 50

15.1 Introduction 50

15.2 Exemptions for residential and non-residential properties 50

15.3 Exemptions for public realm properties..... 52

15.4 Emergency work..... 53

PART IV - Glossary 54

PART I – HCD Framework

1.0 Introduction

1.1 Background

The Commercial Core Heritage Conservation District (HCD) in the Town was designated under Part V of the *Ontario Heritage Act* in 1991. The commercial core is an important economic hub in the Town, and contains a rich collection of 19th century commercial buildings that contribute greatly to Cobourg’s heritage and identity. The Heritage Conservation District has been used for over two decades to conserve heritage resources and manage change in the historic Downtown core.

The Commercial Core HCD includes properties that front onto both sides of the section of King Street West from Durham Street to College Street, as well as some properties located on George Street, Covert Street, Division Street, Swayne Street, Albert Street, Third Street, and Spring Street. A map showing the HCD (**Figure 1**) is located below:



Figure 1: Commercial Core Heritage Conservation District

In January 2015, the Town of Cobourg commenced work on a Heritage Master Plan to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Part V Districts were to be reviewed and District Plans prepared. The review and update is intended to bring the existing HCD into conformity with current policies, legislation, and best practices related to the conservation of heritage resources.

The Commercial Core Heritage Conservation District Plan seeks to provide the same level of heritage conservation using best practices as expressed in the *Standards and Guidelines for the Conservation of Historic Places in Canada*, while continuing with a similar management of future change and potential new development within the downtown as the previous HCD guidelines. The Plan is prepared to be consistent with the 2005 changes to the *Ontario Heritage Act*, the 2014 Provincial Policy Statement and the Ontario Heritage Toolkit.

1.2 Provisions of the *Ontario Heritage Act*

The *Ontario Heritage Act* originally came into force in 1975, and is the primary piece of legislation that governs the designation, conservation, and management of cultural heritage resources in the Province. The *Ontario Heritage Act* has undergone periodic revisions since 1975, with the most recent significant amendments taking place in 2005.

Part V of the *Ontario Heritage Act* allows municipalities to designate lands as a heritage conservation district, and Section 41(1) states:

"Where there is in effect in a municipality an official plan that contains provisions relating to the establishment of heritage conservation districts, the council of the municipality may by by-law designate the municipality or any defined area or areas thereof as a heritage conservation district."

Once a heritage conservation district has been designated by a municipality, the *Ontario Heritage Act* provides specific guidance regarding matters such as consistency with the District Plan, conflicts with the District Plan, and alternations and demolition of buildings.

"Consistency with heritage conservation district plan

41.2 (1) Despite any other general or special Act, if a heritage conservation district plan is in effect in a municipality, the council of the municipality shall not,

- (a) carry out any public work in the district that is contrary to the objectives set out in the plan;*
- or*
- (b) pass a by-law for any purpose that is contrary to the objectives set out in the plan.*

Conflict

(2) In the event of 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, but in all other respects the by-law remains in full force.

Erection, demolition, etc.

42. (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

- 1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.*
- 2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure”*

The *Ontario Heritage Act* also provides clear guidance regarding the process to designate a heritage conservation district, as well as the required contents of a heritage conservation district plan. Subsection 41.1 (5) of the Act provides that a heritage conservation district plan shall include:

- a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;*
- b) a statement explaining the cultural heritage value or interest of the heritage conservation district;*
- c) a description of the heritage attributes of the heritage conservation district and of properties in the district;*
- d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and*
- e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42.2005, c.6,s.31.*

The above provisions were not part of the *Ontario Heritage Act* when the previous work on Commercial Core Heritage Conservation District was conducted in 1991. This District Plan contains the required information related to these sections of the Act. Accordingly, Section 2.0 contains the required plan components provided for in (a), (b) and (c). The requirements set out in (d) are found in Part II, and those in (e) are described in Part III.

1.3 Who should use this District Plan?

The Commercial Core Heritage Conservation District Plan is organized in a way to respond to those who are directly responsible for conserving the heritage character and heritage attributes in the District, notably:

- Property owners
- Business owners / tenants
- Owners of vacant parcels of land
- Town staff responsible for undertaking public works projects and reviewing development applications; and
- Residents

The policies and guidelines are also to be used by the Municipal Heritage Committee and Town staff in providing advice to the Council of Town of Cobourg in making decisions on heritage permits under Part V of the *Ontario Heritage Act*. Under Section 42 of the *Ontario Heritage Act*, a heritage 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.

1.4 Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of Provincial interest related to land use planning and development, and sets the policy foundation for regulating the development and use of land. The current Commercial Core Heritage Conservation District predates the first PPS, which was released in 1996. An updated PPS was released in 2005, with a further updated version released in April 2014. The PPS is to be read in its entirety and the relevant policies applied to each situation. All municipal decisions must be consistent with the policy direction contained within the PPS.

The PPS contains broad-level policies related to cultural heritage and archaeological resources in Section 2.6. This section directs that significant cultural heritage resources shall be conserved, and that development on adjacent lands will not be permitted unless it is demonstrated that heritage attributes will be conserved.

"2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

...

2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved."

A number of important definitions related to cultural heritage matters are included in the PPS, and have been incorporated into this Heritage Conservation District Plan.

1.5 Other applicable policies and guidance

There are several documents that provide guidance related to cultural heritage conservation, and serve as sources of information for the Commercial Core Heritage Conservation District Plan.

Standards and Guidelines for the Conservation of Historic Places in Canada

The Standards and Guidelines for the Conservation of Historic Places in Canada were released in 2002 (with updates in 2010). This document was produced by Parks Canada and contains applicable guidance related to understanding historic resources and determining types of interventions, as well as best practices related to cultural heritage landscape conservation and building conservation. The Standards and Guidelines for the Conservation of Historic Places in Canada has also been referenced by many municipalities as a source of best practices related to heritage conservation.

The Standards and Guidelines contain the following fourteen standards related to the conservation of historic places in Canada:

General Standards for Preservation, Rehabilitation and Restoration

- 1. Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character defining elements. Do not move a part of an historic place if its current location is a character-defining element.*
- 2. Conserve changes to an historic place that, over time, have become character-defining elements in their own right.*
- 3. Conserve heritage value by adopting an approach calling for minimal intervention.*
- 4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.*

5. *Find a use for an historic place that requires minimal or no change to its character-defining elements.*
6. *Protect and, if necessary, stabilize an historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.*
7. *Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.*
8. *Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.*
9. *Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.*

Additional Standards Relating to Rehabilitation

10. *Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.*
11. *Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.*
12. *Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.*

Additional Standards Relating to Restoration

13. *Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.*

14. *Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.*

The Standards and Guidelines goes on to include guidelines for the conservation of historic places, and includes matters such as the various components of cultural landscapes (which includes heritage conservation districts), archaeological sites, buildings, engineering works, and materials.

