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West Woodfield

heritage conservation district plan

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1.0 INTRODUCTION

1.1 ACKNOWLDEGEMENTS

We would like to acknowledge the input and assistance of many people outside of the project team who contributed in a significant way to the preparation of this study. Our appreciation is extended to the residents of West Woodfield who attended the public meeting, responded to questionnaires and provided input throughout the project. Their participation and information has been very valuable. Thank you also to the Woodfield Neighbourhood Community Association for their support and continued commitment to the project. We are also indebted to the following members of the Steering Committee for their support and assistance during the preparation of the West Woodfield Heritage Conservation Plan. Their enthusiasm and passion for West Woodfield has been a major contribution to the project.

Kate Rapson
Wes Kinghorn
Glen Curnoe
Elizabeth Drewlo
Greg Thompson (LACH)
Bob Porter (Old South Community Representative)
Mary Kerr (LACH)
Fred Dick
Paul Woodford
Donna Currie (Old East Heritage District Representative)
Councillor Judy Bryant

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Stantec Consulting Ltd.
Nexus Architects
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Mike Baker

1.2 BACKGROUND

The City of London has a strong interest in the protection and management of its heritage resources. The City has previously designated three heritage conservation districts under Part V of the Ontario Heritage Act, including East Woodfield, Bishop Hellmuth and Old East Village. Interest in potential designation of the West Woodfield area, an area within the downtown core, was in part due to its well-established cultural and architectural history associated with many of London's civic and industrial leaders in the mid 1800s. Formal initiation of the West Woodfield Heritage Conservation District study began in 2007, at which time Stantec Consulting in association with Nexus Architects, Ecoplans Limited and Michael Baker (Historian) were contracted to undertake the study.

The study area is located in the core of the city and is an irregular shape primarily bounded by Richmond Street, Dufferin and Queens Avenue, Pall Mall Street and Central Avenue and the west limit of the East Woodfield Heritage Conservation District.

Figure 1: Location of the West Woodfield area within the City of London

The overall West Woodfield Heritage Conservation District (HCD) study consists of two phases. Phase 1 focused on the inventory and assessment of architectural and streetscape characteristics, along with research and analysis of the historical and planning context of the area. Phase 1 was completed in October 2007 and concluded that the West Woodfield area met the City's Official Plan criteria for designation as a heritage conservation district under Part V of the Ontario Heritage Act. As a result of the study's conclusions, City of London Council approved the initiation of Phase 2 to prepare the Heritage Conservation District Plan and Guidelines for the West Woodfield community.

Stantec Consulting, in association with Nexus Architects, Ecoplans Limited and Michael Baker, was once again contracted to undertake Phase 2, which began in early 2008. As in Phase 1, a Steering Committee composed of local residents, representatives from LACH and City of London staff has also provided input and assistance to the study.

Public consultation is a key component of both phases of the West Woodfield Heritage Conservation District study. In Phase 1, this consisted of a public meeting to review study findings, obtain input and present draft recommendations, meetings with the Steering Committee, a presentation to LACH and questionnaires.

Phase 2 will also have significant public involvement, including meetings with the Steering Committee, LACH, questionnaires and a public meeting. These will serve to inform local residents and property owners about the Conservation Plan, its guidelines and recommendations and, more importantly, to obtain input from these parties and identify issues and concerns.

1.3 PURPOSE OF THE HERITAGE CONSERVATION DISTRICT PLAN

Heritage conservation districts offer long term protection to areas that have important and/or identifiable historic and architectural resources. The ability to designate heritage conservation districts is provided under Part V of the *Ontario Heritage Act, R.S.O., 1980, c.337 (as amended)* in the Province of Ontario, and further guidance regarding heritage district evaluation and designation is provided by local Official Plans. The Act also states that if a by-law designating a heritage conservation district has been passed, the municipality "shall adopt" a heritage conservation district plan for each district that is designated. Specific contents of a heritage conservation district plan, as stated by the Ontario Heritage Act, are to include:

(a) A statement of 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.

The West Woodfield Heritage Conservation District Plan is intended to assist in the protection and conservation of the unique heritage attributes and character of the area, as identified in the Phase 1 study. The study provided the historical and architectural rationale for heritage district designation according to the policies of the City of London Official Plan and the Ontario Heritage Act.

The purpose of the conservation plan is to establish a framework by which the heritage attributes of West Woodfield can be protected, managed and enhanced as the community evolves and changes over time. It will provide residents and property owners with clear guidance regarding appropriate conservation, restoration and alteration activities and assist municipal staff and Council in reviewing and making decisions on permit and development applications within the district. Specific requirements to be included in the Conservation Plan are as follows:

- Description of the Heritage Character of the HCD identifying the character defining elements and heritage attributes of the HCD;
- The physical, social and economic goals of the HCD designation;
- Policies and guidelines that will identify the methods to conserve the HCD; and
- Implementation strategies and tools to help identify the steps necessary to implement the conservation of the HCD.

1.4 FORMAT OF THE HERITAGE CONSERVATION DISTRICT PLAN

The West Woodfield Heritage Conservation District Plan is organized as follows:

PART A – OVERVIEW

- Background and Purpose of Conservation Plan;
- Rationale for Designation;
- Recommended Heritage Conservation District Boundary; and
- Heritage District Goals and Objectives.

PART B –POLICIES

- Overview of conservation principles, goals and objectives that provide the framework for the conservation plan and design guidelines;

- Policies to provide direction for the management of change in the West Woodfield Heritage Conservation District;
- A description of the heritage alteration permit approvals process along with information on where to obtain assistance and advice when contemplating work.

PART C - GUIDELINES

- Architectural design guidelines relating to future alterations, redevelopment or other changes to built form;
- Streetscape design guidelines to provide information and assistance for various landscape activities associated with both public and private outdoor space;
- Conservation guidelines to assist property owners when undertaking maintenance, restoration or alteration of the heritage features of their buildings;

PART D – HELPFUL RESOURCES

- Glossary and definitions
- Information and reference sources
- Detailed guide to undertaking major restoration work.

1.5 IMPLICATIONS OF HERITAGE CONSERVATION DISTRICT DESIGNATION

Heritage conservation districts focus on the preservation of a collective area to help retain the key functional and visual attributes that convey or have a connection to the history of the area in which they are located. A heritage conservation district can include buildings, the natural and cultural landscapes, roads, trails, lighting and other features that contribute to the area's character. When an area is designated as a heritage conservation district, it means that its essential elements are protected, but it does not mean that an area is 'frozen' in time or intended to be restored to some specific historical period or style.

Generally, it is the streetscape that is the focus of a heritage conservation district – as a result, policies and guidelines are put in place to provide direction about what kinds of alterations, additions or new construction will be considered appropriate. Heritage alteration permits are generally required for major alterations and additions that are visible from the street or other public spaces such as parks, as well as new construction. Minor alterations, or additions and renovations to the side or rear of buildings may not require heritage alteration permits if they are not visible from streets or public spaces, although conservation guidelines may still be provided to assist with maintenance and repair of certain building elements. The interior of buildings is not affected in any way within a heritage conservation district. However, if a property is also designated under Part IV of the Ontario Heritage Act, a heritage permit is required to undertake certain interior work.

The public realm is also usually affected in a heritage conservation district; guidelines and policies are generally established for street trees, lighting, boulevards, signage and other such infrastructure. This is to ensure that when a municipality undertakes public infrastructure improvements or changes, they do not have a negative impact on the heritage characteristics of the district, or any potential impacts are mitigated...

Designation as a heritage conservation district can provide the following benefits to property owners:

- The protection and management of heritage assets including architecture, landscape and history;
- Additional information and guidance to homeowners who are undertaking restoration, renovation and redevelopment;
- A source of new promotion and tourism initiatives such as walking tours, interpretive features;
- Increased community stability. And
- A sense of community pride.

Although a heritage conservation district designation does put additional policies and guidelines in place, along with a more stringent review/approvals process, residents should not view designation as overly restrictive, cumbersome or an imposition on property rights, but rather as an opportunity to retain and enhance an area's most unique and attractive features for the overall benefit of themselves and the community and city as a whole.

2.0 HERITAGE DISTRICT BOUNDARY AND CHARACTERISTICS

2.1 REASONS FOR DESIGNATION

A heritage district is a part of a community that shares both a common development history and a series of architectural and landscape features. London's Official Plan (13.3.1) lists the specific criteria that are to be considered in the evaluation of an area for designation as a heritage conservation district:

1. The association of the area with a particular historical event or era that is unique to the community;

2. The presence of properties that are considered significant to the community as a result of their location or setting;

3. The presence of properties representing a design or method of construction which is architecturally and/or historically significant to the community, region, province or nation;

4. The presence of properties which collectively represent a certain aspect of the development of the City which is worthy of maintaining;

5. The presence of physical, environmental or aesthetic elements which, individually, may not constitute sufficient grounds for the designation of a Heritage Conservation District, but which collectively are significant to the community.

2.2 RECOMMENDED HERITAGE DISTRICT BOUNDARY

Phase 1 of the West Woodfield HCD concluded that a logical heritage conservation district boundary would incorporate almost the whole of the originally identified study area with the exception of the commercial properties along Richmond Street and the area already designated in the East Woodfield Heritage Conservation District. The boundary also incorporated additional properties along the east side of Waterloo Street and the north side of Central Avenue, the south side of Queens Avenue and the block bounded by Wellington Street, Queens Avenue, Picton Street and Dufferin Avenue.

The ***Recommended Heritage Conservation District Boundary*** is shown in Figure 2. The boundary is consistent with that which was proposed in Phase 1. Rationale for this boundary is as follows:

- Despite some redevelopment, the area contains a high concentration of recognizable architectural styles and features that are consistent with the styles and methods of construction associated with the era in which they were developed.

- It includes several long-standing landmarks such as the major public buildings and institutions facing onto and adjacent to Victoria Park, including City Hall, the enclave of fraternity houses and multi-residential buildings along Princess Avenue and the collection of exceptional houses and businesses along quiet Wolfe Street and others that contribute positively to the cityscape.

- The area incorporates many of the key buildings previously listed or designated in London and will allow the protection of these structures and the intervening buildings and landscape features that contribute to the streetscape as a whole.

- The areas added exhibit strong architectural and streetscape similarities to the original study area with consistent building styles and details.

- The removal of mainly commercial buildings along Richmond Street is based on the rationale that commercial areas tend not to benefit from the stability a Heritage Conservation District provides. These areas require the ability to respond to marketing trends without the constraints of heritage conservation.

- It incorporates the majority of the original Study Area, particularly the area that reflects the core residential area and has the greatest architectural and streetscape consistency and integrity.

- It includes the properties on the east side of Maitland Street that were originally left out of the East Woodfield Heritage Conservation District that would otherwise be 'orphaned' between the two districts.

- The majority of buildings ranked 'A' and 'B' are included, thereby providing protection for the most important heritage attributes;

2.3 HERITAGE CHARACTER STATEMENT

The following heritage character statement summarizes the historical, architectural and contextual reasons why West Woodfield warrants designation as a heritage conservation district.

2.3.1 Historic Character

The Woodfield Heritage Conservation District, almost immediately after it was incorporated into the city in 1840, became an enclave of the city's leading merchants, manufacturers and professionals who would continue to build their houses here until WWI. The area was directly adjacent to the growing core area where the city's factories, freight sheds, wholesale houses, retail stores and offices could be found. Business owners who wished to live as close as possible to the downtown, initially built nearby on King, Dundas, Queens and Dufferin and on the adjacent cross streets.

Southeast corner of Queens and Wellington, c.1918

In more recent times, large parts of this area have been redeveloped and many of the houses converted. Woodfield however retains a large percentage of its homes, built by the city's elite in the same period. The most 'sought after' building lots were those surrounding Victoria Park, once it had been developed in the late 1870s. The park lands were retained following the subdivision of a large reserve bounded by Dufferin, Waterloo, Piccadilly, and Richmond and Clarence that had been used by the British army as a base (1838-1870) and then by the Western Fair and the local militia.

YMCA - 1914

Most of the surviving structures date from the 1880-1914 period when London, like other eastern cities, experienced a boom. Most Londoners (especially the manufacturers and wholesalers) prospered in this period. Many moved to the area, retaining architects to design their new homes. A large number of the existing dwellings are the work of Robinson, Durand, and Moore, the city's leading architectural firm in this period. Several excellent and well-preserved examples of every major style can be found in the district.

A series of smaller scale homes, many with original stained glass wooden decorative work and porches, can be found north of Princess and east of Colborne. Also built during this period, they were first occupied by clerks, skilled labourers and travelers, many of whom worked for their nearby neighbours. Finally, a number of significant, early apartment buildings, most of which blend in with the residential structures, can be found throughout the district.

West Woodfield also contains the founding churches of several dominations. Available land and the proximity of their parishioners brought many of the leading churches of the day to Woodfield such as Metropolitan United and First St. Andrew's Presbyterian. At least four schools including the city's first high school, now Central Secondary, were built in the neighbourhood. Institutional offices and meeting space have been responsible for many conversions in the district from as early as 1905. Several later structures including the original Queens Avenue Central Library (1939), the Masonic Temple (1964) and City Hall (1971), have caused some loss of building fabric but in turn, have become important elements in the present neighbourhood often serving as landmarks. The district presents a well-preserved residential neighbourhood that reflects an era when London moved to the national stage in terms of its manufacturing and wholesaling presence. The success enjoyed by both the owners and the employees of the enterprises that flourished in this period can be seen today in Woodfield's homes, churches and schools.

2.3.2 Architectural Character

The West Woodfield neighbourhood is one of London's older neighbourhoods and retains a large number of original buildings that are well crafted and maintained and located prominently near the centre of the City. Architectural styles and influences are consistent with the more popular styles of the period in which

they were constructed, including Queen Anne, Edwardian and Italianate styles. Of particular note in the neighbourhood are a substantial number of dwellings that are “storey-and-a-half” Queen Anne gable-front houses, some in concentrated groupings.

Many of the original houses were clearly built as luxury accommodation for the business and social elite of the city, constructed with large proportions and the finest materials and workmanship available, and now recording features of an era and lifestyle that cannot be replicated. In many other cities of North America, these resources have become white elephants in the deteriorated core of the city, but in London, they have mostly been retained with care and pride.

Throughout the neighbourhood, there is a visual consistency to the architecture, delivered through the repetition of such features as front porches including some very fine two storey examples, decorative gables, projecting bays, and recurring window forms and details. In addition to the residential building stock, there are a number of other prominent and well-preserved public buildings including four churches, the city’s former public library, the band shell in Victoria Park and the City Hall. While the majority of the neighbourhood was constructed for, and remains as residential, conversions to commercial and office uses have occurred but with mostly positive impact on the quality of the streetscape. Despite some redevelopment and associated loss of original structures, overall the West Woodfield Neighbourhood presents a high quality cross-section of architecture from the late 19th and early 20th century with many buildings associated with key business and community leaders of the time.

2.3.3 Streetscape Heritage Character

With shady tree-lined streets, and picturesque Victoria Park at its core, Woodfield is the heart of historic London. The stately trees of the neighbourhood impart a sense of history to the neighbourhood, the passage of time evident on their thick trunks and over-arching limbs. Their embracing canopy, along with the more intimate scale of many of the streets and lanes within the district create streetscapes that are remarkable.

The streets and lanes of Woodfield reflect more traditional patterns of movement and development, and although the neighbourhood has seen much change over the years, the character of the streetscape endures.

The very virtues of the neighbourhood’s trees, the grandness of their size and age, make them a vulnerable element of the district’s landscape. In order for the character of the streetscape to truly persist, a comprehensive tree replacement program should be implemented to ensure the lush canopy of West Woodfield remains one of the districts natural gems.


MILL STREET
PALL MALL STREET
CP RAIL
HYMAN STREET
CENTRAL AVENUE
CENTRAL AVENUE
ALBERT STREET
WELLINGTON STREET
WOLFE STREET
WATERLOO STREET
WAVERLY PL.
HOPE ST.
COLBORNE STREET
CARTWRIGHT ST.
MAITLAND STREET
WILLIAM STREET
ADELAIDE STREET
East Woodfield
Heritage Conservation
District
KENT STREET
RICHMOND STREET
CLARENCE STREET
PRINCESS AVENUE
DUFFERIN AVE
DUFFERIN AVENUE
PICTON ST.
PETER ST.
QUEENS AVENUE

3.0 HERITAGE DISTRICT GOALS, OBJECTIVES, AND PRINCIPLES

3.1 GOALS AND OBJECTIVES

The following goals and objectives establish what is to be achieved through designation of the West Woodfield Neighbourhood as a Heritage Conservation District. They provide the framework for the protection and preservation of West Woodfield's unique heritage attributes over the long term, and are integral to the conservation plan and associated guidelines.

Overall Heritage Conservation District:

Goal: *Recognize, protect, enhance and appreciate West Woodfield's cultural heritage resources, including buildings, landscapes and historical connections, and value their contribution to the community by:*

- Identifying a heritage conservation district boundary that incorporates the key historical, architectural and contextual attributes of West Woodfield;
- Encouraging the retention, conservation and adaptation of the District's heritage buildings and attributes, as described in the Study and Plan, rather than their demolition and replacement;
- Providing guidance for change so that the essential architectural and streetscape character of the District is maintained and, wherever possible, enhanced;
- Identifying and building community awareness of unique or significant heritage attributes and appropriate means of preserving and/or restoring them.

Buildings:

Goal: *Avoid the destruction and/or inappropriate alteration of the existing building stock, materials and details by:*

- Establishing policies and design guidelines to ensure new development and alterations are sensitive to the heritage attributes and details of the District and are based on appropriate research and examination of archival and/or contextual information;
- Strongly discouraging the demolition of heritage buildings and the removal or alteration of distinctive architectural details;
- Encouraging individual building owners to understand the broader context of heritage preservation, and recognize that buildings should outlive their individual owners and each owner or tenant should consider themselves stewards of the building for future owners and users;

- Encouraging sensitive restoration practices that make gentle and reversible changes, when necessary, to significant heritage buildings;

- Encouraging improvements or renovations to modern era buildings that are complementary to, or will enhance, the District's overall character and streetscape;

- Providing homeowners with conservation and maintenance guidelines and best practices so that appropriate building and repair activities are undertaken.