Ontario Heritage Toolkit

The Ontario Heritage Toolkit is a collection of documents authored by the Province (Ministry of Tourism, Culture and Sport), that provide guidance related to a variety of cultural heritage planning matters. One document relates specifically to heritage conservation districts, and provides information related to the steps to undertake in designating a district. The introduction of the section describing what a heritage conservation district is states that a heritage district *"...enables the council of a municipality to manage and guide future change in the district, through adoption of a district plan with policies and guidelines for conservation, protection and enhancement of the area's special character."*

The Ministry of Tourism, Culture and Sport also publishes Information Sheets from time to time, and one such publication is entitled *Eight Guiding Principles in the Conservation of Built Heritage Properties*, and was published in 2007. Decisions related to the conservation of historic structures may be guided by the following principles which lay out a straightforward approach to planning for the conservation of these resources:

- 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."*

2.0 District Significance, Heritage Attributes and Objectives

2.1 Introduction

Part V of the *Ontario Heritage Act* requires that a heritage conservation district plan contain a statement explaining the cultural heritage value or interest of the heritage conservation district, a description of heritage attributes, and a list of objectives to be sought in designating the area. The following subsections provide the required statement of significance, heritage attributes, and objectives.

2.2 Statement of District Significance

The Commercial Core District is defined by mid- to late-19th century commercial development in Cobourg. Settlement along the shoreline of Lake Ontario in Cobourg began to occur following the War of 1812. The lake was an important transportation link and a harbour was soon established. The intersection of Division Street and King Street became an important early crossroads in the settlement, and commercial development soon spread west along King Street and was tied to increased development of the harbour. Early frame buildings from the 1820s and 1830s were influenced by American architecture from the many settlers who came from the United States. The increased settlement of immigrants from the British Isles in the 1840s spurred the construction of brick structures with British or European influence. In the 19th century, the commercial core was also largely residential; as many shop owners lived above their places of business. The construction of Victoria Hall in 1860 added municipal administration to the commercial core area.

Many of the early frame buildings were destroyed by fires, resulting in a predominantly brick street wall by the arrival of the 20th century. Though buildings have been modified by varying degrees over time, visual coherence is still evident with regard to building setbacks and heights, with repetition in patterns of window and door openings, architectural details and materials. The street wall of King Street is generally consistent, with few breaks.

The King Street commercial street wall is primarily defined by 19th century commercial buildings that are three storeys in height. The 19th century buildings typically have a large commercial storefront windows and entrance features on the first storey, with residential, commercial or office space above. The second and third floors are generally defined by evenly spaced windows. Three-bay organization is most frequent in smaller commercial buildings, though there are also several larger commercial blocks with multiple bays. Many of the commercial buildings or blocks are in the Italianate style, characterized by segmental or round arched windows with decorative hood moulds and decorative cornices, often with brackets. Other commercial buildings have a less defined style, but also feature regularly spaced windows (often rectangular shapes) and some form of cornice detailing as well. Most commercial buildings feature roofs that slope away from the street level, with the roof form not visible from King Street. A few buildings feature dormers (likely later additions) or other roof forms.

The Commercial Core streetscape includes various public amenities which contribute to the character of the District. These include features such as on-street parking, as well as pedestrian-oriented elements such as wide sidewalks, bump outs, street trees, bollards, benches, lamp posts, and bicycle racks.

Victoria Hall is a significant building located in the midst of the Commercial Core HCD, and one of the few non-commercial properties. Its location near the centre of the District marks it as a focal point and with its stone construction, distinct architecture and large cupola it is highly visible and is distinct from the surrounding architecture.

The Commercial Core HCD also features a small number of residential buildings outside of the King Street commercial area. These buildings are defined as generally low profile (one to two storey) single detached structures, mostly of vernacular design.

2.3 List of heritage attributes

The following is a list of heritage attributes associated with the Commercial Core Heritage Conservation District:

- Commercial character with storefronts on the first storey and residential/commercial space above
- Dominant three storey commercial street wall along King Street and Division Street
- Wide storefront windows on the first storey of commercial buildings
- Evenly spaced/repetitive patterns of windows on upper storeys facing the street
- Predominantly segmental arch or rectangular window openings
- Consistent, short setbacks of front elevation from the street
- Few gaps in the street wall
- Dominant use of brick
- Predominantly flat or low pitched roofs
- Repetitive patterns of architectural details, such as voussoirs, keystones, hood molds and cornice detailing
- Lack of neon or large-scale signs

2.4 Goals and objectives of designation

2.4.1 Conservation goals

Wise conservation and sound management of change within a heritage conservation district relies on a clear statement of goals. Although goals by their nature are general in scope, they are important in providing overall direction for more detailed guidance and action.

General goals associated with the management and conservation of cultural heritage resources within the Town of Cobourg are as follows:

- To protect and enhance the existing 19th century commercial street wall of the Commercial Core Heritage Conservation District.
- To conserve the Commercial Core's heritage attributes by allowing only those changes that are compatible with the built form and consistent with the cultural heritage value of the District.
- To encourage decision-making that is consistent with the cultural heritage value of the Commercial Core Heritage Conservation District.

- To manage change through the review and approval of heritage permit applications.

2.4.2 Conservation objectives

Objectives build on the general goals identified above, and provide more detailed direction regarding the implementation of the District Plan. A number of objectives are sought through the designation of the Commercial Core Conservation District to achieve the goals above:

- a) To ensure the conservation, maintenance, enhancement and protection of the heritage character of Cobourg's downtown core.
- b) To support the continuing care, conservation and restoration of heritage buildings wherever appropriate by providing guidance on sound conservation practice and encouraging applications to funding sources for eligible work.
- c) To discourage the demolition of existing heritage buildings and their replacement by new development.
- d) To maintain the commercial and residential environment within the District and to discourage the establishment of land uses which would be incompatible with or have adverse effects upon the predominantly commercial character of the District.
- e) To accommodate new development only where it respects or otherwise complements the prevailing low profile (two to three storey) and heritage character of existing buildings and structures within the District and does not adversely affect the cultural heritage character of the District.
- f) To encourage the ongoing maintenance and repair of individual heritage buildings by property owners.
- g) To support existing uses and adaptive re-use wherever feasible within the existing heritage building stock.
- h) To ensure the protection and retention of the heritage character of the existing roads and streetscapes within the District.
- i) To ensure public works, such as the installation, repair and replacement of below and above-ground services, maintain and conserve the character of the District.
- j) To avoid the disruption or disturbance of known and unknown archaeological sites within the District, in accordance with Provincial legislation.
- k) To ensure the viability of the downtown as the economic and cultural hub of the community.

PART II - Guidelines for managing change

3.0 Introduction

The purpose of the Commercial Core Heritage Conservation District Plan is to ensure that change is managed in a way that protects and conserves the character and heritage attributes of the District. Changes to the District shall not diminish or detract from the character, history, cultural heritage values and integrity of the District. Physical change within the Commercial Core Heritage Conservation District is expected to include alterations and additions to properties, new construction and infill development, and works undertaken within the public realm.

These guidelines recognize that there is a role for both restoration of historical features and the addition of complementary design. 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.

Changes to properties within the HCD 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 guidelines in this document. It should be noted that these guidelines will also apply to properties within the District that are designated under Part IV of the *Ontario Heritage Act*.

3.1 Format of guidelines

These guidelines are organized into a number of sections that address contemplated or potential changes to property within the Commercial Core Heritage Conservation District. Each subsection addresses a number of policies guidelines that provide direction or advice on alterations to heritage building fabric, non-heritage building fabric, infill development, landscape, accessibility, public works, archaeology, and green energy, as noted below:

- Alterations and additions to commercial buildings
- Alterations and additions to residential buildings
- Alterations and additions to institutional buildings
- Infill development and adaptive re-use
- 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
- Accessibility
- Sustainability and energy conservation.

The subsections have further been organized into ‘policies’ and ‘guidelines’ where applicable.

‘Policies’	are requirements that must be followed when undertaking alterations to buildings or changes properties.
‘Guidelines’	are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

3.2 Conservation guidance

There is a wide variety of literature available with respect to the conservation of heritage properties. 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. Some applicable sources are outlined below.

In Canada, the *Standards and Guidelines for the Conservation of Historic Places in Canada* (produced by Parks Canada) provides a sound reference document for initial guidance (available at: <http://www.historicplaces.ca/en/pages/standards-normes.aspx>).

For additional detail, a series of bulletins entitled Preservation Briefs (published by Technical Preservation Services, 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
- #3 Improving Energy Efficiency in Historic Buildings
- #8 Aluminum and Vinyl Siding on Historic Buildings
- #9 The Repair of Historic Wooden Windows
- #10 Exterior Paint Problems on Historic Woodwork
- #32 Making Historic Properties Accessible
- #47 Maintaining the Exterior of Small and Medium Size Historic Buildings

The above papers (and others that may be of interest) are available at: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>. Where not directly applicable, these papers provide advice on how to analyze a property, as well as the process to go through in selecting a plan for an alteration.

The Town of Cobourg had also previously prepared a number of guidelines related to conserving cultural heritage resources within the Town. These have been incorporated into the District Plan as appropriate and where warranted.

The Town may prepare additional supplemental guidelines in the future regarding a variety of heritage conservation measures. People contemplating change to properties within the District are encouraged to also consult with other applicable Town guidelines for additional guiding information.

4.0 Alterations to Commercial Buildings

This section provides policies and guidelines for alterations to commercial buildings in the Commercial Core Heritage Conservation District. This section applies to all buildings with a designated commercial use, including those that contain (or have the capacity to contain) residential units on storeys above the street level. It is recognized that some commercial buildings within the commercial core are not of historic materials and/or design, and that some guidelines in this section may not be appropriate to these buildings. Guidance for these properties may also be found in Part III, exemptions for heritage permits. In the event that property owners require further clarification on whether guidelines are applicable to them, they are advised to contact Town Heritage Planning staff.

4.1 Storefronts and street-facing façades

Policies

- a) Maintain and repair, rather than replace, heritage material on existing storefronts that are physically sound and compatible with the overall building façade. Storefronts may have historic value even if they are later additions to the District.
- b) Building heights range from 2-3 storeys, and building roofs are generally flat, with some mansard and gable roof types. This building form at the street level shall be maintained.
- c) Contemporary modern designs are permitted provided they do not damage heritage building fabric and are complementary to the heritage building fabric in terms of materials, architectural details, size and location on the building.

Guidelines

- d) Existing storefronts may also be restored to an earlier period or style provided restoration is based upon historical documentation.
- e) Examine existing storefronts to determine if they are capable of revealing an earlier design and/or historic fabric beneath the present storefront which can be rehabilitated.



Example of a storefront showing the various components and features.



Examples of the commercial street wall and streetscape.

4.2 Foundations and walls

Policies

- a) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface. Sandblasting, strong chemical cleaning solutions and high pressure water blasting are not permitted.
- b) The painting of previously unpainted masonry is not permitted.
- c) Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.

Guidelines

- d) Many commercial 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 in historic masonry techniques and materials. 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.
- e) The application of waterproofing and water repellent coatings requires a heritage permit but should be avoided, unless proven that it will not damage heritage fabric.

4.3 Roofs

Policies

- a) Original rooflines of buildings shall be maintained. Dormers and changes to rooflines may be permitted on a case by case basis where the proposed alteration is compatible with the character of the building.
- b) Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, shall be retained and conserved. Replacement materials, if required, shall complement the original and/or historic materials.



The District contains a variety of roof types and architectural features.

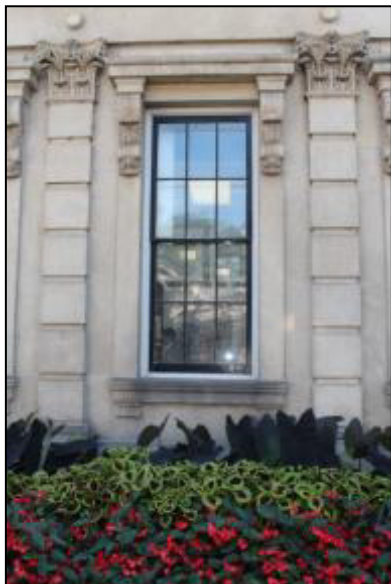
- c) Ensure that vents, skylights and other new roof elements are placed out of view from the street and public rights-of-way.
- d) Roof drainage shall be maintained and directed away from building foundations.

Guideline

- e) The addition of solar panels may be permitted on roofs, but should not damage or remove heritage fabric. Solar panels should be installed in places that are generally out of view from the public realm.

4.4 Windows and entrances

Policies



- a) Protect and maintain original/historic window openings and entrances as well as their distinguishing features such as materials, surrounds, frames, shutters, sash and glazing.
- b) The removing or blocking up of window and entrance openings that are important to the architectural character and symmetry of the building is not permitted.
- c) When contemplating replacement of windows, the Town of Cobourg window assessment checklist shall be completed in order to determine the feasibility of repair. Condition is important to assess early in the planning process so that the scope of work can be based on current conditions.
- d) Where the need for new windows is demonstrated through the Town's window assessment checklist, new replacement windows shall be compatible with the original/historic windows 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). Replacement windows shall convey the same appearance as the historic window and be physically and visually compatible.
- e) 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.

Guidelines

- f) Repairing, rather than replacing original / historic windows is encouraged, and should focus on the minimal intervention required in order to ensure the integrity of the resource. This includes limited replacement in kind, or replacement with appropriate substitute material of irreparable elements, based on documentary or physical evidence where possible.
- g) Removing or replacing windows and doors that can be repaired is not recommended. Peeling paint, broken glass, stuck sashes, loose hinges or high air infiltration are not, in

- themselves, indications that these assemblies are beyond repair. See window assessment checklist.
- h) Replacing in kind irreparable windows should be based on physical and documentary evidence where possible. If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.
 - i) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
 - j) Where new entrances or exterior staircase are required, they should be installed on secondary elevations wherever possible.
 - k) Where historic documentation is available, replacement windows may be reproductions of earlier windows.



New entrances should be installed on secondary building elevations.

4.5 Signs

Building signs within commercial areas are 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. It is important to recognize that signs change as businesses change, grow and evolve. Signs are also currently regulated under the Town's Sign By-law.

Accordingly, the focus of guidance in considering alterations to signs is to ensure that they are appropriately placed within the façade and storefront, are well-designed, do not overwhelm the building façade.

The following policies and guidelines apply to signs within the Commercial Core District:

Policies

- a) Signs shall not block important architectural features such as windows and ornamentation, and should be attached in a manner that results in 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 signs.

- b) Building and business signs shall be limited to the traditional locations such as the storefront sign band under the cornice or lettering on the glass itself.
- c) Corporate logos, icons and sign motifs are permitted on building façades and store fronts provided that they are appropriately sized to fit within the fascia sign band.
- d) All projecting signs shall be located within the traditional sign band area.