Streetscape:

Goal: *Maintain and enhance the visual, contextual and pedestrian oriented character of West Woodfield's streetscape and public realm by:*

- Recognizing that the area's heritage includes streets, parks, trees, open spaces, monuments, street furniture, signs and all manner of items that contribute to the visual experience of a community, whether public or privately owned;

- Maintaining existing street trees, vegetation and boulevards and develop replacement programs where necessary to ensure tree canopy retention over time;;

- Establishing a common 'language' of streetscape elements that will complement the heritage attributes of the District and create greater continuity where disparate land uses and built forms exist;

- Identifying opportunities for interpretive features that can bring awareness of the District's heritage attributes to residents and visitors.

Land Use:

Goal: *Maintain the low-density residential character of the West Woodfield Heritage Conservation District as the predominant land use, while recognizing that certain areas of the District already have or are intended for a wider range of uses by:*

- Ensuring that appropriate Official Plan policies, designations and zoning regulations are in effect that support the residential community;

- Establishing policies that will consider and mitigate the potential impacts of non-residential or higher intensity residential uses on the heritage character of low-density residential areas;

- Developing area or site-specific policies and guidelines for those areas intended for non-residential or higher intensity residential uses that will protect key heritage attributes, while allowing greater latitude for potential alterations or redevelopment;

- Ensuring that infill development or redevelopment is compatible with the heritage character and pedestrian scale of the District.

Process:

Goal: *Ensure that the permit approvals process for the West Woodfield Heritage Conservation District is effective, streamlined and easily understood by:*

- Describing which types of alterations or classes of alterations will and will not require a heritage alteration permit;
- Providing property owners with relevant information (e.g. - terminology, checklists, graphics, etc) to simplify applications for heritage alteration permits, when required;
- Identifying potential funding, grant or rebate programs that exist or should be considered that will assist homeowners in completing heritage-appropriate restoration and alterations;
- Clearly establishing the roles and responsibilities of those involved in the approvals and decision-making process.

3.2 PRINCIPLES

Heritage preservation, conservation and restoration is a complex issue involving many interests – property ownership, politics, economics, land planning, construction, aesthetics, history and a host of less tangible or quantifiable issues – community relations, pride, genealogy and others. The wide spread demolition of heritage buildings results in the loss of history and other resources. While the intent is to preserve buildings in a Heritage Conservation District, it is also recognized that some old buildings should be demolished to make way for new, some should be lovingly restored, and some should be used as a structural framework to support a new skin or interior and mechanical system. The difficult choice is to know which approach to follow. Demolition is a final, irreversible act. Conservation is a continuous, fragile process that requires commitment and guidance.

Policies and guidelines are important elements to help manage change in the West Woodfield Heritage Conservation District but they cannot be expected to cover all situations. The achievement of universal goals or processes for all people for all heritage conservation and restoration projects would also be both impossible and undesirable. However, certain principles of heritage conservation and restoration have been accepted by most well-intentioned professionals and practitioners to guide their decisions. In particular, the *Venice Charter (1964)* has been adopted by many governments and international organizations as the foundation for subsequent guidelines and restorations. In situations where the policies and guidelines of this Plan do not adequately address specific issues, the abbreviated version of the Articles which follows should be used to provide underlying direction.

Preserve the Historic Context - A heritage building represents the individuals and periods from history that have been associated with it. The building records the original designer and builder's intentions as well as the historic forces that were at play when it was built. Subsequent alterations to the building also record the historic context at the time of the alterations. It is appropriate to acknowledge that a building is both a functional enclosure and a vehicle for history. As such, historical context is to be considered when planning restorations, alterations or redevelopment.

Maintain and Repair - All buildings require some continuous methods of conservation as they are exposed to the constant deteriorating effects of weather and wear from use. Owners are encouraged to undertake appropriate repair and maintenance activities of heritage properties. Plans for alterations and restoration should also consider the amount and type of maintenance that will be required.

Find a Viable Social or Economic Use - Buildings that are vacant or under-utilized come to be perceived as undeserving of care and maintenance regardless of architectural or historic merit. City Council and staff should actively encourage and support appropriate forms of adaptive reuse when necessary to preserve heritage properties.

Preserve Traditional Setting - A building is intimately connected to its site and to the neighbouring landscape and buildings. Land, gardens, outbuildings and fences form a setting that should be considered during plans for restoration or change. An individual building is perceived as part of a grouping and requires its neighbours to illustrate the original design intent. When buildings need to change there is a supportive setting that should be maintained.

Preserve Original Decoration and Fittings - A building fits into its larger setting and at a smaller scale is the frame for the decorations and fittings that completed the original design. The original exterior decorations such as bargeboards, verandah trim, wood, metal or brick cornices and parapets are all subject to weathering and the whim of style. Resist the urge to remove or up-date these features or to replace them with poor reproductions of the originals. Their form and materials are an inextricable part of the original design and should enjoy the same respect as the whole building. Where practical, fittings and equipment should be preserved or re-used.

Restore to Authentic Limits - Resist the temptation to embellish a restoration and add details and decorations that would not have been part of the history of the building.

Employ Traditional Repair Methods - Deteriorated elements and materials that cannot be salvaged should be repaired or replaced with the same materials and inserted or installed in a traditional manner. In some cases, some modern technologies ensure better and longer lasting repairs than traditional methods and should be employed if proven to be an improvement.

Respect Historic Accumulations - A building is both a permanent and a changeable record of history. The alterations that have been made since the original construction also tell part of the history of the place and the building. Some of those alterations may have been poorly conceived and executed and research may determine that they can be removed. Other alterations and additions may have merits that warrant incorporating them into the permanent history of the building. In many cases, it is difficult and unrewarding to fix a point in history as the target date for restoration. It is more appropriate to aim for a significant period in the history of the building, but be flexible in accommodating more recent interventions that are sympathetic and have improved the historical or functional nature of the building. Respect does not mean rigid.

Make New Replacements Distinguishable - The construction eras and historical progression should be self-evident. Although new work should be sympathetic to the original and match or mimic as appropriate, it should not attempt to appear as if built as part of the original.

Avoid Additions – If the original size and shape of a building works for the intended use, avoid new additions that would cover parts of the original building. Additions that are necessary should be sympathetic and complementary in design, and if possible, clearly distinguishable from the original construction by form or detail.

Document Changes – major works of preservation and restoration should be documented in writing and/or in drawings and photographs to provide a historical record of the changes and to provide assistance to others who may be undertaking similar work. The records should be archived in a safe, public location for future reference and research

4.0 DISTRICT POLICIES

West Woodfield has a rich collection of heritage resources, in its history, architecture and landscape features. These contribute to its unique and identifiable character. However, it is recognized that physical and land use changes have happened in the past and can and will continue to occur in the future, as part of the natural evolution of a community. Designation as a heritage conservation district is intended to preserve important or defining features, while also providing guidance to future changes as buildings and the surrounding landscape undergo alterations, additions, redevelopment and public infrastructure improvements.

This section and the following section of the West Woodfield Heritage Conservation District Plan provides policies that are to be considered by City staff, Council and property owners, when reviewing proposals and making decisions regarding changes in the District and to properties.

Guidelines to further illustrate the intent of the policies are also provided in Sections 8, 9 and 10 of this Plan.

4.1 DEVELOPMENT PATTERN

The West Woodfield Heritage Conservation District was developed primarily as a single family residential area. Setbacks of original heritage buildings, particularly in the residential area, are relatively uniform at the individual street level, as are building height and scale. To maintain the general consistency of the land uses and development pattern in the District, the following policies are proposed.

Policies:

(a) Maintain the residential amenity and human scale by ensuring that the low density residential land use character remains dominant.

(b) New land uses that are out of keeping with the general residential character of the District, or would have a negative impact on it, are discouraged.

(c) Higher intensity uses or redevelopment opportunities shall be focused outside of the residential district and in areas designated for intensification.

(d) Where new uses or intensification is proposed, adaptive reuse of the existing heritage building stock should be considered wherever feasible.

(e) Severances which would create new lots are strongly discouraged, unless the resulting properties are of similar size and depth to existing adjacent lots.

(f) Where original detached residential buildings are lost due to unfortunate circumstances such as severe structural instability, fire or other reasons, the setback of replacement buildings shall be consistent with the original building.

(g) Parking for new or replacement dwellings is to be located in driveways at the side of the dwelling or in garages at the rear of the main building whenever possible. New attached garages extending beyond the front of the dwelling are not permitted.

4.2 HERITAGE BUILDINGS

Within the West Woodfield Heritage Conservation District, a large proportion of buildings have been designated under Part IV of the Ontario Heritage Act or listed in the City of London's Inventory of Heritage Resources. There are also a number of properties that are neither listed nor designated yet retain their heritage value and architectural significance. All of these properties were assessed and identified in Phase 1 of this study with A, B or C ratings. The assessment also ranked some buildings as 'D '. These buildings have lost or irreversibly altered their original heritage features and/or lack architectural character within their new or old design. See Figure 3 for the assessment of each property within the West Woodfield Heritage Conservation District.

Despite a building's architectural rating, all buildings contained within the heritage district are protected and governed by the policies and guidelines of this plan. The policies and guidelines for the properties ranked as 'D' are concerned primarily with maintaining compatibility within the neighbourhood and the visual nature and streetscape of the community.

4.2.1 Alterations & Additions

It is inevitable that dwellings will be altered and additions will be made, as it is unreasonable to expect that they will remain static in the face of contemporary living arrangements and the evolution of a community. However, it is important that additions and alterations do not detract from the overall heritage character of the neighbourhood and that they do not result in the loss of key heritage attributes. These policies are included to reinforce the continued heritage context of the area.

Policies:

(a) Minor exterior alterations and additions to buildings shall be permitted provided such alterations are not within any front or exterior side yard.

(b) Structural alterations to the exterior of buildings visible from the street are not permitted in the event of residential conversions. Any exterior stairs or fire escapes are to be enclosed and kept away from the front or street facing façade of the structure.

(c) Additions shall be subordinate to the original structure to allow the original heritage features and built form to take visual precedence on the street.

Design guidelines provided in Section 8 of this Plan will also be used to review and evaluate applications for additions and alterations to ensure that the proposed changes are compatible with the existing building and do not result in the irreversible loss of heritage attributes.

4.2.2 Demolitions

The goal of a heritage conservation district is to preserve and protect the heritage resources within the short term and over the long term. However, it is recognized that there are situations where demolition may be necessary, such as partial destruction due to fire or other catastrophic events, severe structural instability, and occasionally redevelopment that is in keeping with appropriate City policies.

Policies:

(a) The demolition of heritage buildings in the District is strongly discouraged.

(b) Any proposal to demolish a heritage building or portion of a heritage building within the District shall require approval from the municipality.

(c) Where demolition of a heritage building is proposed, the property owner shall provide supporting documentation demonstrating appropriate reasons for the demolition.

(d) In situations where demolition is approved by Council, written and / or photographic documentation of any notable architectural features and construction techniques may be required to create a record of the building and its components.

(e) Reclamation of suitable building materials such as windows, doors, mouldings, columns, bricks, etc. for potential reuse in a new building on the site or as replacement components for other buildings in the neighbourhood which require repair and restoration over time is strongly encouraged if demolition is approved for any heritage buildings in the District.

4.3 NEW DEVELOPMENT

Within the heritage conservation district boundary, there are few sites where new buildings could be constructed without the demolition of existing structures. However, there may be occasions where infill development or limited integrated redevelopment is possible in the future or where redevelopment is required due to loss of buildings through fire, severe structural decay, etc. In such situations, the following policies are to apply.

Policies:

(a) New buildings shall respect and be compatible with the heritage character of the West Woodfield area, through attention to height, built form, setback, massing, material and other architectural elements.

(b) Design guidelines provided in Section 8 of this Plan will also be used to review and evaluate proposals for new buildings to ensure that new development is compatible with the adjacent context.

(c) In cases where the new building is replacing a highrise, the height should be restricted to match the existing building plus or minus one floor.

(d) Where zoning permits higher buildings, studies on shading, loss of view, increased traffic, noise and parking congestion should be conducted and measures taken to mitigate the potential effects.

4.4 PUBLIC REALM

Within the West Woodfield neighbourhood, those elements that fall into the public realm play a strong role in defining the heritage character of the neighbourhood. Perhaps the most valuable resource is the mature street trees that embrace many of the streets of the district, providing an architecture of their own that links Woodfield together.

The public realm also includes streets and lanes, sidewalks, lighting, street signs, street furnishings, parks and open space. Changes to these elements can play a significant role in the overall quality of the streetscape and resulting heritage character of a district. The Ontario Heritage Act states that if a Heritage Conservation District plan is in effect, the Council of the municipality "*shall not carry out any public work in the district that is contrary to the objectives set out in the plan*". The plan prevails in the event of a conflict between the plan and any municipal by-law. The following policies apply to the public realm, as well as work proposed to public landscapes and infrastructure:

Policies:

a) Approvals for municipal works projects that contradict the objectives of this Plan shall follow the Heritage Alteration Permit process as detailed in Section 6.

b) Mature street trees are to be protected and preserved unless they present a public safety hazard or are in a serious state of decline due to age or disease. When removal of street trees is required, they should be replaced with new trees of an appropriate size and species as determined by the City of London Planning and Development Department and the Urban Forester.

c) The City is encouraged to implement a street tree planting program to fill in gaps that exist in the neighbourhood in order to enhance canopy coverage.

d) Landscaping that complements the existing landscapes of the district, screens parking areas and contributes to the overall pedestrian quality is encouraged for all new development. Specific landscape elements will be governed by Site Plan Approval requirements.

e) The City is encouraged to adopt a heritage tree designation policy. The process for selecting and designating a heritage tree should be a collaborative process between the Forestry Group and LACH.

f) Retention of existing grass boulevards and street trees throughout the neighbourhood is strongly encouraged whenever repairs or improvements are made to roads, sidewalks or underground services. Should removal of trees and boulevards be unavoidable as part of the infrastructure works, every effort should be made to replace them upon completion of the work.

g) Existing road right-of-ways and widths of paved surfaces should not be increased unless required for reasons of public health and safety or where previously indicated for the provision of bike lanes.

h) Where required, street furnishings, including benches, garbage cans, bicycle racks and other components, should be consistent throughout the neighbourhood and be of a style and material that complements the heritage attributes of the District, as well as those furnishings that are already established in Victoria Park.

i) City of London street signage for heritage conservation districts should be erected in order to identify the area as a Heritage Conservation District.

j) Victoria Park: The interpretive feature that is planned for the Woodfield Corner should serve to raise awareness of the District's history and heritage attributes. Emphasis should be placed on preservation of the trees and the growing environment.

Guidelines provided in Section 9 are to be considered in the design, selection and location of various elements of the public realm.

4.5 PART IV DESIGNATIONS

A number of properties in the West Woodfield community are currently designated under Part IV of the Ontario Heritage Act. If there is a heritage district conservation plan in effect, the alterations, demolitions and removals of buildings or structures on a property with dual designations are addressed by way of the provisions of this HCD plan. The specific heritage attributes that are protected under Part IV are to be identified and included in the Heritage Conservation District Plan to ensure their continued protection. To address this situation, the following policies are established for properties also designated under Part IV.

Policies:

a) The policies and guidelines of this Conservation Plan are to apply to all properties previously designated under Part IV of the Ontario Heritage Act.

b) Interior alterations are still governed by the Ontario Heritage Act for Part IV designated properties.

c) In additional to the policies and guidelines of this Plan, all interior and exterior features previously designated under Part IV of the Ontario Heritage Act, that are or may be above or beyond those features to be protected as a result of designation under Part V are to continue to be protected in the same manner as prior to their designation under Part V. See Appendix B for a list of properties within the West Woodfield Heritage Conservation District designated under Part IV of the Ontario Heritage Act.

4.6 ADJACENT AREAS

The Provincial Policy Statement provides the primary framework for heritage protection, stating that "*Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*" In addition, Policy 2.6.3 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 it has been demonstrated that the heritage attributes of the protected heritage property will be conserved"*. It further states that mitigative measures or alternative development approaches may be necessary to ensure that the protected heritage attributes are not affected by adjacent development. To ensure that any development outside of, but adjacent to the West Woodfield Heritage Conservation District, has appropriate regard for the heritage resources of the District, the following policies are to apply;

Policies:

a) A Heritage Impact Analysis, in accordance with the policies of the City of London may be required for any redevelopment proposals within or adjacent to the Heritage Conservation District. The City of London Official Plan identifies adjacent lands as those lands that are contiguous and lands that are directly opposite a protected heritage property, separated only by a laneway or municipal road.

5.0 MUNICIPAL POLICIES

5.1 INTRODUCTION

The designation of West Woodfield as a Heritage Conservation District is intended to help protect and preserve the heritage assets and character that exists in the area. However, it is also recognized that communities change over time due to economics, demographics, social and cultural values, specific events, etc. Such changes have already occurred, and likely will continue to result in some redevelopment, intensification or new uses within the area. It is important to have a planning framework in place that recognizes the potential for land use change, but provides appropriate direction to ensure that future change is both complementary to and compatible with the heritage features of the area.

The Ontario Heritage Act states that heritage conservation district studies shall "make recommendations as to any changes that will be required to the municipality's official plan and to any municipal by-laws, including any zoning by-laws" (Section 40(2) (d)). Phase 1 of the West Woodfield study identified a number of areas which required further consideration in Phase 2 to address potential conflicts. These areas have been evaluated and recommended changes are discussed in this section.

5.2 LAND USE AND BUILT FORM

5.2.1 Official Plan

In Phase 1 of the West Woodfield Heritage Conservation District Study, the current Official Plan designations were determined to be appropriate to preserving the rich heritage stock within the area. The Woodfield Neighbourhood is also considered in the Official Plan under Special Residential Policy Areas (Section 3.5.4). This section applies an additional level of protection to the area by requiring development to be of appropriate character, scale and intensity as is compatible with the area. Office conversions within certain areas are to have little impact on the external residential character of the buildings and are required to have at least one residential unit.

While no changes are recommended to the land use designations within the West Woodfield area, the following will provide additional protection and assurance of appropriate development to the area.