Guidelines

- e) Signs need not adopt historical or popular heritage motifs, lettering or font styles that bear little relationship to the building or business.
- f) Contemporary signs will be encouraged where sign placement does not damage heritage building fabric and satisfies the intent of these guidelines.
- g) Signs illuminated by lighting external to the sign (e.g. 'gooseneck', pot lights) are encouraged and preferred. Signs illuminated by lighting internal to the sign may be permitted on a case-by-case basis, usually where they are replacements for existing similar signs or confined to traditional sign bands, usually above a transom and below the mid-belt cornice.



Examples of appropriate building signs that are either unlit or lit with external lighting.

4.6 Removal of heritage building fabric

Fundamental to the character of the District is the quality of the various spaces, properties and buildings and their unique heritage building fabric. Heritage building fabric is the physical components of the structure, including construction materials, architectural features and arrangement that are original to the building or have been appropriately restored or replaced in kind.

Policies

- a) Heritage building fabric shall be repaired rather than replaced where possible. When undertaking repair, replacement or restoration, use the same materials as the original.
- b) The removal of heritage building fabric shall be kept to a minimum, and only permitted where required to integrate new construction with the original building. Where original material is removed for new openings, it shall be kept on site and protected from the elements, and its original location documented.

5.0 Additions to Commercial Buildings

This section outlines policies and guidelines for additions to commercial-form buildings within the District. Additions are an important aspect of building evolution. A key objective to be achieved in the design of an addition is to ensure that new construction does not involve the loss of important heritage building fabric. New additions shall also be constructed in a way that clearly differentiates them from the original building. The following policies and guidelines apply to the construction of additions:

5.1 Location, height and width of additions

Policies

- a) Exterior additions shall be located at the rear of the building. Rear additions not visible from the public realm may be the same height or less than the height of the original building.
- b) Additions to buildings to increase the height may be permitted in accordance with the Town of Cobourg Official Plan policies. Where height beyond three stories is approved, additions must be stepped back from the main façade of the original building in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure.

5.2 Relation to street

Policies

- a) Additions to commercial buildings on corner lots shall address both streets 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 the side of commercial properties should have the same setback as the original building in order to retain the consistent setbacks of the commercial street wall.

5.3 Windows and entrances

Policy

- a) Windows and entrances on additions shall be constructed with materials that are compatible with the historic structure. Contemporary design and materials may be used.

Guidelines

- b) Where new entrances or exterior staircases are required for additions, they should be installed on secondary elevations or at the rear of the building.
- c) Ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached to heritage building fabric, such as walls or foundations.

5.4 Exterior cladding

Policy

- a) Exterior cladding on additions to commercial buildings shall be compatible with the cladding material of the original structure, but should be a different and distinct material from the original building in order to be distinguishable as a later addition. Additions replicating the original cladding material are discouraged.

Guidelines

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

6.0 Alterations and additions to residential buildings

The Commercial Core Heritage Conservation District consists primarily of commercial buildings, but does contain some residential structures, particularly located at the edge of the District and on Swayne Street, Albert Street and Covert Street. The intent of policies and guidelines for residential properties is to allow for alterations, repairs and upgrading to residential properties in a manner that respects the form and integrity of the heritage attributes and building fabric.

The following policies and guidelines relate to residential properties within the District:

6.1 Foundations and walls

Policies

- 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. Sandblasting, strong chemical cleaning solutions or high pressure water blasting are not permitted.
- b) The painting of previously unpainted masonry is not permitted.
- c) Ensure that surface drainage, especially from downpipes, is directed away from foundation walls.

Guidelines

- d) Many house-form 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 in historic masonry techniques and materials. 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.
- e) The application of waterproofing and water repellent coatings requires a heritage permit but should be avoided, unless demonstrated that it will not damage heritage fabric.

6.2 Roofs

Policies

- a) Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, shall be retained and conserved. Replacement materials, if required, shall complement 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.

Guideline

- d) The addition of solar panels may be permitted on roofs, but should not damage or remove heritage fabric. Solar panels should be installed in places that are generally out of view from the public realm.
- e) Chimneys can be important heritage attributes and should be retained wherever possible. Non-functioning chimneys should be retained, capped and re-pointed where they are considered a heritage attribute of the building.

6.3 Windows

Policies

- a) Protect and maintain original/historic window openings and entrances as well as their distinguishing features such as materials, surrounds, frames, shutters, sash and glazing.
- b) The removing or blocking up of window and entrance openings that are important to the architectural character and symmetry of the building is not permitted.
- c) When contemplating replacement of windows, the Town of Cobourg window assessment checklist shall be completed in order to determine the feasibility of repair. Condition is important to assess early in the planning process so that the scope of work can be based on current conditions.
- d) Where the need for new windows is demonstrated through the Town's window assessment checklist, new replacement windows shall be compatible with the original/historic windows 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). Replacement windows shall convey the same appearance as the historic window and be physically and visually compatible.
- e) 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.

Guidelines

- f) Repairing, rather than replacing original / historic windows is encouraged, and should focus on the minimal intervention required in order to ensure the integrity of the resource. This includes limited replacement in kind, or replacement with appropriate substitute material of irreparable elements, based on documentary or physical evidence where possible.
- g) Removing or replacing windows, doors and storefronts that can be repaired is not recommended. Peeling paint, broken glass, stuck sashes, loose hinges or high air infiltration are not, in themselves, indications that these assemblies are beyond repair. See window assessment checklist.
- h) Replacing in kind irreparable windows should be based on physical and documentary evidence where possible. If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.
- i) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
- j) Where new entrances or exterior staircase are required, they should be installed on secondary elevations wherever possible.
- k) Where historic documentation is available, replacement windows may be reproductions of earlier windows.

6.4 Entrances

Policies

- a) Protect and maintain entrances on principal elevations.
- b) Character-defining porches or verandahs shall only be removed where they pose a life / safety threat. In such cases, they shall be thoroughly recorded prior to removal to allow for their accurate reconstruction.
- c) The design and construction of a new entrance / porch is required to be compatible with the character of the building. Restoration of a missing porch must be based upon historical, pictorial and physical documentation.

Guidelines

- d) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but should 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.

- e) Important features such as doors, glazing, lighting, steps and door surrounds should be conserved wherever possible.
- f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.
- g) Wood is encouraged to be used in the construction of new entrances and porches. Other materials, such as synthetic wood products are discouraged on façades facing the street, and will be considered on a case by case basis through the heritage permit process.

6.5 Features and spaces around buildings

Policies

- a) Every attempt shall be made to preserve and maintain driveways, walkways, fences and walls that contribute to the character of the space around a heritage building.
- b) Soil disturbance around buildings (either through excavation and lowering grade levels or through piling of soil and raising grades) should be minimized in order to protect or reduce the possibility of damaging unknown archaeological resources.
- c) Significant soil disturbance may require an archaeological assessment in accordance with municipal and Provincial policies to ensure archaeological resources are not affected.
- d) Proper site drainage shall be maintained to ensure that water does not damage foundation walls, and pool or drain towards the building.

6.6 Signs

Policies

- a) Small scale signs, such as address signs or commemorative plaques, are appropriate landscape features and are permitted.
- b) Signs that are backlit, contain flashing or animated lights, or neon lights are not permitted.
- c) Compliance with the Town of Cobourg sign by-law is required for all signs.

6.7 Removal of heritage building fabric

Policies

- a) Heritage building fabric shall be repaired rather than replaced where possible. When undertaking repair, replacement or restoration, use the same materials as the original.
- b) The removal of heritage building fabric shall be kept to a minimum, and only permitted where required to integrate the addition with the original building. Where original material is removed for new openings, it shall be kept on site and protected from the elements, and its original location documented.