Recommendations:

a) Incorporate the character statement and policies of the West Woodfield Heritage Conservation District Plan into the heritage section of the City of London Official Plan (Section 13).

5.2.2 Zoning By-law

It was determined in Phase 1 of the West Woodfield Study that current zoning is appropriate for preserving the existing heritage resources in much of the area as permitted uses and densities are similar to that which currently exists. Intensification and conversions are the primary challenges this community faces given its proximity to downtown and to the university and college. A recent Zoning By-law Amendment regulates floor area ratio, maximum dwelling size and on-site parking within the area bounded by Wellington, Pall Mall, Waterloo and Wolfe Streets. This will help ensure that future conversions and applications for intensification within this area are managed appropriately and do not result in non-compatible development. However, this Special Provision does not apply within the entire West Woodfield HCD and intensification that is not in keeping with the integrity of the neighbourhood may be permitted outside of this area.

The City of London is currently investigating changes to R2 and R3 zones that would apply similar regulations to these zones as have been applied in the West Woodfield Special Provision block. These changes, under the City's 'Closing the Gap' Report may provide the additional regulations needed to maintain areas within the District. However, if changes are not made to these zones, the City should investigate potential Special Policies within the West Woodfield Heritage Conservation District that would provide regulations for floor area ratio, dwelling size and on-site parking consistent with OPA 396.

Properties fronting on the north side of Princess, west of Waterloo are exempt from any potential Zoning By-law Amendment affecting floor area ratio, dwelling size and on-site parking as determined by the Ontario Municipal Board.

Recommendations:

a) The City should consider applying a holding provision to all vacant parcels within the West Woodfield Heritage Conservation District to require public site plan review of these sites.

b) The City should consider adding a Special Provision to the R3 zone within the West Woodfield Heritage Conservation District to regulate floor area ratio, dwelling size and on-site parking. This Special Provision should not restrict intensification but should ensure more acceptable and compatible development.

5.3 SEVERANCES AND MINOR VARIANCES

The Committee of Adjustment is responsible for addressing applications for severance and minor variances in the City of London under the authority of the Planning Act and in consultation with various and relevant city departments. Applications for severances and minor variances should be considered in conjunction with the following policies.

Policies:

a) The Heritage Planner should be circulated with all severance and minor variance applications within the West Woodfield HCD and provide comments to be considered by the Committee of Adjustment.

b) The Committee should apply the policies and guidelines of this plan when reviewing applications within the West Woodfield HCD.

5.4 SITE PLAN CONTROL

The site plan control process helps ensure appropriate siting and massing of new development and addresses safety, attractiveness and compatibility. Site plan control is currently required for any new development in the City of London with the exception of single family and semi-detached dwellings.

Site plan control should continue to be required in accordance with current City of London policies, to ensure that any redevelopment is appropriately reviewed and that the design guidelines included in this Plan are being applied. In addition, the following policies are recommended:

Policies:

a) A public site plan meeting should be required at Planning Committee for the development of vacant parcels within the HCD to provide an opportunity for community input and awareness of potential changes.

b) Where development is to occur, Heritage staff review and Urban Design review should be required to ensure compatible and appropriate development.

c) Where larger development is to occur, Urban Design review and a Heritage Impact Assessment should be required to ensure compatible and appropriate development.

d) Elevation drawings should be required on all site plan applications.

5.5 BUILDING PERMITS

In the City of London, a building permit is required for any new structures that is larger than 10 m2 (108 sq. ft) consisting of a wall, roof and floor (or any of them), structures containing plumbing, and structures designated in the building code. Consequently, building permits are required for many interior renovation projects and additions as well as exterior and facade projects including porches, additions, structural alterations to doors and windows, etc. Building permits will continue to be required within the West Woodfield Heritage Conservation District. Heritage Staff should continue to review permit applications involving buildings within the HCD and provide comments and determine any requirements for a Heritage Alteration Permit if necessary.

5.6 SIGNAGE BYLAW

The City of London regulates signage through the Signage and Canopy By-law. Section 9 provides guidelines to assist property/business owners with selecting and displaying signs that are compatible with the character of the district.

5.7 DEMOLITION CONTROL

The goal of a heritage conservation district is to preserve and protect the heritage assets within the short term and over the long term. Demolition of buildings within a heritage district is strongly discouraged. The Ontario Heritage Act allows municipalities to prevent rather than delay demolition of heritage buildings, or establish conditions for demolition, such as the requirement for an approved site plan or a specific time frame for construction of a new building on the site. However, it is recognized that there are situations where demolition may be necessary such as partial destruction due to fire or other catastrophic events, severe structural instability, and occasionally redevelopment that is in keeping with appropriate City policies.

Council approval is required when all or part of a residential building is proposed for demolition in the City of London. Prior to issuing recommendations regarding demolition requests, a review is undertaken by LACH for all applications that pertain to buildings that are designated or listed on the City's Inventory of Heritage Resources. A public meeting is also required when the demolition of a residential heritage building is proposed.

Non-residential buildings do not require Council approval for demolition unless the building is designated or listed on the City's Inventory of Heritage Resources, however, LACH review is necessary. Non-residential buildings should be given the same consideration as their residential counterparts when the issue of demolition is being considered within the HCD. A public meeting should be held to provide an opportunity for community input and notification.

In situations where demolition is necessary, particularly for buildings that are ranked as 'A', 'B' or 'C' in the Architectural Rating Figure (Figure 3), the following actions should be undertaken where feasible:

Policies:

a) Photographic documentation of any notable architectural features and construction techniques are to be taken to create a record of the building and its components.

b) Reclamation of suitable building materials such as windows, doors, moldings, columns, bricks, etc. for potential reuse in a new building on the site or as replacement components for other buildings in the neighbourhood which require repair and restoration over time.

5.8 URBAN DESIGN

The City of London's Urban Designer will review the guidelines contained herein and when necessary review applications for development for relevancy to these guidelines.

5.9 HERITAGE ALTERATION PERMITS

The City of London requires approval of a heritage alteration permit prior to construction or alteration on heritage properties and properties within a heritage conservation district as an additional level of review. When a building permit is required, a heritage alteration permit may also be required. In some cases, a heritage alteration permit is required for some projects which do not require building permits to ensure those changes are consistent with the policies and guidelines of this Plan and respect and maintain the integrity of the West Woodfield Heritage Conservation District.

5.9.1 Approvals for Private Property

Section 6 of this plan provides detailed information regarding which types of projects require a heritage alteration permit and the proposed approvals process for various types of work in the West Woodfield Heritage Conservation District. In general, Heritage Alteration Permits **ARE REQUIRED** for the following types of work:

- Additions to any façade visible from the street (front and exterior side);
- New buildings constructed on vacant properties, as integrated redevelopment projects or to replace existing buildings for any reason;
- Major alterations to or replacement of features such as doors, windows, porches, decorative trim on the street-facing portion of a building, where the feature being altered or replaced will be of different style, materials or proportions than existing;
- Commercial signage affixed to buildings;
- Features previously protected under Part IV of the Ontario Heritage Act.

In general, Heritage Alteration Permits **ARE NOT REQUIRED** for the following types of work:

- Interior alterations;
- Additions or alterations to any portion of the building that are not visible from the street:
- Minor repairs and maintenance;
- Alterations or replacement of street facing features where the replacement items are of the same style, material, size and shape as the original;
- Painting and paint colour.

It should be noted that a Heritage Alteration Permit is not necessary to undertake immediate or temporary repairs required as a result of emergency or catastrophe (e.g. – structural damage resulting from storms, fire, etc.). However, should such events result in the need for permanent alterations or reconstruction of building features on the street facade, an alteration permit in accordance with those detailed in Section 6 of this Plan is required at the time the permanent repair or replacement is initiated.

5.9.2 Approvals for Public Property and Infrastructure

The Municipality is also obligated to be consistent with the policies and guidelines of this Plan in the undertaking of any public works or infrastructure improvements. The Heritage Planner should be part of the circulation process for public works projects within the heritage conservation district. A Heritage Alteration Permit is required for all projects that are not consistent with the objectives of this Plan. Council approval may be required for such works as:

- Replacement of street lighting and street signs;
- Street furnishings, including benches, trash receptacles, bicycle racks, planters and similar items;
- Alterations, reconstruction or removal of grassed boulevards;
- Changes to sidewalks or roadway pavement widths;
- Changes or improvements to public parks and open space features.

5.10 SITE SPECIFIC DEVELOPMENT

The following properties within the district have strong redevelopment potential and therefore deserve special consideration. The goal of this section is to offer recommendations that would guide growth and change to ensure the heritage character of West Woodfield is preserved but does not intend to stifle the contemporary needs of the community. In some cases, the existing policies and regulations, combined with the guidelines of this plan provide sufficient measures to ensure appropriate development

5.10.1 Former Public Library Site

The former public library site on Queens Avenue also has existing regulations to ensure appropriate development of this site and the retention of part of the existing building. The addition to the building made in the 1960s offers no significant heritage value to the overall building and can be removed if necessary for redevelopment purposes. The existing zoning permits a range of uses including apartment and office use with the following consideration.

Existing Zoning:

- B6 – This bonus provisions allows for additional height to be added to the proposed development with the requirement that a high degree of architectural design be applied to the building.

Policies:

- A holding provision should also be added to this site that would ensure compatible development with adjacent uses and provide a requirement for public site plan review.

5.10.2 City Hall Precinct

The area behind City Hall could have enormous development potential in the future. This could have a significant impact on the adjacent lands. These policies and guidelines have been established to ensure any potential development is respectful of the heritage character of the district yet is not too restrictive to the potential of the site.

- Establish a boundary for the City Hall precinct that is appropriate and supportable, perhaps including 300 Dufferin, 520 & 550 Wellington and the vacant parking lot at Wolfe & Wellington.

- Establish maximum heights in that precinct related to uses of adjacent properties. Perhaps three stories adjacent to the houses on Wolfe and Princess, rising to 8 to 10 stories facing Dufferin and Wellington, to be confirmed by shadow studies.

- Ensure that traffic generated by this precinct is directed onto the major streets of Dufferin and Wellington.

- Public site plan review shall be required on any development within the City Hall precinct.

6.0 HERITAGE ALTERATION PERMIT PROCESS

6.1 INTRODUCTION

In accordance with the Ontario Building Code (1997), the City of London requires a building permit for new structures that are larger than 10 m2 (108 sq. ft) consisting of a wall, roof and floor (or any of them), structures containing plumbing, and structures designated in the building code. Consequently, building permits are required for many interior renovation projects and additions as well as exterior and facade projects including porches, additions, structural alterations to doors and windows, etc.

Designation of the West Woodfield neighbourhood as a heritage conservation district does not result in any changes to the type of buildings or projects that require a building permit for either interior or exterior work. However, when a building permit is necessary for work that affects a façade that is visible from the street (street and exterior sideyard) in a heritage district, an additional level of review and approval and scrutiny is applied to ensure that the proposed construction or alteration is in keeping with (or improves) the heritage character of the area.

In addition, Heritage Alteration Permits are required for some projects which do not require building permits to ensure that those changes are consistent with the policies and guidelines of this Plan and respect and maintain the integrity of the West Woodfield Heritage Conservation District. A proposed draft Heritage Alteration Permit Application is included in Appendix C.

6.2 WORK REQUIRING APPROVALS

Table 6.1 on the following page summarizes which types of projects require a Heritage Alteration Permit and the proposed approvals process for various types of work in the West Woodfield Heritage Conservation District. Shaded columns identify those projects and types of buildings where the LACH, Planning Committee and Council review and approval of the heritage alteration permit is required. Unshaded columns identify projects / types of buildings where consideration should be given to delegating that approval authority to the City of London's Heritage Planning staff. Once that approval authority has been delegated, approval from the LACH would not be required for those projects as long as they are in conformity with the West Woodfield Heritage Conservation District Plan and Guidelines. However, it is also recommended that Heritage Planning staff retain the ability to consult the LACH and request their input and/or approval if they consider it desirable or necessary due to specific circumstances. A plan illustrating the building rankings assigned to properties in the West Woodfield Heritage Conservation District, as refined during the preparation of the Conservation Plan, is included at the end of this section.

It should be noted that a Heritage Alteration Permit is not necessary to undertake immediate or temporary repairs required as a result of emergency or catastrophe. However, should such events result in the need for permanent alterations or reconstruction of building features on the street facade, an alteration permit in accordance with Table 6.1 should be required at the time the permanent repair or replacement is initiated.

TABLE 6.1

HERITAGE ALTERATION PERMIT REQUIREMENTS

TYPE OF WORK	Heritage Alteration Permit Required			Guidelines Provided
Major Projects	**Building Ranking**			
	A	**B, C**	**D**	**Guidelines**
New Buildings	Yes	Yes	Yes	Yes
Additions visible from street	Yes	Yes	No	Yes
Conversions involving exterior alterations	Yes	Yes	No	Yes
Major alterations to street facade(s)	Yes	Yes	No	Yes
Additions not visible from street	No	No	No	No
Interior renovations	No	No	No	No
Municipal Works				
Municipal Works projects not consistent with the policies of this plan.	Yes			No
Minor Projects (Street Facing Façade)	**A**	**B, C**	**D**	
Window removal, replacement or addition	Yes	Yes	No	Yes
Shutter removal or replacement	Yes	Yes	No	Yes
Door removal, replacement or addition	Yes	Yes	No	Yes
Decorative trim removal or replacement	Yes	Yes	No	Yes
Porch/verandah replacement, removal or addition	Yes	Yes	No	Yes
Re-roofing with different materials	Yes	Yes	No	Yes
Removal of chimneys	Yes	Yes	No	Yes
Removal or installation of cladding and siding	Yes	Yes	No	Yes
Painting previously unpainted brick	Yes	Yes	No	Yes
Soffit, fascia and bracket replacement	No	No	No	Yes
Re-roofing with same materials	No	No	No	No
Eavestrough replacement	No	No	No	Yes
Painting of wood, trim	No	No	No	Yes
Other maintenance and repair	No	No	No	No

Note: Currently permits are required and must proceed through Council. In the recommended streamline process (Section 7.4), the shaded areas would still require Council approval, however unshaded areas requiring a permit could be considered by the Heritage Planner.


Legend
A-Rating
B-Rating
• The property has been previously recognized by being designated under the OHA, or listed as a significant asset by LACH.
• The property is a fine example of architectural style.
• The property exhibits unique qualities or details.
• The property is a well maintained example of a modest architectural style.
• The age of the building contributes to its heritage value.
• There was a significant event, person or story associated with the building.
• The property contributed to the streetscape because of its sequence, grouping or location.
C-Rating
• The form and massing of the building belonged to a historical family of buildings.
• The building is a good example of a modest design representing the area or repeated in many locations.
D-Rating
• Original heritage qualities have been irreversibly lost or covered.
• The original design, new or old, is lacking architectural character to contribute to the area.
PALL MALL STREET
CP RAIL
HYMAN STREET
CENTRAL AVENUE
CENTRAL AVENUE
ALBERT STREET
KENT STREET
DUFFERIN AVENUE
FULLARTON STREET
RICHMOND STREET
CLARENCE STREET
WELLINGTON STREET
WOLFE STREET
WATERLOO STREET
WAVERLY PL
HOPE ST.
PRINCESS AVENUE
COLBORNE STREET
CARTWRIGHT ST.
MAITLAND STREET
DUFFERIN AVENUE
PICTON ST.
QUEENS AVENUE
PETER ST.

7.0 IMPLEMENTATION

7.1 INTRODUCTION

The City of London is responsible for adopting the West Woodfield Heritage Conservation District Plan and Guidelines and establishing a designation By-law for the area. The City must serve notice of their intention to all affected property owners within the district. Property owners who object to the By-law can appeal to the Ontario Municipal Board (OMB), however, only those owners who have previously indicated their opposition to the plan and By-law may be allowed to appeal the passing of the By-law to the OMB. Appeals may be allowed, dismissed or allowed in part by the OMB. Once the Board renders its decision, the City will amend its By-law if necessary.

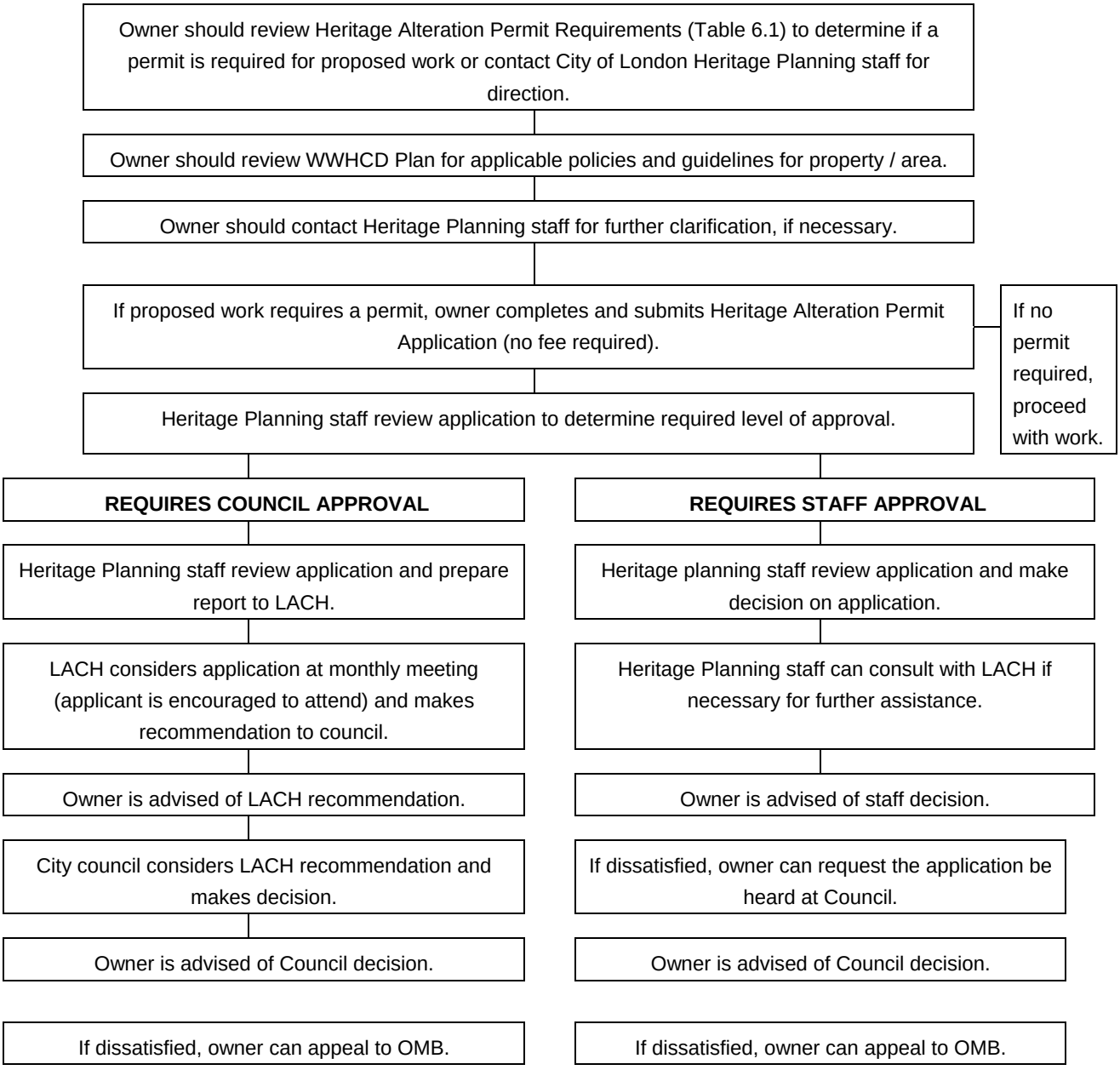
The By-law is registered on title of all property owners in the district and remains on title with future property owners if the property is sold. The City must also notify the Ontario Heritage Trust of the adoption of the By-law and HCD for addition to the Provincial Register.