6.8 Exterior cladding

Policies

- a) The principal cladding for buildings within the District has traditionally been brick, stone, wood siding, or traditional stucco plaster. These materials shall continue to be used.
- b) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as fibre cement board, metal panels, synthetic wood products, and other modern materials will be considered on a case by case basis.

6.9 Outbuildings

Policies

- a) Outbuildings on residential property may be permitted but shall be located behind the wall plane of the front façade of the residential building.
- b) The construction of small-scale outbuildings in the rear yard (garden sheds, green houses, etc) shall be permitted
- c) Outbuildings shall not be taller than the existing residential structure on the property.

Guideline

- d) New outbuildings should be distinct from heritage building fabric with regard to materials and detailing. Replicas of historic outbuildings are not required.

6.10 Additions to residential buildings

The intent of the policies and guidelines in this section is to allow for additions to residential buildings in order to encourage their continued use, but to ensure that additions made do not overwhelm the original building and read as new, distinct design.

Policies

- a) Exterior additions, including garages, balconies and greenhouses are not permitted on the principal façade(s), and shall be located at the rear or to the side of the building.
- b) Exterior additions shall be limited in size and scale to be compatible with the existing building.
- c) Multi-storey additions shall be set back from the existing front wall plane.
- d) New construction should reflect the predominant roof types portrayed in the District: front gable, hipped and side gable with moderate pitches.
- e) The height of ridgelines of additions shall be lower than the heritage building.
- f) Additions shall not overpower the heritage building in height and mass.

Guidelines

- g) Additions to structures with symmetrical façades should avoid creating imbalance and asymmetrical arrangements in building form.
- h) Care should be taken to retain mature trees on the lot and reduce the effects on mature trees on neighbouring properties.
- i) Any alteration to windows should follow the Town's Heritage Window Guidelines.

7.0 Alterations and additions to institutional buildings and structures

Institutional buildings play an important role in the District by providing key community services, and often have become important local landmarks. The Commercial Core Heritage Conservation District contains several institutional buildings and structures, including Victoria Hall, and the former Cobourg District Collegiate Institute West. As with other heritage properties within the District these buildings should be conserved and appropriate uses established to provide for their long term care.



The District contains iconic institutional buildings.

Policies

- a) Policies and guidelines with respect to foundations, walls, windows, roofs, signs, removal of heritage fabric and additions found in the Commercial Property sections 4.2-5.5 shall be followed for institutional buildings where appropriate.
- b) Cupolas, clock towers, bell towers, church spires and other distinguishing features of institutional buildings shall be retained.
- c) 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.

- d) Conservation best practices should be used when contemplating maintenance or alteration. Brick and stone masonry requires re-pointing from time to time and this process should be undertaken by tradespeople with appropriate expertise.
- e) 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 repellent coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as fibre cement board, metal panels, synthetic wood products and other modern materials will be considered on a case by case basis.
- f) Retain, repair and maintain the original architectural detailing. Restore these elements when missing using historical photographs or documentation.
- g) Additions to institutional buildings shall be considered on a case-by-case basis and shall follow the guidelines outlined in Section 5.
- h) In addition to the policies in this plan, site specific policies or guidelines (such as designating by-laws, management plans, etc) for institutional buildings shall be followed.

8.0 Infill development

There may be locations within the Commercial Core District where infill development may occur over time, if buildings that do not contribute to the historic or architectural character are demolished or other circumstances arise to allow infill construction. New construction is permitted within the Commercial Core District, provided it is compatible with the heritage character and conforms to the policies in this section. New infill shall follow other applicable Town of Cobourg guidance regarding site design and urban design.

8.1 New freestanding construction

Policies

- a) New freestanding construction will be required to be compatible with the heritage character and attributes of adjacent heritage properties and the cultural heritage value of the District. This means adhering to the character of the surrounding neighbourhood with regards to lot patterns, heights, massing, setback, building scale, roof pitches and exterior materials.
- b) New construction shall be a product of its own time and not pretend to be historic by incorporating historic detail that is inappropriate in contemporary construction. New design may be a contemporary interpretation of historic forms and styles, but replicas of historic buildings are discouraged.
- c) Maintaining the height and rhythm of the existing streetscape will unify the District. Blank façades that face the street or are easily visible from the street are not permitted.
- d) The District contains a variety of roof forms, including front gable, side gable, cross gable and hipped. Any of these roof forms in a low to moderate pitch are appropriate for new construction. Where a dominant or consistent roof pattern exists within the streetscape, this shall be followed.
- e) Windows and entrance doors on the primary elevations of new buildings shall be compatible with the character of the neighbourhood, reflecting shapes, orientation and composition found within the District.



Infill that fits within the neighbourhood but is also distinct from historic homes.

- f) The Town of Cobourg Guidelines for Infill Development in Cobourg's Heritage Conservation Districts shall also be consulted for additional guidance.
- g) Views are an important component to the District, and as such the policies and guidelines related to views (10.7) shall also apply to the consideration of infill development proposals.



Examples of building height and massing that is appropriate and inappropriate (source: Guidelines for Infill Development in Cobourg's Heritage Conservation Districts).

8.2 Construction within the commercial street wall

Policies

- a) New freestanding construction will be required to be compatible with the heritage character and attributes of adjacent heritage properties and the cultural heritage value of the District. This means adhering to the character of the surrounding neighbourhood with regards to lot patterns, heights, massing, setback, building scale, roof pitches and exterior materials.
- b) Height: Infill development shall be consistent with the heights of existing adjacent buildings. Nineteenth century floor to floor heights tended to be greater than those in contemporary structures. Notwithstanding this, each storey should attempt to align or closely align to adjacent buildings. Contemporary interpretations of storey divisions such as string courses, cornices, corbelling and parapets will be encouraged.

- c) Width: Infill development shall reflect 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.
- d) Relation to street: Heritage commercial buildings shall be built out to the street line and side lot lines.
- e) 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.
- f) 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.



Examples of acceptable and unacceptable window and door patterns for new construction within the commercial street wall.

- g) Exterior cladding: The principal building cladding in the District has been historically brick. Brick will be encouraged for major additions and infill, with an emphasis on distinguishing old and new portions of the building.

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

9.0 Demolition and removal of buildings and structures

The purpose of a heritage conservation district is to conserve existing heritage resources within an area. Property owners are encouraged to work with existing heritage buildings, altering and adding to them in a sympathetic manner, rather than demolishing and building anew. Where development or removal of buildings is proposed, the following policies and guidelines shall apply:

9.1 Demolition of heritage buildings and structures

Policies

- a) The demolition of buildings and structures that contribute to the architectural or historic character or heritage attributes of the District shall not be permitted. Exceptions may only be considered:
 - i. In extenuating circumstances such as natural disasters (e.g. fire, flood, tornado, and earthquake),
 - ii. Where there is a greater public interest served, as determined by Council, through the demolition of the building or structure, or
 - iii. Where it is determined through a Heritage Impact Assessment that the building is not a contributing structure to the heritage character of the District.
- b) Further to 9.1.a.i), other extenuating circumstances shall generally constitute those situations where public health and safety is considered to be compromised and the Town of Cobourg'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 structural assessment must be prepared by a professional engineer with expertise and experience in heritage buildings and structures.