The City of London will be responsible for amending the Official Plan and any By-laws affected by the West Woodfield Heritage Conservation District Plan. Contained within this plan (Sections 5 and 6) are recommended changes to the City's policies that will help to maintain consistency with these guidelines and recommendations.

The heritage alteration permit process is the main tool by which the City of London implements the goals and objectives of the plan. It provides the City with the ability to regulate and guide development within West Woodfield to maintain the character of the District and the intent of this plan.

7.2 APPLICATION REVIEW PROCESS

The following chart illustrates the typical steps that a property owner will be required to go through when contemplating any alterations, additions or other work to their buildings in the West Woodfield Heritage Conservation District, based on the recommendation that Heritage Planning staff be delegated authority to make decisions on some applications.



7.3 AUTHORIZATION

7.3.1 Heritage Planner

The City's heritage planning staff, within the Planning and Development department, should be the first source of contact for anyone contemplating renovations, restoration or other building alteration and maintenance projects. Heritage staff has the knowledge, skills and resources to assist residents in making decisions regarding whether or not a proposed project requires a Heritage Alteration Permit and the type of approval process. In addition, Heritage Planners are responsible for preparing reports to the LACH and Council for review and decision making, therefore, their involvement from the beginning of any project increases the communication and understanding of what is being proposed.

At the present time, projects requiring a Heritage Alteration Permit are reviewed by the City's Heritage Planner, who then prepares a report to the LACH for its review and recommendation, which then goes to Planning Committee and Council for the ultimate approval.

However, with the increased number of heritage conservation districts in London, the review, processing and report preparation of Heritage Alteration Permits could potentially become an overwhelming and time consuming undertaking for staff as well as the LACH, Planning Committee and Council if numerous applications are received within a short time frame, or when there are gaps in LACH, Planning Committee and Council meeting schedules. As the recently amended Ontario Heritage Act allows for greater authority and decision making to be delegated to heritage planning staff, it is recommended that a more streamlined process be considered for the approvals process in West Woodfield in some situations, as described later in Section 7.4.

7.3.2 LACH

The London Advisory Committee on Heritage (LACH) is currently responsible for reviewing and providing input to the Heritage Planners, Planning Committee and Council for all Heritage Alteration permits. In addition, LACH members can provide a wealth of knowledge and information to residents regarding appropriate heritage preservation practices, examples and processes. LACH's role should continue to be similar to what it currently is, with the exception that their formal input / recommendations may not be necessary for all situations and Heritage Alteration Permits, in an effort to streamline the process.

Where LACH input and decisions are required or sought, they should be guided by the principles, goals, objectives, guidelines and recommendations in the West Woodfield Heritage Conservation District Conservation Plan.

7.3.3 Council

Members of Council are responsible for adoption of policies and plans relating to heritage in general and for approving Heritage Alteration Permits in designated heritage conservation districts. Council members should recognize the historical, architectural and cultural value of West Woodfield's heritage attributes when making policy and land use decisions that affect the heritage district and also be guided by the principles, goals, objectives and guidelines of the Heritage Conservation District Plan. At the same time,

they should be aware that a heritage district designation is not intended to 'freeze' the community in time, and that change can and will occur in the neighbourhood.

Council should also allocate budgets to ensure that staff resources are sufficient to efficiently handle the heritage approval processes for West Woodfield (as well as other heritage districts), and that public infrastructure projects such as roadwork, tree planting programs, street sign and lighting replacement / refurbishment are appropriately funded to retain, or enhance where possible, the heritage character of West Woodfield.

7.4 STREAMLINING THE PROCESS

In practice, the process for approval of proposed changes to properties in West Woodfield should be efficient and cooperative. However, the following changes could be considered to the current approvals process to help streamline it.

- Increase delegation for approval of Heritage Alteration Permits to City of London Heritage Planning staff for minor alterations and buildings with less significance, to reduce the timeframes required for the approval process. The Ontario Heritage Act supports delegating authority to heritage staff under Section 42 (16), (17) with the consent of the LACH.

- Reduce involvement of LACH for those situations where the City's Heritage Planner(s) could be delegated responsibility for approvals and/or where the heritage conservation district guidelines are clearly being followed.

- Revise the current application form for heritage alteration permits to enable staff /LACH to identify conformity with the principles and guidelines.

7.5 EDUCATION AND PROMOTION

During the public consultation components of Phase 1 of the West Woodfield Heritage Conservation District Study, residents indicated a desire for easily accessible information and assistance to help them with future preservation and renovation efforts at both the individual and community level. As a result, a 'Homeowners Heritage Information Guide' has been prepared as part of this Conservation Plan. A copy of the brochure is contained in Appendix A. The following recommendations are made with respect to this brochure and the West Woodfield Heritage Conservation District Plan:

- All City of London departments involved in the area impacted by the West Woodfield Heritage Conservation District Plan should be made aware of the boundary and the policies and guidelines of the plan.

- A press release should be issued describing the boundary and plan and where people can get more information.

- Property owners and tenants should receive notice and be made aware of where information about the District can be found.

- Copies of the Study, Plan and brochure should be made available at the London Public Library for reference purposes.
- A copy of the Study and Plan should be available on the City of London's website.
- Real Estate offices should be notified of the boundaries of the HCD and should be encouraged to make this information available on house listings.
- Street signs should be erected to delineate the boundary of the HCD.
- Occasional workshops regarding heritage conservation, maintenance and renovation should also be organized in the community. These could potentially be initiated by the Woodfield Community Association, or as partnerships with the City, LACH, heritage contractors / consultants, other heritage districts, etc.
- New property owners should receive notification from the City informing them of the district boundary and the requirements for Heritage Alteration Permits.

7.6 MONITORING PROGRAM

The West Woodfield Heritage Conservation District consists of approximately 500 residences. To evaluate the long term impact and effectiveness of the heritage conservation district designation and its associated conservation plan, a monitoring program is recommended. This can also provide valuable information regarding the approvals process and timeframe requirements to help identify any staffing issues. Specific factors that should be considered as part of a monitoring program include:

- Number of building permit applications;
- Number and type of Heritage Alteration Permits applied for and granted;
- Time frame required for review and approval process for heritage alteration permits;
- Qualitative / photographic record of alterations and redevelopment undertaken;
- Average housing price increase / decrease in comparison to similar areas of the City that are not designated;
- The monitoring program should be conducted on an annual basis with a brief report prepared.

7.7 HERITAGE PRESERVATION INCENTIVE PROGRAMS

7.7.1 Grants

The Woodfield Community Association may consider initiating fund raising and/or foundation programs to provide grants or other assistance for suitable heritage restoration projects in the neighbourhood. Such programs would require the establishment of appropriate criteria and administration, but could provide a focus for additional community based efforts.

7.7.2 Tax Relief

The City of London provides grants within Community Improvement Program areas for the preservation of important properties within a development context that are not designated under Part IV. Currently there are no tax relief programs offered in the City of London for Part V designated properties. For updated information on tax relief programs, residents should refer to the City of London website (www.london.ca) or contact Heritage Planning staff.

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8.0 ARCHITECTURAL DESIGN GUIDELINES

The intent of the designation of a heritage conservation district is not to cripple desirable improvements in the area or to force the area to stagnate economically. On the contrary, many forms of growth and change are not only inevitable, but desirable to keep the area viable and vibrant. Methods must be found to incorporate new lifestyle patterns and technology that are the expectation for most residents and owners. It is appropriate to replace some materials and assemblies with modern equivalents. However, the intent of the designation of the heritage conservation district is to preserve an adequate stock of the heritage features that define the character of the area to preserve the cohesive nature of the district.

The contribution of each individual property to the overall character of the district is primarily the front façade of the building except at corners where the side façade also contributes to the street appearance. To that end, certain buildings within the heritage conservation district represent its history and architectural heritage better than others, and for those buildings, certain features are of greater significance than others. The original assessment of the West Woodfield Heritage Conservation District area classified properties as A, B, C or D based on historical reference and architectural quality. The principal features of those buildings are a combination of the construction details and components described in Section 3 of the West Woodfield Heritage Conservation District Study (October 2007).

Any of the original components that face the public street(s) should be preserved as much as possible to conserve the heritage character of the street; however, the interior of buildings, the secondary façades that are not visible from the street, and the concealed construction details are all available for appropriate improvements by the owner. The designation of this district will not affect the construction of an addition on the back of a house, or the replacement of a garden deck. The use of the buildings will be subject to normal planning and Zoning By-laws regarding density and number of units, but will not be further restricted by the heritage aspect of the district.

8.1 KEY ELEMENTS

Architectural elements contribute to the heritage character of a building, the streetscape grouping of buildings, and the district. The elements are listed in order from the items of large scale and dramatic impact to the items of small scale and subtle impact on the surrounding built form. As in all discussions of artistic pursuits and emotional responses, there are differences in personal interpretation and relative values. However, the purpose of this plan is to acknowledge both the individual key elements contributing to the heritage character, and the cumulative effect of those elements.

8.1.1 Building Form, Massing, Height, Width and Visible Depth

The most apparent influence of a building on the character of the district is its overall size and shape as perceived from the street. A building that is significantly larger or smaller than its neighbours, or long and low in a tall and narrow neighbourhood will be recognized for those unique qualities rather than contributing to the massing norm of the district. Variation is not necessarily a bad quality, except in a grouping of similar items, like organ pipes or teeth, where there is an established expectation of continuity.

350 Queens Ave. – First St. Andrews

308 Queens Ave. – Four Row Houses with 22 Picton Apartment Beyond

196 Dufferin Ave, – St. Peter's Basilica

219-207 Pall Mall St.

339-349 Princess Street

8.1.2 Building Setting on Property

A building that would otherwise be consistent with its neighbours because of form and massing can have a disturbing effect on the recognizable consistency of the neighbourhood if it sticks out in front of the general line of building facades or leaves a noticeable gap. In West Woodfield there is the unique rhythm established along Pall Mall of similar sized houses. For the benefit of the neighbourhood coherence, most buildings in the sequence follow the same setting on the property. There are worthy exceptions for special locations and landmark buildings, but we expect to see a consistent alignment and spacing of building facades along a street unless there is good reason for a break.

356 Princess Ave.

547-555 Colborne St.

8.1.3 Architectural Style

The synthesis of building elements that combine to create a recognizable architectural style (Victorian, Georgian, Italianate, etc.) are usually considered to be the stylistic prerogative of individual properties. The Phase I Study documented the range of styles that are prominent in the West Woodfield Heritage Conservation District and included examples and photos of the following:

Collegiate Gothic – Central Secondary School

Neo Classical – 471 Waterloo St.

Italianate – 370 Dufferin Ave.

Neo Classical – 572 Wellington St.

Italianate – 570 Waterloo St.

Queen Anne – 319 Hyman St.

Late Victorian – 315 Wolfe St.

Ontario Cottage – 491 Dufferin Ave.

Art Deco – 350 Dufferin Ave.

8.1.4 Building Façade Elevation Layout and Shape, Projections and Reveals

Whereas the architectural style nomenclature may be a pedigree that appeals to the scholarly review of the worth of a building, to many residents, the name of the style is of less importance than the combination of projecting bays, inset entrances and rhythm of other major facade elements that contribute to the texture of the street elevation in combination with adjacent buildings.

617 Wellington St.- Turret

8.1.5 Porches

478 Waterloo St.

353 Dufferin Ave.

470 Colborne St.

320 Princess Ave.

423 Dufferin Ave.

Porches, like their more commercial cousins, arcades, are what the late architect and writer, Bernard Rudofsky regarded as “architecture turned altruistic”. These flamboyant additions to the basic box of shelter, provide a civic gift to the neighbourhood, a place to see and be seen, an outdoor room largely exposed to passersby where social interaction is possible and encouraged. These are semi-public spaces where visitors are given shelter, even before being given admittance to the home. These semi-public spaces also provide a stage for the owner to present one’s self to the street prior to entering the public domain. Porches, in their prominent location on the face of the building, provide the opportunity for the owner to exhibit artistic liberty and craft skills in the painting, care and decorating of the components.

Porches in West Woodfield have been well recognized for their social, architectural and historic importance, and most have been well preserved and restored. There are many examples of simple and elaborate porches, some single storey, and some two storey. They all deserve to be carefully conserved using adequate research to determine the original character, and adequate craftsmanship to restore that character.

8.1.6 Roof Style, Chimneys, Dormers, Gables, Eaves, Soffits and Turrets.

232 Central Ave.

578 Waterloo St.

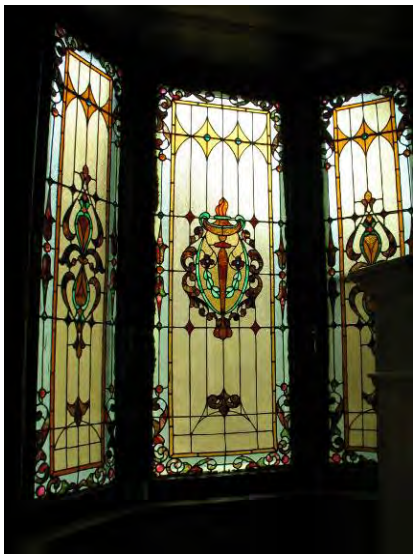
496 Waterloo St.

309 Hyman St.

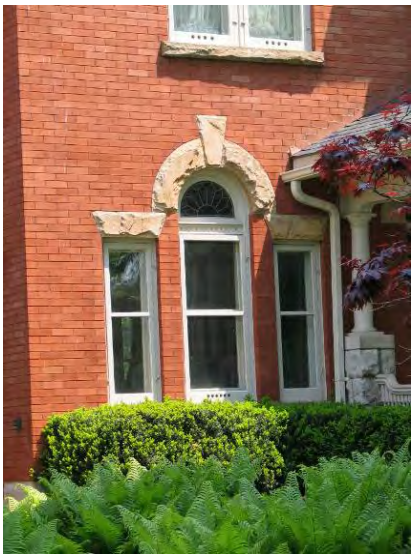
These elements are part of the basic structure of the building and add to the decorative character of the appearance. Some of these elements may have been added to the basic design for utilitarian purposes, such as roof dormers to allow a building's attic to be habitable with windows, others are almost purely decorative in nature, such as corner turrets and cone-shaped roofs that could easily have been incorporated into a slightly larger box for the small amount of floor space they contribute. All of these geometric solutions to the enclosure of space provide additional opportunities for the designer to embellish a simple box. All of these protrusions provide visible locations for additional decorative treatments as noted in "trim and decoration" below.

8.1.7 Windows, Doors and Accessories

300 Queens Ave. – Glass Roof Window



568 Wellington St. – Stained Glass



570 Wellington St.

315 Wolfe St.– Oriel Window

421 Central Ave.– Gable Detail

419 Central Ave.– Corner Detail

The penetrations of the exterior wall of a building to permit entry of people, light, ventilation, and to permit a view to the exterior, also provide the builder with huge design opportunities to decorate a simple box and to add functional and decorative building features such as rounded arches, stone lintels, projecting sills, keystones, decorative frames and contrasting materials, transom windows, leaded glass, beveled glass, decorative mullions and muntins, operating sashes, shutters and others. Doors and windows are necessary elements for any building, but their layout and decorative treatment provides a host of opportunities for the builder to flaunt the unique qualities and character of each building.

474 Maitland St. – Double Door Detail

474 Maitland St.– Gable Detail

8.1.8 Building Materials, Textures, Colours

For the purpose of longevity and resistance to weather and fire, most of the single family residential buildings in West Woodfield are constructed with exterior walls made from brick or stone masonry or a combination of the two. Most brick fabricated during the end of the 19th and beginning of the 20th century is more porous and softer than good quality stone or concrete, hence the portions of the exterior wall in contact with the moist ground at the foundation were usually fabricated from stone, concrete or concrete block to resist the deterioration from moisture contact. This also provided an aesthetic base or plinth for the attractive display of the upper portion of the building built from finer textured and different coloured brick masonry. The roof of most houses was, by necessity, framed with wood to create the sloped and intersecting planes to shed rain and snow. The wood roof structure was protected from moisture by being far above the ground and by the roofing materials (shingles, slates, flashing etc.) that shed the rain. This

248 Hyman St.

combination of construction materials, stone, brick, stucco and wood, and the range of colours and textures available from each provided a broad pallet for the builder in the design of each house.

For institutional and commercial buildings and multi-unit residential buildings, the selection of materials available was consistent with the time period that the adjacent houses were being built, but the form of the building required a different treatment and appearance.