The property owner shall demonstrate that all other options have been investigated including: preservation; rehabilitation; restoration; retro-fitting; re-use; mothballing; etc. and that they are not viable options.

- c) Where Council considers an application for demolition under 9.1.a.ii), financial impact shall not be the sole reason in determining that demolition is a greater public interest.

- d) Should a heritage permit for demolition of a building that contributes to the heritage character or heritage attributes of the District be submitted to the Town, the following conditions shall be met:
- i. The property owner shall retain an appropriately qualified heritage professional to evaluate the potential loss to the cultural heritage value of the District in support of the demolition request of a heritage building, in the form of a heritage impact statement/assessment.
 - ii. It shall be required that the property owner shall provide drawings for a new building / site landscaping with the heritage permit application. In extenuating circumstances where demolition has been required as a result of natural disaster or public safety concerns, once a building has been demolished and the property is considered to be in a stable and safe state the property owner shall submit the required heritage permit application for a new building and / or site landscaping within six months of site clearance.
 - iii. A record of the building or the remains of the building through photography and/or measured drawings may be required as a condition of demolition approval, at the discretion of Town Planning Staff and/or the Heritage Committee.
 - iv. Within two years of that submission, or as mutually agreed upon by the property owner and the Town of Cobourg (but in no case greater than 5 years), if new construction has not been completed, the provisions of the *Ontario Heritage Act* shall apply with respect to contraventions of the Act.

9.2 Removal of buildings and structures

Policies

- a) The removal or relocation of heritage buildings and structures shall not be permitted. Exceptions may only be considered in certain extraordinary and/or temporary situations with the submission and approval of a heritage permit application by Town Council.
- b) It is expected that any building proposed for removal or relocation 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. The Town shall require notification of the location of the storage facility or any changes in the location, access to the location if required by Town staff and shall require these as part of any conditions of approval.

10.0 Landscape conservation guidance

The intent of the following sections is to provide guidance on landscape features and related aspects of the Commercial Core District to continue to conserve landscape features that are heritage attributes and to continue to provide an appropriate setting for the built resources of the District. Some of these guidelines apply to public spaces, some to private spaces, and others are applicable to both.

10.1 Sidewalks

Guidelines

- 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.

10.2 Street furniture

Guidelines

- a) Public street furniture is permitted within the Commercial Core Heritage District.
- b) 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 Town approvals, such as a street use permit may also be required.
- c) Street furniture (public and private) may be contemporary in design.
- d) 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.

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

10.3 Signs

Guidelines

- a) Commercial signs within the District are permitted and encouraged, to enhance the character of the District's commercial area. Large-scale signs that are visually intrusive and limit pedestrian flow on King Street and Division Street are not permitted.
- b) Additional signs (such as banners, flags or distinct street signs) that distinguish the area as a Heritage Conservation District are encouraged.
- c) In addition to these guidelines, the Town sign by-law shall also be followed.

10.4 Parking areas

Guidelines

- 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 sceptors).
- 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.
- d) If above-ground parking lots are considered, they shall be located behind the main street commercial wall. Above-ground parking structures shall not exceed the height of the commercial street wall. Policies from Section 8.0 regarding infill and freestanding construction may be applicable to integrate the new design into the District.

10.5 Street lighting

Guidelines

- a) Pedestrian and street lighting within the Commercial Core District is encouraged.
- b) The replacement of street lighting shall be permitted.

- c) 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.

10.6 Street trees and boulevards

Guidelines

- 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 where feasible.
- 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 Town standards for tree planting and maintenance will be followed.
- e) Where they exist, grassed boulevards along properties that currently have a building on them shall be retained.
- f) Where they exist, grass boulevards should be regularly inspected and maintained to ensure that they remain in a healthy condition, with any dead areas of grass removed and re-seeded or re-sodded promptly.



Example of current street tree planting along King Street

10.7 Views

Policies

- a) Building obstructions that block historic views along the King Street commercial corridor shall not be permitted.
- b) Building obstructions that block views of the Victoria Hall tower/cupola along the King Street commercial corridor shall not be permitted.

Guideline

- c) Views along the King Street commercial corridor may be enhanced by framing them with appropriate plant material.



Examples of views along King Street within the Commercial Core HCD.

10.8 Entranceways

Guideline

- a) Currently there are no elements identifying gateway entrances to the District as one enters the area from the east or west. 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.

10.9 Public art and memorials

Guidelines

- a) The installation of public art, memorials, or other interpretive expressions within the Commercial Core District is encouraged.
- b) Care should be taken so that the installation of public art, memorials or other interpretive devices has minimal impact on the setting of a heritage property and does not directly affect heritage building fabric.
- c) Materials that are selected should be durable and vandal resistant.
- d) Pedestrian traffic flow should not be impeded by public art.

11.0 Landscape conservation and design guidance for residential private property

The intent of this section is to provide guidance for the conservation and addition of landscape features for residential properties within the Commercial Core District, as their front yard spaces and streetscapes are different in character than the commercial properties along King Street and Division Street. Where possible, historical photographs or documentation should be consulted to guide the addition of these types of landscape features. Where historical documentation cannot be found, similar patterns may be created by studying historical photographs of the adjacent residential areas or similar contexts for guidance and inspiration.

11.1 Historical landscape features

Guideline

- 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.

11.2 Fencing, walls and steps

Guideline

- a) 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. Lower heights may be necessary in some circumstances in order to maintain visibility where a driveway crosses a sidewalk.

11.3 Screening and buffering

Guideline

- 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.

11.4 Surface treatments

Guidelines

- a) Accessibility should be considered in the selection of materials and installation (refer to the *Accessibility for Ontarians with Disabilities Act* guidelines).
- b) 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. 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.

11.5 Trees and other plant materials

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. In the past there was a preference for non-native plant materials and very little consideration for using native plant material only. Today, both native and non-native species are appropriate for landscape features within a Heritage Conservation District. Historic landscaping features included specimen trees, garden beds and shrub and hedge borders. These features, as well as contemporary landscaping, are appropriate within the District.

Guidelines

- a) When adding or replacing trees within residential properties, both native and non-native, are appropriate.
- b) Plantings commonly used in the 19th and early 20th century are encouraged, including: Sugar Maple, Silver Maple, Mountain Ash, Norway Spruce, White Spruce, Catalpa, Horse Chestnut, Honey Locust, Ginkgo, Tulip Tree, Basswood and Blue Beech.
- c) Hedging and shrub borders were common historic landscape features, and these features are permitted in the District. Historic species 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. Non-native and other plant species for shrub and hedge border are also appropriate.
- d) 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.

- e) The selection of trees should also be guided by current environmental considerations. For example, Norway Maple and Ash species are no longer planted because of the presence of the emerald ash borer and concerns about the spread of Norway Maples into natural areas which has potential to negatively impact native vegetation.

11.6 Amenity lighting

Guidelines

- a) Historically, there was very little amenity lighting provided on residential properties. Notwithstanding the lack of historical precedents, amenity lighting is permitted within the Commercial Core Heritage Conservation District to illuminate pathways, steps, verandahs and porches, and special landscaped areas.
- 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 not required, as installing replicas of a particular era contrasts with the variety of eras represented by the District resources. Contemporary light standards are appropriate.

11.7 Parking

Guidelines

- a) Parking areas associated with residences and other buildings with residential uses frequently have parking located within the lot in the form of driveways. It is important that parking be accommodated as much as possible within the property behind the building front, to the side or rear of the building.
- b) Front yard parking areas that obstruct views of the residence from the street should not be permitted within the District.

12.0 Guidelines related to accessibility

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 apply to new construction and planned redevelopment. It is anticipated that enhancements to accessibility in buildings will happen at a later date through *The Ontario 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 fully addressed in legislation. Past practice suggests that greater accessibility must be met, but with a modified standard for designated heritage properties. This is intended to take into account the value of heritage building fabric, historical spaces and architectural features. The Commercial Core Heritage Conservation District Plan 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 or impacts on the heritage attributes.

Some clarification has been provided through regulation (O.Reg. 191/11) related to outdoor walkways or sidewalks, and it is noted that exceptions from complying with the AODA are permitted in several situations, as outlined below:

1. *The requirements, or some of them, would likely affect the cultural heritage value or interest of a property identified, designated or otherwise protected under the Ontario Heritage Act as being of cultural heritage value or interest.*
2. *The requirements, or some of them, would affect the preservation of places set apart as National Historic Sites of Canada by the Minister of the Environment for Canada under the Canada National Parks Act (Canada).*
3. *The requirements, or some of them, would affect the national historic interest or significance of historic places marked or commemorated under the Historic Sites and Monuments Act (Canada).*
4. *The requirements, or some of them, might damage, directly or indirectly, the cultural heritage or natural heritage on a property included in the United Nations Educational, Scientific and Cultural Organisation's World Heritage List of sites under the Convention Concerning the Protection of the World Cultural and Natural Heritage.*

5. *There is a significant risk that the requirements, or some of them, would adversely affect water, fish, wildlife, plants, invertebrates, species at risk, ecological integrity or natural heritage values, whether the adverse effects are direct or indirect.*
6. *It is not practicable to comply with the requirements, or some of them, because existing physical or site constraints prohibit modification or addition of elements, spaces or features, such as where increasing the width of the exterior path would narrow the width of the adjacent highway or locating an accessible pedestrian signal pole within 1,500 mm of the curb edge is not feasible because of existing underground utilities.*

Exceptions #1 and #6 are applicable to the Commercial Core Heritage Conservation District, in that complying with accessibility standards would affect, or could likely affect, the cultural heritage value of a property designated under the *Ontario Heritage Act*, and the existing building, street and sidewalk layout present physical limitations that prevent compliance with accessibility standards.

The following guidelines provide some specific guidance related to a variety of accessibility-related matters:

Guidelines

- a) Modifications to buildings and public spaces are permitted and encouraged in order to improve accessibility. Depending on the scope of work, a heritage permit may be required (see Part 3).
- b) As outlined in the regulations associated with the *Accessibility for Ontarians with Disabilities Act*, the Town is permitted to vary some of the standards associated with public walkways. Additional exceptions may be added in the future. It is important that any exceptions to compliance with standard accessibility requirements are implemented in such a manner as to not put people at risk.
- c) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached in order to avoid damage to the heritage building fabric. In some circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric. Care should be taken in these circumstances.

Accessibility should be considered in the selection of materials and installation (refer to the *Accessibility for Ontarians with Disabilities Act* guidelines).

- d) 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, public transit, and people with mobility limitations and partial vision.

- e) 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.
- f) There is a balance to be made between the smooth surface required by mobility devices and the identification of landings at intersections for those with partial vision. 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.

13.0 Guidelines related to energy conservation and sustainability

Energy conservation and sustainability are often linked to each other. Energy conservation typically involves making buildings more efficient, and may also include installations of green energy projects. Energy conservation can also be thought of in the sense of sustainability, as retaining existing buildings and systems (e.g. windows and doors) saves the energy required to fabricate materials for new construction. Space is also saved in landfill sites in relation to construction debris if existing materials are retained. It is often said that the most energy efficient building is the one that is already standing.

The *Act to enact the Green Energy Act* is focused on promoting green energy projects and streamlining approvals 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, properties 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 following additional policies and guidelines are applicable to green energy projects:

Policies

- a) The East Heritage Conservation District Plan permits the consideration of green energy and alternative energy projects.
- b) The addition of personal wind turbines, solar panels or solar hot water heaters may be permitted on roofs, but should not damage or remove heritage fabric. The installation of this type of equipment should be in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low pitched roof), and not visible from the street.
- c) For larger-scale projects governed by the *Green Energy Act*, scale and impacts on views and the heritage character and value of the District shall be considered. These projects will be evaluated on a case by case basis through the heritage permit process.

Guidelines

- d) Installations of solar panels are encouraged to be located in places that are generally out of view from the street.
- e) It is anticipated that technology related to renewable energy production will continue to evolve. The evaluation of future projects not specifically covered by these guidelines will be based on the protection and conservation of the cultural heritage value and attributes of the District.

14.0 Lands adjacent to heritage conservation districts

Lands adjacent to a heritage conservation district are not subject to the policies and guidelines contained within a heritage conservation district plan. This section outlines the requirements related to development adjacent to heritage properties, as well as how this topic is assessed in the Town of Cobourg.

14.1 Existing policy context summary

The Provincial Policy Statement (PPS) provides direction for the development of properties adjacent to a protected heritage property. As noted earlier in this report, Section 2.6.3 of the Provincial Policy Statement, 2014, (PPS) states that development and site alteration is not permitted on adjacent lands to protected heritage property except where it has been demonstrated that the heritage attributes of the property will be conserved.

Section D.3.5 of the Northumberland County Official Plan echoes the PPS requirement related to adjacent lands, and directs local municipalities to include policies in their Official Plans addressing impacts on lands adjacent to heritage properties.

Accordingly, section 5.5 of the Town of Cobourg Official Plan contains policies regarding cultural heritage conservation, and Section 5.5.7.viii) addresses development and site alteration on adjacent lands as follows:

Development and site alternation on lands adjacent to designated cultural heritage properties or heritage conservation districts as determined by the Town shall require submission of a cultural heritage impact assessment. The assessment must demonstrate to the Town that the heritage attributes of the designated property or district will be conserved.

The policy is consistent with the PPS, and states that development and site alteration may be permitted on adjacent lands to protected heritage property where the proposed development and site alteration has been evaluated and that the heritage attributes of the protected heritage property will be conserved. The Town's Official Plan includes additional specificity regarding the requirements for a cultural heritage impact assessment in Section 8.3.1.vii), and again highlights the need for such a study concerning adjacent lands. The section notes that a requirement of the cultural heritage impact assessment will be to demonstrate that the proposal will not adversely affect the heritage significance of the designated property or area.

Adjacent lands are defined in the Town of Cobourg Official Plan as follows:

Adjacent as it applies generally to urban development including protected heritage properties shall mean beside, behind and abutting, as well as across a street from a property, and where it applies to a protected heritage property shall also include any lands which are considered contiguous to the property.

In determining the negative impacts that may result from a proposed development on adjacent lands, the Town of Cobourg will use the guidance of the Ontario Heritage Toolkit. Examples of possible negative impacts provided in the Ontario Heritage Toolkit include, but are not limited to, the following:

- Shadows created that alter the appearance of a heritage attribute or change the viability of a natural feature or plantings;
- Isolation of a heritage attribute from its surrounding environment, context or a significant relationship;
- Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features.