489 Dufferin Ave. – Porch Detail

87 Cartwright St.

8.1.9 Key Element Variations for Commercial, Office and Institutional Buildings

The West Woodfield area includes a number of commercial/office, institutional buildings, and multi-unit residential buildings. Some of the commercial/officel use buildings are simply renovated residential buildings that have maintained the original style and appearance of the house mostly unchanged. Examples would be the large houses on the major streets like Waterloo and Colborne and the areas adjacent to Victoria Park at the west end of the district used for commercial purposes. Some examples in these areas have been converted to office use by major changes to the style and appearance of the original residential façade. These are discussed in Section 8.8.

466 Dufferin Ave.– Woodfield Variety, High Victorian (East Woodfield)

Some examples of office and institutional buildings were purpose built with materials and technology and an aesthetic required for those purposes. The churches use masonry exterior walls, and massive sloped roofs, in the tradition of European cathedrals, and to maintain the tradition of a house of God being a super-sized version of a residential house with suitable accoutrements like a belfry or steeple.

526/528 Waterloo St.– Italianate Double House

The purpose built commercial structures, like the store at 466 Dufferin Street, although part of East Woodfield, used materials that were similar to the adjacent houses, but combined in a layout and construction technology that better suited the intended purpose of the building. To provide visual and physical access to the goods for sale, the building is moved closer to the street line, the ground floor is lowered almost to ground level, and the front façade is enclosed with large amounts of glass at the ground floor facing the street. There is a prominent cornice, or decorative band, just above the shop window, that can be used for signage, advertising, and in some cases the mounting of adjustable awnings to protect the shop front, window contents and any display extending to the sidewalk in front of the shop from excessive sun or rain. Purpose built retail buildings were most frequently constructed along major streets to benefit from the increased traffic and exposure to clientele, and were most often built in conjoined rows to benefit from the close commercial exposure to each other and to the pedestrian traffic on the sidewalk. The close proximity of the adjacent buildings created new problems of fire protection and rain disposal that were solved by the new built form. The roof and overhanging eaves were separated by masonry parapet walls extending vertically above the roof. This design contained fire from spreading to adjacent buildings. This design also provided a street façade that could be joined to other similar facades, but made unique by the materials, openings and signage at street and roof level.

Colborne St.- West side 547 to 555

The early versions of multiple unit housing styles were closely related to single family styles in construction technology and appearance. Most semi-detached houses appear to be very similar to other housing, only that they are designed to be contacting on one side.

Similarly, row housing uses the same materials and form of other period houses, but designed to be joined in three or more linear units. Examples constructed during different periods illustrate the potential for a variety of sensitive options for higher density accommodation.

549 Waterloo St.– Waterloo Apartments

The example of early purpose built apartments at 549 Waterloo Street illustrates an effort on the part of the builder to design a building that closely resembles the adjacent housing stock in material and design, but increasing the scale and number of units accommodated. The overall height is similar to other three storey residential buildings, and the massing presented to the street is of a slightly enlarged house form. The elevation is punctuated with window designs and spacing similar to other large houses in the area. This is a building working hard to fit in well with its neighbours while accommodating an increased density of housing units.

More recent apartment buildings from the period after 1945 illustrate a combination of building technologies that permit radically different design aesthetics from the surrounding low density housing fabric. Reinforced concrete frames and concrete block demising walls permit buildings to be constructed to heights of 10 and 20 storeys with construction economy and relative safety from fire spread. The introduction of the self-service elevator after 1945 provided acceptable access to the upper floors of these buildings. The exterior walls can be constructed of non-loadbearing materials such as glass curtain-wall or more traditional materials like brick masonry, or in the 60's and 70's when many of these examples were constructed, the exposed concrete frame with a painted coating.

Recommendations:

- Any future changes to existing buildings that are taller than 6 floors, or for the design of new buildings taller than 3 floors, should be required to provide an adequate transition to neighbouring building types and heights, as well as being sensitive to the quality of the elevation contributed to the rest of the street.

- As discussed in other sections of this Plan, consideration of building 'stepbacks' and angular planes would encourage the appropriate respect for buildings of varying heights in the same district.

- The review of street elevations with requirements to respect traditional eave lines, street set-back and other street controls would encourage new construction to complement adjacent heritage buildings that are maintained.

311 Central Ave.

8.2 DESIGN GUIDELINES

This section of the Conservation Plan contains recommended practices, design guidelines and illustrations to provide guidance when major alterations, additions and new buildings are contemplated in the West Woodfield Heritage Conservation District. The guidelines build on the overall heritage preservation objectives, principles and policies listed in Section 3 of this Heritage Conservation Plan and should be considered in conjunction with them when reviewing applications for heritage alteration permits. They include additional information, illustrations and case studies and are intended to provide residents and approval authorities with examples, ideas and further guidance.

Sketches and photographs illustrating ‘recommended’ and ‘not recommended’ examples are also provided after each section to assist property owners, heritage staff, LACH and Council to further visualize and interpret the foregoing sections regarding alteration, additions, new buildings, etc. They are intended to offer general guidance and reflect the basic principles that are to be considered in the West Woodfield Heritage Conservation District, as it is recognized that every situation is unique and every design solution should be similarly unique to appropriately respond to the specific characteristics of the building and streetscape.

8.2.1 ALTERATIONS

Alterations to the street-facing facade of buildings (typically the front of the house or front and side of the house on corner lots) have the potential to dramatically affect the appearance of not only the building itself, but the entire streetscape. In a heritage conservation district, it is very important to ensure that alterations preserve the essential character of the house, and are complementary to adjacent dwellings.

- Research the original style and appearance of the building to determine “authentic limits” of restoration or alteration so that the appropriate style is maintained.
- In the absence of historical data, use forensic evidence available from the building itself to suggest appropriate restoration or alteration.
- Seek similar properties (same age, same design, and same builder) for evidence of details that may still exist as samples for reconstruction.
- Avoid “new” materials and methods of construction if the original is still available.
- “Restore” wherever possible rather than “replace”, particularly for features such as windows, doors, porches and decorative trim.
- Where replacement of features (e.g. – doors, windows, trim) is unavoidable, the replacement components should be of the same general style, size and proportions.
- Incorporate similar building forms, materials, scale and design elements in the alteration that exist on the original building.
- Avoid concealing original parts of buildings, entrances and decorative details when undertaking alterations.
- If in doubt, use discretion and avoid irreversible changes to the basic structure.
- Keep accurate photos and other records, and samples of original elements that have been replaced.

8.2.1.1 Case Studies

Any vital organism must accommodate growth and change processes. The changes to a building that are necessary to accommodate new uses or different lifestyle patterns can be achieved in a fashion that do not jeopardize the heritage quality of the remaining building.

In this example at 633 Waterloo Street, the original masonry exterior wall has been modified to change an original opening. The work has been undertaken in a fashion that is sympathetic to the details and construction of the original building, but clearly identifiable as an alteration.

633 Waterloo St.– Window Detail

423 Dufferin Ave.

This classic
Victorian house, built in the late 1800's in the Italianate style displays an exterior coating on the original brick walls that is fabricated from stucco and painted. Although stucco was used in the 1800's as an exterior finish, this particular texture and material was much more popular in the 1930's and may have been added then to protect or repair the deteriorating exposed brick. Some research would determine whether the original brick exterior was recorded in archival photos, and whether the original appearance could be restored. The porch style is also indicative of more recent alterations, but of high quality and sympathetic design.

Because of the severe exposure to weather, a projecting porch is subjected to accelerated deterioration and requires increased amounts of work to be maintained in original condition. In spite of effort, or in most cases because of the lack of adequate effort, porches frequently are in very poor condition and the owner is required to remove the porch entirely and replace it. The new construction option requires the decision to replicate the original or use a new style. If there has been no change in the functional requirement of the porch, the design should replicate the original to conserve the best reflection of the Heritage Conservation District.

313 Hyman St.

299 Wolfe St.

A number of new materials that were not available at the beginning of the 20th century are readily available now at building supply yards. The sales staff at those supply depots is correct to recommend preservative treated wood in locations that are subjected to moisture exposure and rot. The disadvantage of these products is that they sometimes claim to be weatherproof and do not need the additional protection of a good paint film. Good practice for the replacement of deteriorated wood porches is to fabricate the new components to match the profiles and details of the original, saturate the new wood with a liquid preservative, particularly ends and joints, and coat with a good quality exterior paint. Inspect the paint and retouch to repair damage on a regular basis to keep wet out of the wood.

It is understandable that the bottom of a wood porch post can soak up moisture and rot. In most cases, a new portion can be fabricated to match the original profile and spliced onto the sound portion of the post without the radical change to the remainder of the post. The bottom of any newly installed wood posts can be well protected from pre-mature deterioration by the insertion of a cast metal shoe that is discrete in appearance and effectively supports the bottom of the wood post while isolating it from direct contact with the source of moisture below.

8.2.2 ADDITIONS

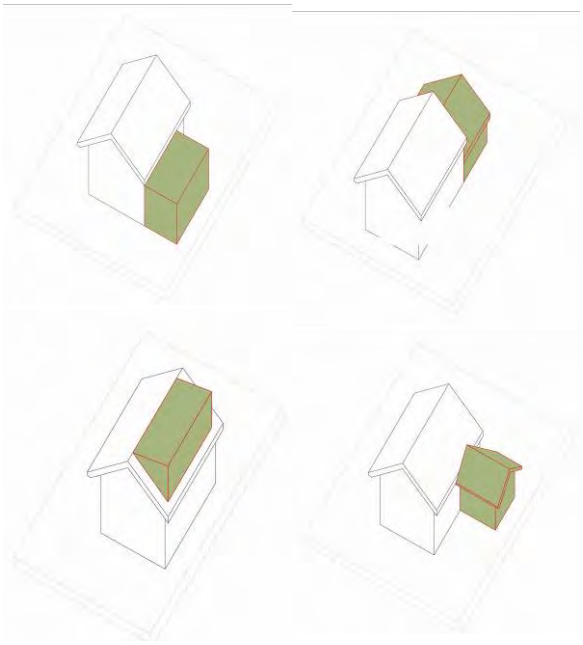
Additions to dwellings are typically undertaken by homeowners to provide more space and/or to increase the functionality of their dwellings. Similar to alterations, additions can also have a major impact on both the dwelling itself and streetscape. Care must be taken in heritage conservation districts to ensure that additions respect the surrounding context, particularly with respect to scale and form, and are complementary to the dwelling itself.

- Additions that are necessary should be sympathetic and complementary in design and, if possible, clearly distinguishable from the original construction by form or detail. The use of traditional materials, finishes and colours rather than exact duplication of form, can provide appropriate transition between additions and original structures.

- Additions should be located away from principal façade(s) of heritage properties, preferably at the rear of the building, to reduce the visual impact on the street(s).

465 Waterloo St.

- Form and details of the addition should be complementary to the original construction, with respect to style, scale, and materials but still distinguishable to reflect the historical construction periods of the building.
- The height of any addition should be similar to the existing building and/or adjacent buildings to ensure that the addition does not dominate the original building, neighbouring buildings or the streetscape.
- Additions should not obscure or remove important architectural features of the existing building.
- Additions should not negatively impact the symmetry and proportions of the building or create a visually unbalanced facade.
- New doors and windows should be of similar style, orientation and proportion as on the existing building. Where possible, consider the use of appropriate reclaimed materials.
- New construction should avoid irreversible changes to original construction.



Less preferred location of additions

More preferred location of additions

8.2.2.1 Case Studies

Additions to buildings in a heritage district are encouraged to be in locations on the property that have the least impact on the street elevation, and to be respectful of the original design style and materials when constructed in a location visible from the street.

332 Central Ave.

This major addition to the front facade of the house at 332 Central for the purpose of converting the building to commercial use, illustrates the need for front additions to either be unobtrusive in size and materials, or to blend into the original design with similar or complementary features.

300 Hyman St.

This major second floor addition to the original house made a radical change to the design and massing of the building. An addition to a heritage building should respect the original construction by being independent of it or subordinate to it or by mimicking materials and details to flatter the original by copying. An addition that is in a prominent location and competes for attention by size and conflicting construction details does not serve the design intent of either the original or the addition.

8.2.3 NEW BUILDINGS - Residential

There are a few locations in the residential core area of the West Woodfield Heritage Conservation District where new buildings are likely to be constructed. New or replacement buildings may be constructed in some cases as a result of fire or structural instability. In such situations, new buildings must be designed to be compatible with the heritage characteristics of the West Woodfield Neighbourhood to help retain the overall visual context of the area.

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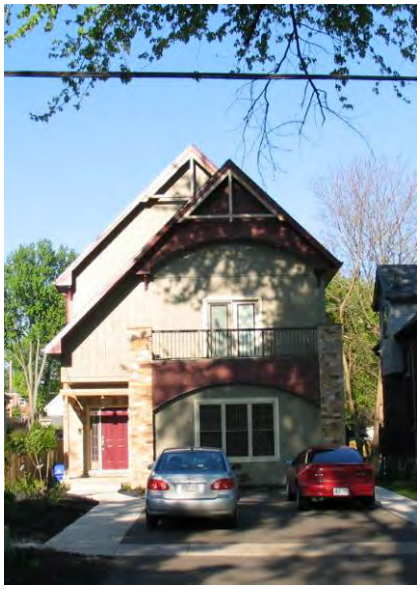
505 Colborne St. – Good infill highlighted by porch detail, copper roof & wrought iron cresting



599 Maitland Ave. – New infill matches the scale of adjacent buildings but permits front yard parking. Parking should be located in the rear or side yard when possible.

- Match setback, footprint, size and massing patterns of the neighbourhood, particularly to the immediately adjacent neighbors.

- Setbacks of new development should be consistent with adjacent buildings. Where setbacks are not generally uniform, the new building should be aligned with the building that is most similar to the predominant setback on the street.

- New buildings and entrances must be oriented to the street and are encouraged to have architectural interest to contribute to the visual appeal of the neighbourhood.

- Respond to unique conditions or location, such as corner properties, by providing architectural interest and details on both street facing facades.

- Use roof shapes and major design elements that are complementary to surrounding buildings and heritage patterns.

- Size, shape, proportion, number and placement of windows and doors should reflect common building patterns and styles of other buildings in the immediate area.

- Use materials and colours that represent the texture and palette of the West Woodfield Neighbourhood.

- Where appropriate, incorporate in a contemporary way some of the traditional details that are standard elements in the principal facades of properties in the West Woodfield Neighbourhood. Such details as transoms and sidelights at doors and windows, covered porches, divided light windows and decorative details to articulate plain and flat surfaces, add character that complements the original appearance of the neighbourhood and add value to the individual property.

- Front drive garages are strongly discouraged. Garages should be located in the rear yard whenever possible.

- In cases where the new building is replacing a highrise, the height should be restricted to match the existing building plus or minus one floor.

- Where zoning permits higher buildings, studies on shading, loss of view, increase traffic, noise and parking congestion should be conducted and measures take to mitigate the potential effects.

8.2.3.1 Case Studies

The examples below illustrate new buildings that are relatively compatible with their surroundings with respect to height, mass, material, type of roof and window style and proportion. However, both examples could have been improved through greater articulation on the front façade or the incorporation of porches or more substantive entrances, in keeping with the adjacent heritage buildings.

Infill building located on right side of photo

Infill building on left side of photo

The following examples represent the type of development that is discouraged in the West Woodfield Neighbourhood. While the building setback and selection of materials may be appropriate in both cases, there is little sensitivity to the height, style, scale or detail of adjacent dwellings. In addition, front attached garages as shown in the example on the left, are clearly inconsistent with the streetscape of heritage districts.

Infill dwelling with front attached garage

Infill dwelling in centre dominates streetscape

8.2.4 COMMERCIAL/OFFICE BUILDINGS

The West Woodfield Heritage Conservation District already includes a significant number of commercial/office use buildings. Some are purpose built for commercial use, some are converted from residential use buildings. Most of the commercial use buildings are located along the major arterial roads of Wellington Street, Waterloo Street and Wolfe Street. There is also an enclave of professional offices and other commercial uses at the north side of Victoria Park, where large houses have been converted to commercial and institutional use near the business and cultural centre of London.

531 Colborne St.– Pete's Variety


551 Waterloo St.– Linked Buildings

Many of these conversions have been done with appropriate care and sensitivity to the heritage character of the original building. In many cases, the exterior has been preserved intact and maintained in good condition to represent the original appearance and contribution to the character of the street. Minor modifications to the exterior of the front façade allow for the incorporation of identification signage, easier access for clientele and better visual contact with the street through the window openings. Other reasonable changes to the building and site include additions to the rear of the original building and changes to the paving and landscaping to permit additional vehicular access, deliveries and parking.

- Where buildings are being converted to office or commercial uses, retain original features (doors, windows, porches) and details of the building to reflect the residential history.

- If alterations are required to provide barrier free access, ramps and railings should be of suitable materials, colour and design details to blend in with the original structure as much as possible.

- If significant alterations or additions are required to provide suitable access to the front of the building, it is preferred that these elements be designed as transparent or unobtrusive additions concealing a minimum amount of the original façade and identifiable as a separate construction. New work should be recognized as new, but complementary in appearance to the original.

- Avoid the use of backlit, fluorescent signs as these are not consistent with the age, style and character of the West Woodfield Heritage Conservation District. Preferred sign options include painted, stained or carved wood or materials with similar appearance with lettering styles that reflect the traditional, historic character of the community. The preferred type of sign illumination is shielded, incandescent lighting at the top or side of signs.

- Signs should be respectful of the architectural form of the building.

- The size and scale of signs should correspond to the building. Signs which obscure architectural details are discouraged. Freestanding signs as landscape elements in front of the building avoid potential conflict with building style and details.

- Any additional parking requirements that may be necessary to meet business needs or zoning regulations should be located at the rear of the building and be appropriately screened by landscaping and/or fencing from the street and adjacent neighbours.

- Interior alterations are not restricted by these guidelines. However, in the interests of preserving heritage assets for future owners' and tenants' appreciation, these guidelines also recommend the conservation of fine millwork and plastering details and other interior fittings where possible.

- Prior to any major renovation to a heritage building for the purpose of conversion to a new use, it is recommended to undertake an audit of the unique exterior (and interior) features that provide potential market "branding" and capitalize on those inherited features, rather than dismissing them for their age.

8.2.5 INSTITUTIONAL BUILDINGS

The West Woodfield Heritage Conservation District already includes a large number of institutional use buildings which are some of the best recognized landmarks throughout the district. These churches, schools and other public use buildings are used by many London residents from within the Heritage Conservation District and beyond. Because of their cultural and social significance, it is of high importance to conserve the buildings intact and maintain the heritage character.

350 Queens Ave.– First St. Andrews

196 Dufferin Ave. – St. Peter's Basilica

300 Dufferin Ave.– City Hall

440 Princess Ave. – Lord Roberts School

Victoria Park Bandshell

509 Waterloo St. – Central Secondary School

568 Richmond St.– First Baptist Church

- Existing buildings used for institutional uses, retain original features (doors, windows, porches) and details of the building to reflect its history.

- If alterations are required to provide barrier free access, ramps and railings should be of suitable materials, colour and design details to blend in with the original structure as much as possible.

- If significant alterations or additions are required to provide suitable access to the front of the building, it is preferred that these elements be designed as transparent or unobtrusive additions concealing a minimum amount of the original façade and identifiable as a separate construction. New work should be recognized as new, but complementary in appearance to the original.

8.2.6 BUILDING CONVERSIONS

8.2.6.1 Original Single Family Residential Converted To Commercial Use

As the central business district of London flourishes, there is increased pressure on the surrounding areas to accommodate commercial uses. WWHCD is in a location that is subject to this pressure, and has a stock of late 19th and early 20th century large houses that can easily accommodate many business uses without severe changes to the original exterior appearance. The Official Plan for London recognizes this trend and has identified parts of WWHCD that would be appropriate for commercial use. There are many examples in WWHCD where the conversion of large houses to commercial use has been undertaken with skill and with appropriate conservation of the original heritage character. Clearly, there are a number of businesses that understand the commercial value of maintaining a heritage building in sterling condition, while making modest interventions to provide better access, larger floor plates, and better signage to identify the commercial venture. Many of these good examples continue to be good neighbours to the remaining residential buildings beside them by continuing to maintain the landscaping and street elevation in near-original, pristine condition.

256 Central Ave.

262 Central Ave.

471 Waterloo St.

551 Waterloo St. – Linked Buildings

8.2.6.2 Original Single Family Residential Converted To Multi Unit Residential

Throughout the WWHCD there are splendid examples of purpose built multi unit residential buildings. The original builders saw the advantage of offering a variety of living unit sizes while maintaining a streetscape of compatible buildings of similar, large size. These original buildings typically were semi-detached houses, or row house constructions.

526/528 Waterloo St.

The conversion of large single family houses into multi-unit residences can be achieved with care and skill to preserve the quality and character of the original building, but provide unit sizes that are more appropriate for current lifestyles for families and single residents. Some examples in West Woodfield include the number of houses that have been converted for use by University Fraternities, and houses that have been adapted into several apartments without severe damage to the original layout and character of the building.

611/613 Wellington St.

626 Wellington St.

453 Princess Ave.

293 Central Ave.

403 Central Ave.– Exposed Fire Escape on Principal

A number of existing buildings in West Woodfield Neighbourhood have been converted from single family to multi-unit dwellings by dividing the interior of the building into individual apartments. This has occurred more frequently with some of the larger buildings. As the zoning in West Woodfield Neighbourhood permits the conversion of dwellings, the potential exists for more buildings to be converted in the future. The conversion of buildings often makes economic sense thereby helping to retain some buildings that might not suit today's households. However, the alterations that are sometimes undertaken as part of the conversion process to provide additional entrances and emergency exits can affect the exterior of the building.

- Avoid altering the streetscape facade of the building. Try to provide access to individual apartments from the interior of the building. If this is not feasible, new entrances should be located to the side or rear of the dwelling.

- If exterior stairs are required for access or emergency exit purposes, they should be situated at the rear or side of the dwelling away from view, using materials and construction methods that are compatible with the original building design.

- Maintain original door and window locations.
- Locate additional utility meters in an inconspicuous, but still accessible location at the rear or side of the building.
- Front yard or boulevard parking is discouraged unless unavoidable and permitted by zoning regulations.
- If additional parking must be provided, it should be located at the rear or side of the building with appropriate landscaping or fencing provided to screen it from the street and adjacent neighbours, while maintaining useful amenity area.

8.2.6.3 Case Studies

316/318 Wolfe – TRM Architects

Although somewhat controversial, the property at 318 Wolfe Street represents a skillful interpretation of heritage conservation in the conversion of a large single family residence into a commercial use property. The property is within a block of Victoria Park and the Central Business District, and fortunately has a back lane that accommodates the increased demand for vehicular access while maintaining the attractive street landscaping. In most instances, modifications to the front façade would be discouraged in a Heritage Conservation District, but in this case the intervention cleverly leaves most of the significant original detailing visible, while adding a window bay and entrance canopy that complements the original geometry of the façade. The addition clearly identifies the business of the occupants better than a freestanding sign. The investment in the conversion and the careful maintenance of the remaining original structure guarantees the on-going viability of this property, and provides a good example to others. In future, these highly visible modern additions could be removed and the original building façade could be restored, a significant testament to the quality of the conversion.

8.2.7 Site / Area Specific Design Guidelines

8.2.7.1 Hope Street and Waverley Place Enclave

This small area in the WWHCD is unlike the predominant character of the rest of the heritage district. It is comprised of two adjacent cul-de-sac streets. In the interior of a larger block defined by Colborne and Waterloo on the east and west and by Central and Princess on the north and south. It is unique to have much smaller properties and generally smaller houses than the rest of the district, aligned on streets that are more the scale of lanes in other areas. This area is surrounded by much larger houses and may have been considered as the workers' housing to support the business leaders in the adjacent luxury homes. Similar juxtapositions were common in well-to-do residential district in the 19th century, such as the noteworthy examples of Yorkville Avenue houses behind the mansions of Bloor Street in Toronto, and the stables and mews houses behind the mansions of 19th century London, England.

Hope St. looking East and 390 Princess Ave.

10-16 Hope St. – 1878 Row House, High Victorian – Goose Property

The area within West Woodfield represents the social structure that was a significant part of London's history and should be safeguarded. It is also endangered in the same way that other anomalies are at risk of being replaced by development that erases those historic traces.

There are several examples of good quality heritage designs from the era of construction, although some have been mostly concealed behind newer cladding materials. The remaining portions of the original Victorian trim on the porches of the row houses, 10-16 Hope Street, are as good examples of craftsmanship as any other location in the district.

The large vacant lot adjacent to 390 Princess Avenue, backing onto Hope Street, is a potential development site that would have significant impact on the character of this small enclave when it is redeveloped. The following guidelines are recommended to conserve the quality of this unique area:

- Any infill development or site redevelopment in the Hope Street and Waverly Place enclave should maintain a strong relationship to the street.
- Streetscape should be preserved as lane-scale, using existing widths of pavement and existing layout of sidewalks and existing boulevards and tree planting layout.
- City of London should consider a special provision zone that would require new development on the south side of Hope Street to present a maximum of 2½ storey height onto the street, and be set back from the street property line to a 45 degree plane.
- Any redevelopment should respect the existing appearance resulting from the small lot sizes.
- Original examples of Ontario Cottage style design, and the Victorian row houses should be preserved and restored.

5 Waverly Pl.– Ontario Cottage

5 Waverly Pl. – Ontario Cottage

8.2.7.2 'D' Rated Properties

The policies and guidelines for the properties identified as 'D' rated primarily are concerned with maintaining compatibility within the neighbourhood and the visual nature of the community.

- Additions and alterations should complement the visual nature of the streetscape.
- Additions and alterations to 'D' rated properties are subject to the design guidelines contained within this document.

8.2.7.3 Vacant Sites

Within the District, there is a small number of vacant sites that currently are not occupied by buildings and that are used as parking lots. It is important for these sites to be maintained so as to not take away from the overall appearance of the streetscape or to adversely affect adjacent properties.

- Vacant properties used as parking lots should be appropriately screened from the street using fencing and landscaping to help maintain the continuity of the streetscape as addressed in the vehicle parking section (Section 9.3.4).
- Where redevelopment is proposed on vacant or underutilized sites, new development shall be sensitive to and compatible with adjacent heritage resources on the street with respect to height, massing, built form and materials.
- When development is to occur on these sites, the policies and guidelines of this plan shall be applied.
- Properties should be maintained using the criteria for property standards as issued by the City.

9.0 STREETSCAPE DESIGN GUIDELINES

Carved out of a once dense Carolinian forest, London has become known as the Forest City. The West Woodfield Neighbourhood lies at the heart of this City, and its shady, tree-lined streets serve as an touchstone for not only for those who live in the neighbourhood, but for all of the citizens of London. The landscape of West Woodfield has changed over the years, as trees grow older, mature, and eventually die, garden fashion changes, and standards for infrastructure are adjusted.

Change is inherent in the very nature of the landscape. The passage of time is often more markedly pronounced on it than on the built elements that are a part of it. Much of what makes up a landscape is alive, and as such, is subject to the passage of time and the ravages of age. Landscapes require vigilant maintenance, just as buildings do, if they are to retain those heritage characteristics which make them unique. In West Woodfield, as in many older neighbourhoods, it is the tree-lined streets which knit the fabric of the landscape together.

Mature street trees are a significant heritage attribute of West Woodfield, providing a unifying element throughout the district.

The umbrella-like canopies of mature street trees provide a strong unifying element throughout West Woodfield, where there are many different building styles and uses. They are the one common element that is repeated rhythmically throughout the entire area, and they are often of such mass and presence that they can overcome other disjointed elements within the streetscape and maintain the sense of the place within the district.

The goal of heritage designation is not to stop time and ensure that an area remains unchanged in the future. Change is inevitable as landscapes evolve, just as the needs and desires of those people who experience them do. Many aspects of both our public and privates spaces will have to transform in response to over-arching issues, such as climate change, that will effect not only how we use our landscapes, but their very composition and make-up. The intent of the heritage designation with respect to the landscape is to encourage preservation of the core elements that make up the landscape, such as mature street tree canopy, setback, size, form and massing, to protect the unified character of the neighbourhood.

Recommended practices, design guidelines and illustrations are provided in the following sections for guidance when improvements are contemplated in the West Woodfield Heritage Conservation District. They are informed by the overall heritage preservation principles listed in Section 3 of this Heritage Conservation Plan and should be considered in conjunction with the principles when considering

alterations or improvements to the landscape. The following guidelines are intended to provide both the City of London and the residents of West Woodfield with examples, ideas and further guidance relating to both the public and private landscape.

9.1 KEY ELEMENTS

The collective streetscape is an aggregate of elements that are both public and private. Often it is the public space that is thought of as the streetscape, however, many of the elements found within the private realm can make powerful contributions to the streetscape, in both a positive and negative manner.

Landscape elements from both the public and private realm contribute to the character of the streetscape.

The character of the landscape is often defined within the public realm by elements such as the street trees, boulevards and parks and open spaces. Street trees and boulevards are often linking elements, extending like ribbons throughout the neighbourhood to tie it all together. The parks and open spaces of a neighbourhood are equally important in terms of defining a district, as they are often strongly associated with the identity of a neighbourhood, contributing greatly to the sense of community held by residents. Design elements such as signage, lighting and street furniture can also be used as visual cues, lending strength to the identity of the neighbourhood. Characteristic of neighbourhoods of the same age, the laneways of Woodfield also serve as important linkages, and strong identifiers due to their unique and intimate qualities.

Although they belong to the individual rather than the community as a whole, elements of the private realm may also contribute significantly to the overall character of a streetscape. Often mature trees outgrow the artificial boundaries of their property lies, and reach out to neighbours as well as the street; their contribution is certainly not limited to the property in which they are rooted. Front gardens, fences and hedges also serve to characterize the streetscape, framing views and lending unique flavours along the length of the street.

9.2 PUBLIC REALM

9.2.1 Street Trees

Within the heritage district, street trees become a visual extension of the architecture, expressing the age of the surrounding built form.

One of the most distinguished characteristics of West Woodfield is the stately trees that line the district's streets. These majestic species embody the notion of the Forest City, arching over streets and sidewalks, nestling the neighbourhood and its residents in an abundant, green canopy. Street trees strengthen the heritage character of the area with their size and reach visually expressing the age of the surrounding architecture. Lining boulevards they serve to unify the neighbourhood, offering consistent form and pattern to the streetscape and softening the incongruities of the built form. Historically, tree species were selected for their shade function and thus maples, such as Silver and Sugar were traditionally preferred. Specimen such as the Norway maples may have been introduced in the early 1900s and by the very nature of their large girth and canopy they are associated with the mature character of the heritage district.

9.2.1.1 Guidelines for Residents

The care, maintenance, and replacement of the neighbourhood's street trees are integral to sustaining the broad, green canopy that has become associated with West Woodfield. While the City is responsible for the management of public street trees, the residents of the district can assist them in maintaining this important resource through the following guidelines:

- Do not cut down or damage publicly owned street trees that are adjacent to your property. The current municipal by-law (Boulevard Tree Protection By-Law P.-69, 2005) prohibits anyone from removing or damaging a city tree. Remember that a publicly owned boulevard street tree can be on either side of the sidewalk, so confirm ownership before considering any action to the tree. Use care when cutting grass and using power lawn care equipment directly adjacent to street trees.

- If a street tree or other publicly owned tree, such as trees located in Victoria Park appears to be in poor health, severely damaged or in serious need of major pruning, contact the City's Forestry group through Environmental Programs and Customer Relations Division.

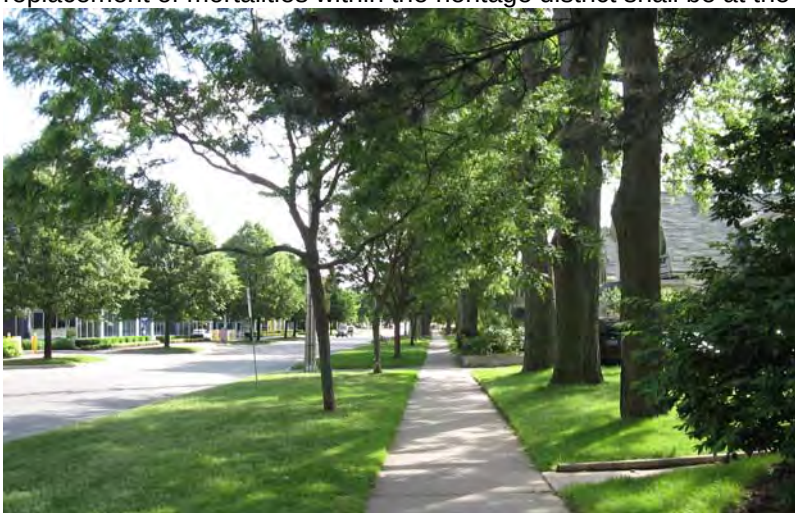
- If new street trees have been planted adjacent to your property, monitor them and water them regularly during periods of dry weather.

- If you would like the City to plant a tree in the boulevard, contact the Forestry Group or Parks Planning and Design.

9.2.1.2 Guidelines for Municipal Authority

Any municipal authority contemplating tree removal must consider the policies of the West Woodfield Heritage Conservation District guidelines and in every possible instance consult with heritage planning staff prior to taking any actions which may detract from the heritage character of the area. Any removal requires approval from the Forestry Group. The Forestry Group is divided into two sections, an Operations section and a Planning section. In the spirit of this document, The Forestry Group shall adopt the policies and guidelines and where possible, communicate with heritage planning staff regarding additions and replacements of vegetation over the future. The overall management of the urban forest which includes boulevard trees and vegetation located in parks and public open space would best be addressed by developing an urban forest management plan to ensure the long term retention of the tree canopy.

A multitude of changing and evolving environmental conditions such as Asian Long Horn Beetle, global warming/droughts, rusts and blights, particular tree species are under siege and their very existence is threatened. Specific to the West Woodfield neighbourhood and London as a whole, Emerald Ash Borer has been discovered in multiple locations within the City; the presence of these destructive pests threatens to desecrate the entire ash tree population. Subsequently, species selections for infill and replacement of mortalities within the heritage district shall be at the discretion of the Urban Forestry Staff.



Replacement trees should be selected based on their form and size to retain the historical form of the streetscape.

It is recommended the species shall approximate the same visual character of the streetscape, where the historical streetscape form persists, to retain the consistency of the pattern and canopy structure.

The City of London has standards governing the installation of plant material and trees; these standards and details for boulevard street tree planting should be considered the minimum requirements for trees planted within the district. This issue of addressing replacements, species selection and management of existing resources would, again, be best addressed through the development of an urban forest management plan for this district. A management plan would also outline an overall master planting scheme that addresses in detail where to infill existing gaps in the canopy, minimum width of boulevard permissible for the planting of trees and suitable species or maximum heights for trees planted under hydro lines.

The following are aesthetic guidelines to maintain and enhance the current streetscape character of the neighbourhood. Should an urban forest management plan be developed for the West Woodfield Heritage Conservation District, these guidelines should also be considered for inclusion in the document:

- Where gaps in the continuity of tree plantings have appeared in the streetscape, they should be filled as expediently as possible given scheduling and budgets. The potential to replace trees on the private side of the property line should be explored where suitable growing conditions no longer exist on the public side.

- If and where feasible, consideration should be given to the caliper size of replacement trees when infill planting amongst mature trees; larger caliper infill trees should be selected in order to respect the size of the existing mature trees, and in respect to the character of the study area.

- Where appropriate (as determined by the Forestry Group) infill trees should be either the same species as the trees adjacent to the infill location or of a similar form and size at maturity. Where infill or replacements are to be located amongst species that are deemed undesirable by the Forestry Group, replacement species shall be at the discretion of Forestry Group with an understanding of maintaining the visual character of the streetscape.

- Any trees on public property that are removed due to poor health, public safety, infrastructure works or any other unavoidable circumstance shall be replaced with two trees in reasonable proximity to where the removal occurs. Should space and growing conditions limit the possibility of two to one compensation, a larger caliper tree shall be selected for the replacement.

- Where mature tree roots and buttresses interfere with sidewalks and public walkways that have been identified by the City for repair, it is recommended that where right of way limits permit, the reparations include the redirection of the sidewalk to avoid conflicting with the tree.