14.2 Requirements for adjacent properties

The Provincial Policy Statement and the Town of Cobourg Official Plan set the framework for addressing the potential impacts associated with development on lands adjacent to protected heritage properties. The designation of the Commercial Core Heritage Conservation District means that properties within the boundaries of the District are protected heritage properties.

If development or site alteration is proposed on lands adjacent to the Heritage Conservation District, the proponent shall be required to undertake the preparation of a cultural heritage impact assessment, as outlined in the Town of Cobourg Official Plan.

PART III - Exempt alterations and classes of alterations

15.0 Exempt alterations

15.1 Introduction

The *Ontario Heritage Act* allows a heritage conservation district plan to exempt some forms of alterations from the requirement for a heritage permit 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.”*

As such, this section includes a list of alterations that are considered to be “minor in nature” and that may be carried out without first obtaining a heritage permit. The various alterations have the same status as ‘policies’ found elsewhere in this document, in that they are required to be followed. These 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. It should be noted that some of the exemptions listed in this section may not apply to properties designated under Part IV of the *Ontario Heritage Act*, where features listed within this section are included as heritage attributes of the property.

Consultation with Town of Cobourg heritage planning staff is recommended before commencing any minor alterations to property, in order to confirm that a heritage permit is not required. In addition, consultation with Building Department staff is recommended to determine if a building permit is required.

15.2 Exemptions for residential and non-residential properties

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

- a) **Interior modifications:** The interiors of buildings or structures are not subject to regulation within the Heritage Conservation District.

Exceptions: Those interior features designated under Part IV of the *Ontario Heritage Act* or interior features that have an exterior presence, such as windows and doors in building façades.

- b) **Roof materials:** Replacement of existing roof materials with the same type.

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

- c) **Eavestrough and downspouts:** The removal and/or installation of new eavestroughs and downspouts in the same material as the previously existing.

- d) **Skylights:** The installation of skylights located in the same plane as the roof and not visible from the public realm (e.g. on the rear slope of a roof or on a flat or low pitched roof).

- e) **Solar panels:** The installation of solar panels located in the same plane as the roof and not visible from the public realm (e.g. at the rear slope of a roof or on a flat or low pitched roof).

Exceptions: Freestanding panels on poles or those requiring a structural frame for support, located within view of the public realm, require a heritage permit.

- f) **Satellite dishes:** The installation of satellite dishes that are located in such a way that they are not visible from the public realm either at the front, side or rear of buildings.

- g) **Security lighting and alarm systems:** The installation of security lighting and/or alarm systems.

- h) **Amenity lighting:** The installation of porch lighting or other amenity or seasonal lighting.

- 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.

Note: The removal of trees greater than 30 cm in diameter at 1.4 m above ground may require approval of a Tree Permit.

- j) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas of the same area and dimensions as existing.

- 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.

Exception: The removal and/or installation of fencing in the front yard or a property require a heritage 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 requires a heritage 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 public realm.

Exceptions: The removal and/or installation of porches, verandahs and decks in the front yard or side yard that abuts a street require a heritage permit.

- m) **Storm windows and doors:** The seasonal installation and/or removal of storm windows and screen doors.
- n) **Stairs and steps:** The removal of stairs or steps and replacement in kind (same dimensions and materials).
- o) **Street number signs** The installation of street number signs on building façades or on free-standing supports.

- 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.

Exceptions: The removal and/or installation of any cladding material on façades visible from the public realm requires a heritage permit.

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

Carrying out test patches in any location for any cleaning method requires a heritage permit. The removal of any paintwork from a masonry building façade surface requires a heritage permit.

- q) **Painting:** The painting of doors, window frames, muntins and mullions, trim, eavestroughs, downspouts and minor architectural detailing.

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

15.3 Exemptions for public realm properties

Alterations that may be carried out without obtaining a heritage permit under Section 42 of the *Ontario Heritage 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 or change the surface material and that are exempt from review or pre-approval under the Municipal Class Environmental Assessment.

Exception: The installation of any traffic calming device (not including traffic related signs), new road or sidewalk surfaces that increase the width, new crosswalk surfaces or motifs and new boulevards requires a heritage permit.

- b) **Installation and/or repair of underground utilities or services:** Subsurface excavation for the installation and/or repair of utilities (water, sewage, gas, or communications).
- c) **Installation and/or repair of aboveground utilities or services:** Work undertaken for the installation and/or repair of above-ground utilities (hydro, communications and lighting), including conduits, poles, associated boxes or covers, fire hydrants or meters, in accordance with this Plan.
- d) **Installation and/or repair of street furniture:** Work undertaken for the installation and/or repair of non-permanent street furniture including but not restricted to seating, planters, tree grates, banners, hanging baskets, garbage receptacles and bike racks in accordance with this Plan.
- e) **Landscaping, soft:** The installation and removal of any soft or vegetative landscaping confined to boulevard installation and / or planting beds.
Note: A permit may also be required under the Town of Cobourg Tree By-law.
- f) **Landscaping, hard:** The removal and installation of hard landscaping, such as driveways, entranceways, paths and parking areas of the same area and dimensions as existing.
- g) **Trails and bicycle lanes:** The addition of bicycle lanes within the existing road right-of-way does not require a heritage permit. The installation of trails on existing public open space.

15.4 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 Town staff as a record of the work.

PART IV - Glossary

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

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

Built heritage resource: means a building, structure, monument, installation or any manufactured remnant that contributes to a property’s cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers. (Source: 2014 Provincial Policy Statement)

Buffering: means allowing filtered views through material such as a deciduous shrub border or a partially enclosed fence (e.g. picket fencing). “Buffer” has a corresponding meaning.

Character means the collective physical qualities and visual attributes 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 and cultural heritage value of a property, and which has little or no adverse effect on its appearance, heritage attributes, and integrity. **“Compatibility”** has a corresponding meaning.

Conservation: All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve “Preservation,” “Rehabilitation,” “Restoration,” or a combination of these actions or processes. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada)

Conserved: means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the *Ontario Heritage Act*. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments. (Source: 2014 Provincial Policy Statement)

Cultural heritage landscape: means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites or natural elements that are valued together for their interrelationship,

meaning or association. Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*; villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways, viewsheds, natural areas and industrial complexes of heritage significance; and areas recognized by federal or international designation authorities (e.g. a National Historic Site or District designation, or a UNESCO World Heritage Site). (Source: 2014 Provincial Policy Statement)

Effects (adverse) include those conditions resulting in the attrition of protected heritage properties and include: the destruction, loss, removal or incompatible alteration of all or part of a protected heritage property; the isolation of a protected 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. “Adversely affected” and “adversely affects” have a corresponding meaning.

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

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 (Source: *Ontario Heritage Act*).

Heritage building fabric means the physical components relating to the layout, materials and details of built and landscape heritage resources.

Heritage value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada)

Infill development: The construction of new buildings on vacant lands located within previously built-up areas of urban settlements. Infill often occurs within residential neighbourhoods or historic commercial areas.

Preservation: The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada)

Principal Façade means the building elevation (or elevations) that are visible from the public street or right-of-way.

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

Protected heritage property: means property designated under Parts IV, V or VI of the *Ontario Heritage Act*; property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites. (Source: 2014 Provincial Policy Statement)

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada)

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada)

Screening means the blocking of views through the use of solid fencing or evergreen material.

Significant means: ... in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. (Source: 2014 Provincial Policy Statement)

Subordinate means designed in such a way that there is no distraction from original building features.



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