Where tree roots and sidewalks conflict, sidewalks should be re-directed to avoid trunks and roots where possible.

- Any road-works or general construction including infrastructure improvements that will impact the root zones or otherwise have the potential to seriously affect the health, growth and survival of the street trees must have an approved Tree Management Plan that was developed by a Certified Arborist or Registered Professional Forester. Engineering drawings, inclusive of road works, lighting, underground services must be reviewed and approved by heritage planning staff. Communication must be provided by either the outside consultant or municipal department when construction is about to commence to ensure establishment of tree protection/root zone measures are in place. Trees should be inspected during and after construction to ensure tree

protection measures are in place and maintained in working condition, and that post construction conditions within the root protection zone have been restored to equal or better conditions.

- Where the municipal staff prepares an assessment of existing trees and recommendations for replacements, the consulting engineer shall include this information within their construction package/tender and include suitable tree preservation/mitigation measures and specifications.

- Where construction and/or construction activities on private property may impact publicly owned trees, submissions for site plan approvals/permits shall be accompanied by a tree preservation plan clearly indicating measures to preserve the municipally owned tree and approved by Forestry Group. The tree preservation plan shall be prepared by a Certified Arborist or Registered Professional Forester.

In some locations of West Woodfield where mature vegetation has been removed, the trunk of the tree has been left behind and later carved into pieces of public folk art. While these sculptures do not contribute to the overall canopy of the Urban Forest, they do present a whimsical gesture to the passerby and present an alternative form of adaptive reuse. Should the community wish to commission further carvings, the recommendation that two replacement trees are planted to compensate for the loss of the mature tree shall still apply, so that there is no net loss of street tress within the district.

The majority of the boulevards in West Woodfield are grassed with trees lining the street.

Boulevards planted with alternative materials should be maintained to ensure they do not infringe onto sidewalks and streets.

9.2.2 Boulevards

Boulevards are typically defined as the area between the edge of pavement or curb if present, and the sidewalk or property line if no sidewalk exists. In the West Woodfield neighbourhood, they are often grassed, and serve to break up what can sometimes be an expansive sea of pavement within a streetscape. Boulevards also offer opportunity for street tree growth, when they afford adequate space and are not already dominated by hydro lines. While boulevards fall within the public realm, they are most often maintained by private landowners, which can leave them susceptible to discord in terms of treatment. Maintaining the visual appeal and functional characteristics of boulevards can be enhanced if the following guidelines are followed:

- Where boulevards are grassed, landowners should maintain the boulevards as part of overall lawn care responsibilities (i.e. watering, fertilizing, mowing, etc as required).
- If plant materials other than turf grass are being considered within the boulevard, that they do so within any boundaries set out and defined within existing or future city by-laws, and that they ensure that the areas are maintained so as to avoid becoming a nuisance or danger to vehicular or pedestrian street users.
- When road reconstruction occurs, and where health and safety issues are not of concern, boulevards should be maintained as green space, serving as an important buffer between vehicular and pedestrian space within the streetscape.

9.2.3 Parks and Open Space

Victoria Park is a central feature of West Woodfield and London as a whole.

Victoria Park has been a fixture in the heart of London for over a century. It is a green oasis for the residents of Woodfield, as well as for residents of London, and visitors alike. It is an integral part of the identity of the neighbourhood, and of the city. Over the years it has seen much change, but remains the essence of the park remains the same.

Victoria Park means many different things to many different people, and as such, it has developed as a park with many different facets. Its is at once a major gathering place for festivals and events, an arboretum, a commemorative space, a place for passive recreation, among many other things. As a result, there

have been many studies completed on various aspects of the park, many of which have made recommendations regarding its use, maintenance and enhancement. The guidelines set forth in this document seek to compliment past recommendations, putting a particular emphasis on the heritage resources found within the park.

Guidelines regarding the preservation and enhancement of the heritage character of the park are as follows:

- A 'driveway' was established around Victoria Park in 1871, and was planted with a double row of Sugar Maples. This row of trees was intended to frame the park, and was true to the original plan for the park. As such, it is recommended that where possible, this double row of trees be replaced through the replanting of Sugar Maples in their historic locations.

- The trees of Victoria Park are an important part of its heritage character. Mature trees within the park should be monitored on a yearly basis, if possible, given staffing and budget considerations. A spring inspection should be undertaken by the City of London's forester/ arborist to determine the health and structural integrity of each tree. Determining the liability of an unsound tree and recommending its removal will be the responsibility of the forester/ arborist.

- For replacements of mortalities, it is recommended that the replacement should be the same species or a similar form as the original to keep the consistency of the forms and canopy structure that constitute the visual character of the streetscape. Because the urban forest within the park is so diverse, care should be taken to select species which further enhance the diverse and unique tree species that can be found within the park.

Mature trees are an important aspect of Victoria Park and should be monitored annually for health and structural integrity.

- Commemorative trees that require replacing shall be replaced with the same species.

- Where a mature street tree pattern exists within a streetscape at the boundaries of the park, that a large caliper tree of appropriate species for the site be planted when mortalities are replaced, in order to respect the size of the existing mature trees, and in respect to the character of the study area.

- Trees should be monitored for infection, disease, infestation and structural problems. Determining the degree to which the tree is affected and the measures to be undertaken to treat the problem will again be the responsibility of the City. Pruning, fertilizing and increment boring will be performed at the recommendation of the forester/ arborist. Trees that interfere with any

overhead wires will need to be dealt with in accordance with the instruction of the forester/ arborist.

- As the needs of the surrounding residents change, care should be taken to ensure that the original plan and form of the park is maintained where possible.
- Residents are encouraged to form a community group or stewardship group to assist in the maintenance for Victoria Park.
- The Victoria Park Mast Plan should be consulted for further details regarding restoration of the park.

9.2.4 Street Signage

Street signage is often referred to as a wayfinding tool, however, it can also serve as an identifying element within a streetscape. Given that street signs are common elements throughout a neighbourhood, they can be employed as to tools to define areas of unique or special status.

Decorative banners located at important gateways aid in strengthening the sense of place within the district.

The appearance of directional and way-finding signs is governed by municipal standards. Size, shape and height of signage must all comply with existing City of London standards. The City of London has established a Heritage Conservation District Street Sign standard. East Woodfield, Bishop Hellmuth and Old East Village each have unique street signs that identify the district to visitors. The new City of London standard heritage street sign displays the name of the street, the heritage conservation district and illustrates a logo and band colour unique to the district. In West Woodfield, the colour and logo should be representative of the history of the area. Decorative signposts that reference the historic character of the area are also encouraged.

Unique street signs aid in defining and unifying a heritage district

Decorative banners affixed to light poles are also an effective means of strengthening sense of place within a district. Included on new or retrofitted light standards, the banners could be co-coordinated with other elements within the district, such as the street signage, and installed along important thoroughfares that bound the area, or at the gateways into the area.

The consideration of any banner program in the district must be undertaken in consultation with the City street lighting division to ensure that they are appropriately located and that the light standards are adequate to support them.

9.2.5 Lighting

Any new lighting introduced into Victoria Park should be complimentary to existing light standards.

The way in which a street is lit can be a defining feature within a streetscape, not only because our night environment can be significantly enhance by the quality of light provided, but also because the character of a street during the day can be significantly affected by the form of the light standard. Although in most cases it is not feasible to duplicate a form of lighting may have once occurred along a length of street, installing standards that compliment the historic fabric of the area is an issue of sensitivity to existing heritage character, much the same as an adaptive reuse of the built form.

Currently there are several styles of light standards installed throughout the study area. As is typical throughout the City of London as a whole, the most common form of lighting is the typical cobra head light fixture, mounted on utility poles. Exceptions to this are found along Richmond Street and Dufferin Avenue, where more decorative street lights have been installed along portions of the streets.

The following recommendation with respect to street lighting are made with the understanding that such recommendations will be followed as part of the natural course of street lighting repairs and upgrades, and are subject to funding availability:

- The City of London should move towards establishing a lighting hierarchy that is more sensitive to the heritage character of the district, with an emphasis on establishing decorative lighting at important gateways.
- The existing lighting within Victoria Park should be maintained, and any new lighting styles introduced should be complementary to it, as well as the lighting along Richmond Street that falls within the boundaries of this district.

- Further consultation with the City's street lighting division should be undertaken at the time of any changes to ensure that new fixtures and suppliers fit within the City's overall lighting program and standards.

- Along the length of Richmond Street that falls within the boundaries of the district, that the lighting be considered as part of the greater streetscape that is within the downtown core, rather than solely that which is within the district. Where this style of lighting enters the district, it is suggested that banners styles or hanging basket features be altered to reflect the presence of a Heritage Conservation District, rather than changing the style of the standard itself.

9.2.6 Street Furniture

Much the same as street lighting, street furniture can have a strongly uniting effect upon a streetscape if it is well co-coordinated. Owing to the fact that our streetscape often evolve without an over-arching plan for the co-ordination of such elements, street furniture is not often synchronized, and as such can add to the visual noise of the streetscape, rather than providing a subtle unifying element. Placed in strategic areas, co-coordinated street furniture can be used to identify a space, set it apart from other neighbouring areas, and draw visitors into particular spaces.

Recommended Street furniture available from Maglin Site Furnishings Inc.

For the West Woodfield Heritage Conservation District, it is recommended that when the opportunity for the additional of new furnishings arises, that they are of a heritage character that is appropriate for the area, and enhances the heritage character of the streetscape. The placement of this furniture should be done with regard for all relevant need assessments as undertaken by the City's Community Services Department, as well as the Environmental and Engineering Services Department.

Where the opportunity exists, decorative trash receptacles, bike racks and benches should be installed, rather than standard utilitarian ones. The priority areas for such furniture should be at proposed gateway locations. The following recommendations with respect to street furniture are made:

- Ornamental street furniture should be coordinated, and if possible sourced from the same supplier in order to achieve economy of scale. A bench such as the MLB 310M bench available from Maglin Site Furniture Inc., finished in black

polyester powder coat, made from solid cast aluminum. The MLWR 200-32 trash receptacle and the MBR200 bike rack are also available in the black powdercoat finish, and co-ordinate with the bench. This furniture strongly relates to that which exists with Victoria Park, but is not identical, to ensure that these elements are co-coordinated, while still retaining a characteristic that is unique the park itself.

- Along the length of Richmond Street that falls within the boundaries of the district, that the street furniture be considered as part of the greater streetscape that is within the downtown core, rather than solely that which is within the district.

9.2.7 Laneways

Residents are encouraged to take ownership of the laneways in order to enhance and preserve this unique feature of the Woodfield neighbourhood.

The laneways of the West Woodfield neighbourhood are a unique feature, and serve as one of the distinctive heritage characteristics of the district. In some instances, such as between Wolfe Street and Central Avenue, where significant adaptive reuse has taken place, the rear lane has essentially been extended into the private realm. This has occurred as homes were converted to offices, and rear yards were transformed into additional parking spaces. The resultant change to the landscape associated with the lane is dramatic. The extension of the public space seamlessly into the private space serves to open up the area, removing a portion of the sense of intimacy that is commonly created in such spaces. With the interest of preserving the overall dimensions and character of rear lanes, the following recommendations are made:

- Where commercial conversion has taken place within the principle or ancillary buildings associated with a property, additional parking spaces or rear lane access should be developed to maintain a sense of separation between the lane and the private space, in order to maintain the historically accurate proportions of the space.

- Where additional rear yard parking or rear lane access has been added to a site, that additional lighting requirements be fulfilled in such a manner so as to limit the amount of light spillover into adjacent properties where possible. Lighting should be lower to the ground and mounted on walls rather than on poles where site conditions permit.

An example of a permeable paver available from Unilock

- Where additional rear yard parking or rear lane access has been added to a site, that it is done in such a manner so as to limit any impacts to existing trees on the property, or on adjacent properties, in order to preserve the canopy of mature trees on rear lanes. The amount of hard surface should be limited in such applications, and permeable paving should be employed where possible.

- Residents are encouraged to take ownership of the laneways behind their properties, maintaining them and enhancing them with appropriate vegetation at their borders. A list of appropriate species can be found within the front garden section of this report (Table 9.1).

- Where rear additions have been made on laneway frontages, the orientation of the addition shall be as a rear addition on the private amenity space.

- When fencing property boundaries, property owners are encouraged to choose fencing that allows for intermittent or screened views such as ornamental iron fencing rather than wood privacy fencing in order to maintain a visual connection with the laneway, and improve the aesthetics of theses internal corridors.

- When laneways are reconstructed due to the need for infrastructure upgrades, the overall proportions and setbacks of the laneways are maintained where possible.

9.2.8 Interpretive Features

Perhaps one of the most effective ways of educating the public about the heritage significance of an area is through walking tours. They are an effective way of acquainting people with a neighbourhood or district, and instilling in them a sense of value with respect to heritage resources.

The City of London has acknowledged the importance of the neighbourhood, as well as its relationship with Victoria Park by designating the northeast corner of the park as Woodfield Corner. Interpretive signage and displays are already planned for the corner, which will serve as an excellent meeting place for walking tours and other interpretive events.

The following recommendations are made with respect to an interpretive element within Victoria Park:

- That the planned interpretive signage and displays be erected at Woodfield Corner in Victoria Park, containing educational information regarding the history of the neighbourhood. Brochures for self-guided walking tours could be developed with the assistance of the neighbourhood committee and the Heritage planner to be distributed through Tourism London and at the public libraries.

- Signage should be kept to a minimum and should be in keeping with the rest of the park, and neighbourhood at large. Signage should be accessible to all viewers.

9.3 PRIVATE REALM

9.3.1 Trees

Trees located on private property and within public view can greatly contribute to defining the heritage character of a neighbourhood. Where boulevard space is insufficient or non-existent for public planting, these trees often compensate for gaps found in the streetscape canopy. By framing pleasant vistas and screening undesirable views, privately owned trees can play a significant role in the streetscape and enhance the visual aesthetics of the district.

Trees located on private property can often compensate for gaps in the canopy and can significantly enhance the visual aesthetics of the streetscape.

The conservation and management of trees on private land generally is at the discretion of the property owner. Currently there is no municipal by-law for the preservation of trees on private property. Where a tree or tree limb on private property may become hazardous, the owner may be requested by the municipality to remove the hazard. Where an owner refuses to remove a hazardous tree, the City has the authority to remove the tree and bill the owner for the cost.

Mature trees located on private property are indubitably a valuable resource to the property owner not only for the benefits provided in terms of shading homes in the summer, increasing property values, but also for the overall sense of well-being that trees can inspire. These trees can also be considered as a significant heritage resource and can be designated as a heritage tree through the Ontario Heritage Act.

A mature or significant tree on private property can be designated as a heritage tree through the Ontario Heritage Act.

The Ontario Heritage Act allows for the conservation of heritage properties either through provincial designation or municipal registration. The issue is whether the language of the act, by using the word property/properties includes the natural landscape and/or trees.

The 2005 Provincial Policy Statement issued under The Planning Act states: “Significant built heritage resources and significant cultural heritage landscapes shall be preserved”.

In assessing the heritage value of a property or district, the assessment takes into consideration the culture, the society and history of a community and therefore investigates and appreciates the overall cultural values of the community. A community’s visible heritage includes more than the built structures. As the language of the Act is “property”, natural features of landscape, including the trees form part of the cultural heritage landscape.

The Ontario Heritage Tree Alliance (OHTA), a committee of the Ontario Urban Forestry Council has documented quite clearly that the definition of property under the Ontario Heritage Act includes trees as a natural feature integral to the landscape. This was demonstrated in a 1996 case in Scarborough where efforts to protect a black walnut stand successfully challenged the provincial definition of “property” under the Ontario Heritage Act. These trees are now protected under this Act. This challenge set a precedent for natural heritage, namely that trees can have heritage value in the absence of built structures.

Therefore it is the recommendation of this document that the municipality considers a heritage tree designation and at the request (or nomination) of the municipality, The Woodfield Community Association, or The London Advisory Committee on Heritage (LACH), that the City’s heritage planning staff in conjunction with the Forestry Group:

- Assesses a tree on private property to be of a distinct heritage value for heritage tree designation,
- That it follows the definition of a heritage tree as adopted by the OHTA,
- Nominates the tree for a heritage designation using the ranking system taken from the Ontario Heritage Tree Alliance , and
- Submits to LACH for consideration for listing the tree or trees (as it may include a row, avenue or grove of trees) within the West Woodfield Heritage Conservation District on the municipal registry of properties of cultural heritage value and that the heritage committee determine what level of protection could be provided for trees selected for heritage protection and which legislative tools are relevant for protective measures.

9.3.1.1 Heritage Tree Definition

“A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features; a loving relic that displays evidence of cultural modification by Aboriginal, or non-Aboriginal people, including strips of bark or knot-free wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail; a prominent community landmarks; a specimen associated with a historic person, place event or period; a representative of a

crop grown by ancestors and their successors that is a t risk of disappearing from cultivation; a tree associated with local folklore, myths, legends or traditions; a specimen identified by members of a community as deserving heritage recognition" (Adapted from the Ontario Heritage Tree Association).

9.3.2 Front Gardens

A contemporary garden compliments the heritage character of the home through the use of sensitive plant and landscape materials.

The homes of West Woodfield were built by some of the wealthiest citizens of the City of London, as well as those of more modest means. Business and factory owners, as well as professionals and public servants who wished to live in proximity to their offices, factories and shops in the downtown built homes in Woodfield. The homes that lie north of Princess and west of Colborne are of a more modest size, and were generally occupied by skilled tradesmen, labourers, traveling salesmen and clerks. Just as the residents ranged from the wealthy to the more modest, so too did their homes, and associated front gardens.

Many of the historical photographs of the homes of West Woodfield demonstrate that the front gardens often incorporated design styles influenced principally by the late Victorian Era. Victoria Park exemplified some of the more lavish features such as fountains and carpet bedding, elements that were primarily left for the gardens of the wealthy. In front of the more working class homes, it was common to find simple round beds flanking a front walk, or a specimen tree in the centre of the front or side lawn.

In contrast to what is fashionable today, the late Victorians placed more importance on viewing opportunities from the house to the gardens, rather than from the street to the house. As such, the foundation plantings styles that are common today were not typical of that era. Often the fine details of the foundations were left exposed, and the lawn extended right to the base of the home.

The use of plant materials that were typical in a front garden landscape in late Victorian Southern Ontario residential landscapes is encouraged; species are listed in the table below. In an effort to provide guidance and inspiration to residents, a number of landscape plans for front yards are also provided at the end of this section.

Taking principles from both modern and Victorian garden design, this garden is a beautiful addition to the streetscape.

TABLE 9.1:

TYPICAL PLANT MATERIAL SELECTION FOR FRONT OR SIDE YARD LANDSCAPING

Botanical Name	*Common Name*
PERENNIALS	
Anemone japonica	Japanese Anemone
Aquilegia canadensis	Canada Columbine
Aster novae-angliae	New England Aster
Ceratosigma plumbaginoides	Leadwort
Clematis heraclefolia var. Davidiana	Clematis
Coreopsis sp.	Golden Coreopsis
Datura metel	Datura
Delphinium grandiflorum	Bouquet Larkspur
Dicentra spectabilis	Bleeding Heart
Geranium sanguineum	Blood-red Geranium
Helianthus sp.	Double Perennial Sunflower
Helleborus niger	Christmas Rose
Hemerocallas flava	Daylily
Hosta plantaginea	Plantain Lily
Iris siberica	Siberian Iris
Liatris spicata	Blazing Star
Osmunda regalis	Royal Fern
Paeonia sp.	Peony
Rudbeckia laciniata var. hortinsia	Coneflower
Sedum spectabile	Showy Stonecrop
Veronica gentianoides	Gentian Leaved Speedwell
SHRUBS, TREES AND VINES	
Abies concolor	White Fir
Acer palmatum	Japanese Maple
Acer saccaharum	Sugar Maple
Acer saccharinum	Silver Maple
Acer pseudoplatanus	Sycamore Maple
Aesculus hippocastanum	Common Horse Chestnut
Buddleia davidii	Butterfly Bush
Campsis radicans	Trumpet Creeper
Celastrus scandens	Bittersweet
Cornus florida	White-flowering Dogwood
Cornus kousa	Kousa Dogwood
Deutzia gracilis	Slender Deutzia
Emkianthus campanulatus	Redvein Enkianthus
Fagus grandifolia	American Beech

Forsythia suspensa	Weeping Forsythia
Ginkgo biloba	Maidenhair tree
Gymnocladus dioica	Kentucky Coffeetree
Ilex verticillata	Winterberry
Juniperus sabina	Savin Juniper
Juniperus virginiana	Red Cedar
Laburnum X watereri	Waterer Laburnum
Liriodendron tulipifera	Tulip Tree
Magnolia cordata	Yellow Cucumber Tree
Magnolia obovata	Whiteleaf Japanese Magnolia
Magnolia X soulangiana	Saucer Magnolia
Malus sp.	Dwarf Flowering Crab
Philadelphus coronarius	Sweet Mock-Orange
Picea glauca	White Spruce
Pinus mugo	Mugho Pine
Prunus triloba	Flowering Almond
Quercus robur	Red Oak
Rhododendron sp.	Rhododendron
Rosa Sp.	Cecile Brunner, Henry Hudson, Morden Snow Beauty, Nearly Wild, Pink Grootendorst, Pink Pavement,
Syringa amurense japonica	Japanese Tree Lila
Syringa vulgaris	Common Lilac
Tilia americana	Common Basswod
Viburnum lantana	Wayfaring Tree
Weigela florida var. variegata	Varigated-leaved Weigelia
Wisteria floribunda	Japanese Wisteria

Property owners can also refer to Figures 4, 5 and 6 of this Plan for additional references relating to heritage landscape and gardening information to assist in their landscaping decisions in the West Woodfield Neighbourhood.

9.3.3 Fences and Hedges

The fences and hedges of the late Victorian era often served to separate the front yard from the public domain of the sidewalk and street. Not only did these elements serve to delineate property boundaries, but also to frame views, add decorative elements, and on a very utilitarian level, either to keep animals and people in or out.

Pipe rail fences were once a common feature of many of the West Woodfield front gardens.

Historical photographs indicate that many of the front yards of West Woodfield were once fenced. A low, black pipe rail fence of cast iron, with decorative finials was common, although there are a few examples of more ornate cast and wrought iron fences. Of particular note was a style of fencing that seems to be somewhat of a signature style in Woodfield, that of the wood post with round carved finial, and cast iron pipe railings. Given that most fencing materials require regular maintenance in order to ensure their endurance over time, it is unlikely that very many original fences exist within the district today. If an older fence is suspected, care should be taken to restore it, or maintain it in its original condition.

Guidelines regarding the maintenance of existing fencing, as well as appropriate design of new fencing are as follows:

- Appropriate care and maintenance should be given to any fence that is suspected of being a heritage fence, in order to ensure that it is adequately protected from the elements, and will survive for as many years as possible. In the case of cast, or wrought iron and wood fences, ensure that a consistent coat of paint is kept up on the surface to prevent rust, rot or other deterioration.

- In instances where a fence is desired, but did not historically exist, reference should be made to those styles and patterns that were historically used throughout the neighbourhood. Modern materials such as unfinished pressure treated lumber fencing and chain link fencing are discouraged in the district, especially in the front and side yard areas where streetscape character can be most affected.

- Wood, and iron fencing are recommended over vinyl, plastic, aluminum or other more modern materials. Where modern materials must be used for practical reasons, it is preferable that those materials are employed in such a way as to replicate or reference heritage materials. Fence design should be consistent in pattern, ornamentation and scale with heritage fencing.

- Size and scale of the fencing should be considered closely, and take into account distance to viewing points, viewing heights, and sight lines over fencing.

- Always verify your property line before you install any fence. Front yards on many streets are actually part of the public boulevard.

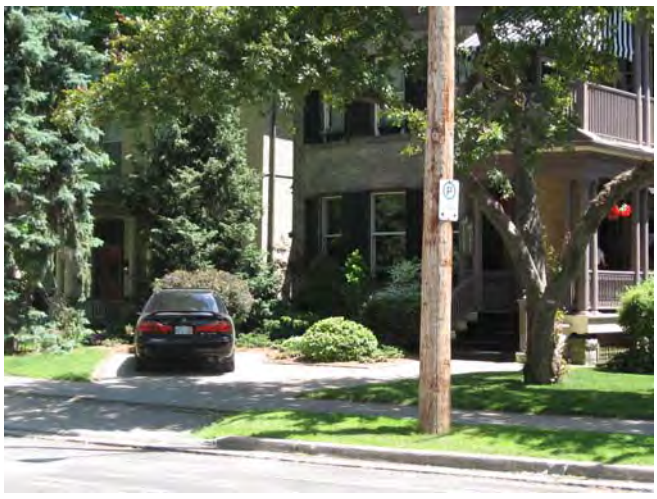
Homeowners are encouraged to maintain mature hedges found throughout the district.

Many examples of mature hedging exist within the neighbourhood. Where mature hedges exist, property owners are encouraged to maintain and if necessary, restore it to heights and widths typical of the era. Typically a hedge of the late Victorian period would be low, often not exceeding 1 metre in height. Side yard or front yard hedges should not typically be permitted to exceed 1.2 metres in height and all proposed fencing should follow the most current City of London By-laws. Exceptions include privacy hedges introduced into the back yard, which do not impede sight lines in the streetscape, could be allowed to grow to a loftier height.

9.3.4 Vehicle Parking

Many of the large mansions of West Woodfield have been converted into multi-family units or office spaces, particularly along streets such as Central Avenue. Given this increase in density, as well as our society's current dependence upon the automobile, the luxury of open turf or landscape spaces can no longer be afforded, and many areas have been given over to the hardscape necessary for car parking.

Front, side and rear yard landscapes can all be affected when dominance is given over to the automobile, which in turn affects the perception of the built form associated with the landscape, as well as the streetscape as a whole. Careful consideration should be given to the site planning in these instances, to ensure that the integrity if the built form and the streetscape are maintained.



Angled parking aids in reducing the visual intrusion of vehicles in the landscape.

The following recommendations are made with respect to vehicle parking within the district:

- Views of vehicles while parked on site should be screened through the use of fencing or hedging.

- The use of large, monotonous expanses of one hardscape material is discouraged. Where possible,

permeable paving should be utilized, and appropriate patterning should be employed to visually break up spaces.

- In residential applications, it is recommended that two single track driveways or parking areas be used, with turf installed between the gaps in order to minimize the impact of hard surfacing on the landscape.

- In commercial applications, corner lots shall, where possible, locate parking away from the street frontage.

9.3.5 Building Signage

Commercial signage should be sensitive to the heritage character of the nieghbourhood.

Signage should be based upon design that is contemporary with the building itself.

Consistent with the conversion of a considerable proportion of housing stock into commercial or office space, the West Woodfield neighbourhood has many streetscapes that are dotted with signage for said enterprises. Much of the signage consists of wood painted signs with discrete and tasteful lighting, either as freestanding or mounted on the facade of a building. A handful of the signage found along these streets is backlit or neon on metal bases or frames; these materials are insensitive to the fabric of the neighbourhood, detracting from its character.

Along Richmond Street, a main commercial thoroughfare, signage styles include hanging wooden signs, sandwich boards, and painted awnings. Each of these styles is in keeping with the character of the streetscape. The following recommendations are made with respect to signage within the streetscape:

- Wall-mounted signs should not exceed the height of the building cornice.

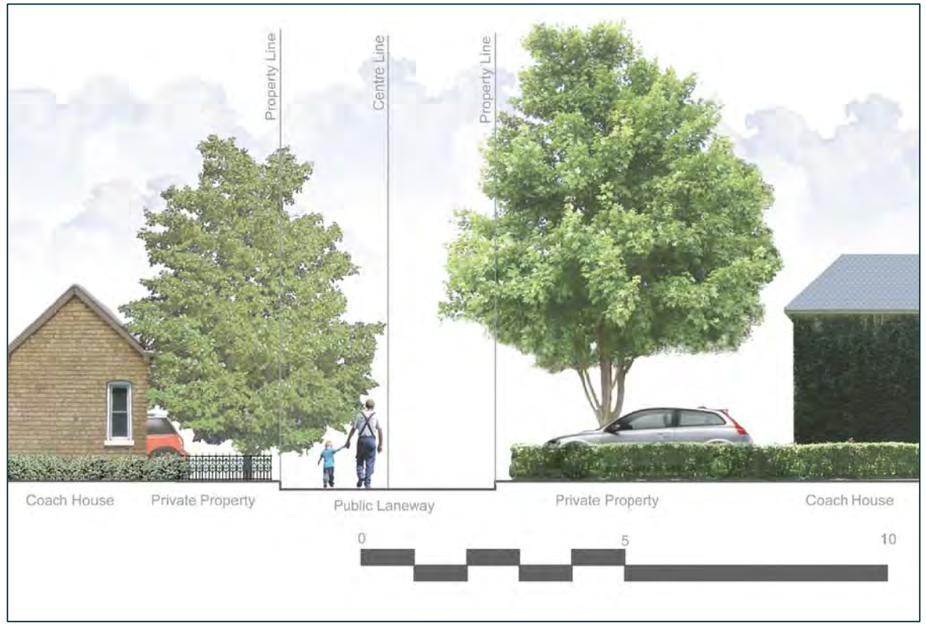
- Freestanding signs should not be of a design and size so as to impede views to the building.

- Signage materials should be complementary or compatible with those of the building. Painted wood and metal are particularly encouraged because of their historic use as signage materials.
- Ideally, sign designs will be based upon design that is contemporary with the building itself.
- The use of internally lit, neon or plastic signage is strongly discouraged.
- Spotlighting that enhances the visibility of the sign, as well as the architectural character of the building is encouraged.
- No vending machines dispensing food or drinks should be permitted on the exterior of buildings.
- Sandwich-board style signs that are put out onto the sidewalks during the day and removed after hours should also be complimentary to the building itself. Signs should not be of a size that impedes pedestrian traffic or visual sightlines along the street.

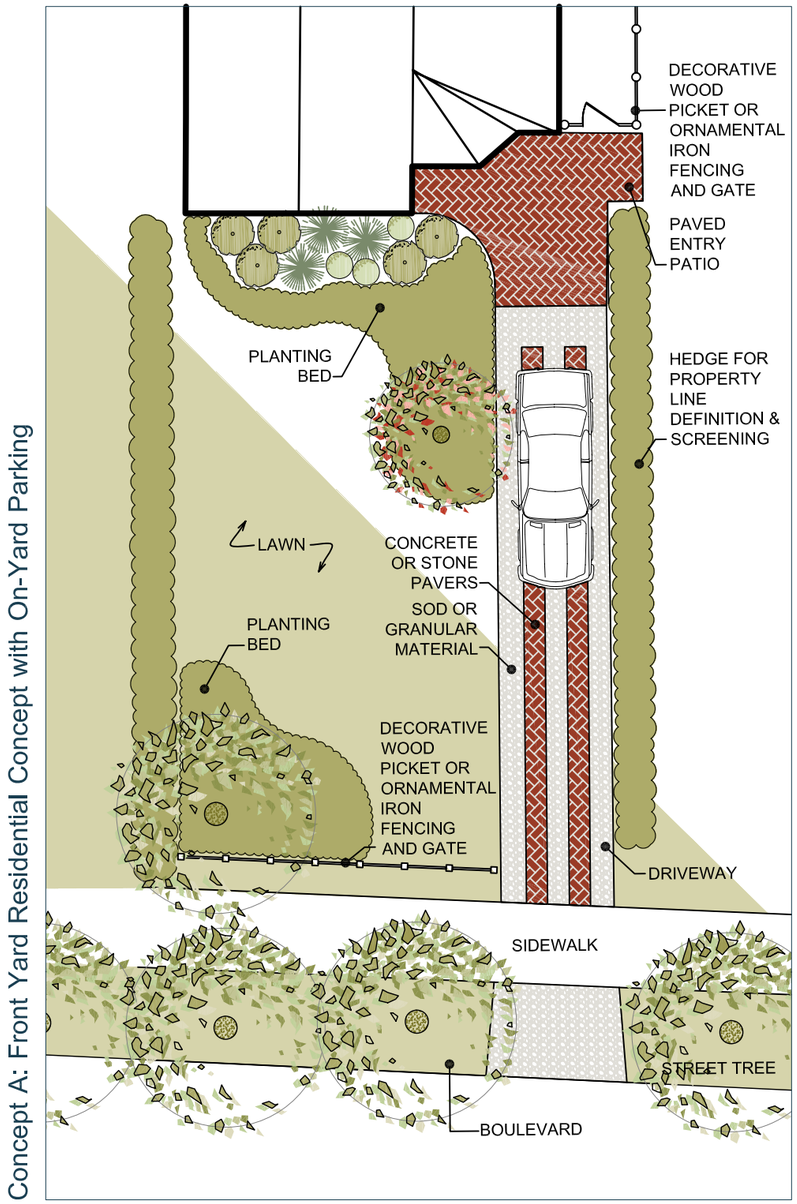
9.4 CASE STUDIES

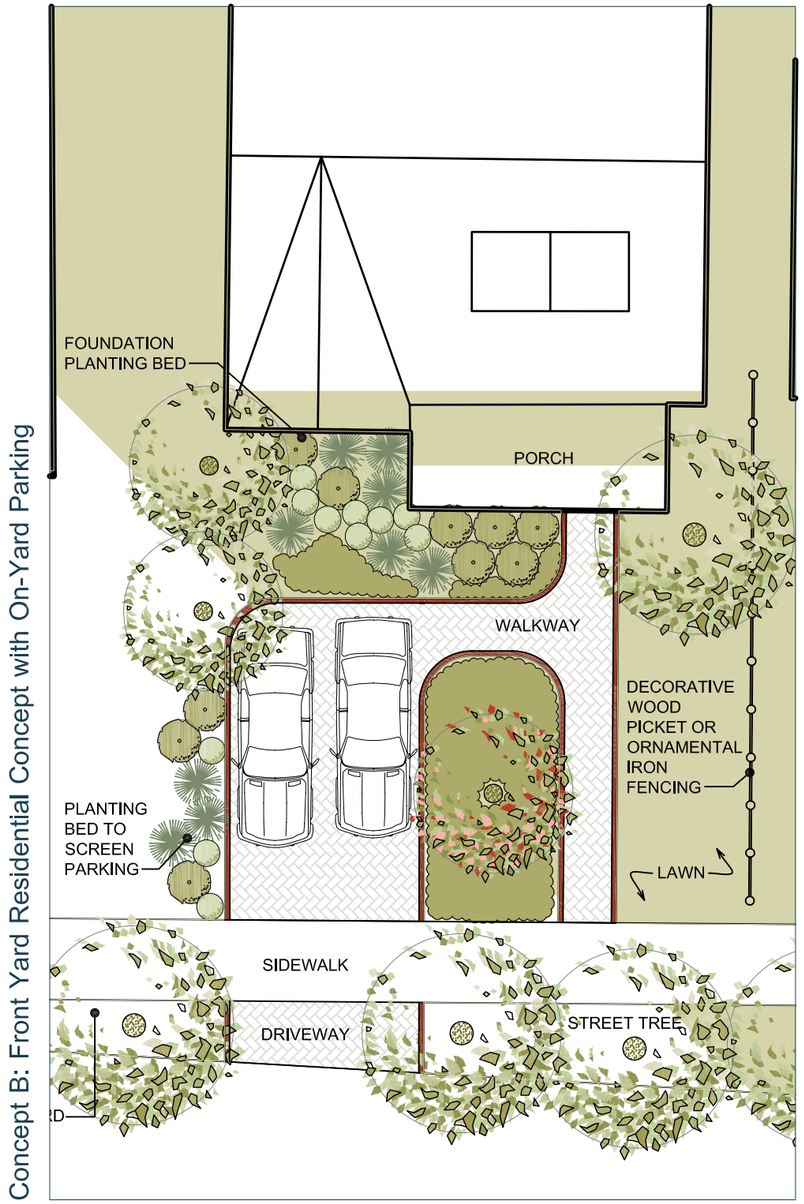
Case studies for both residential and commercial streetscape, as well as typical front garden treatment, and commercial conversion treatments are attached in Figures 4 to 6.

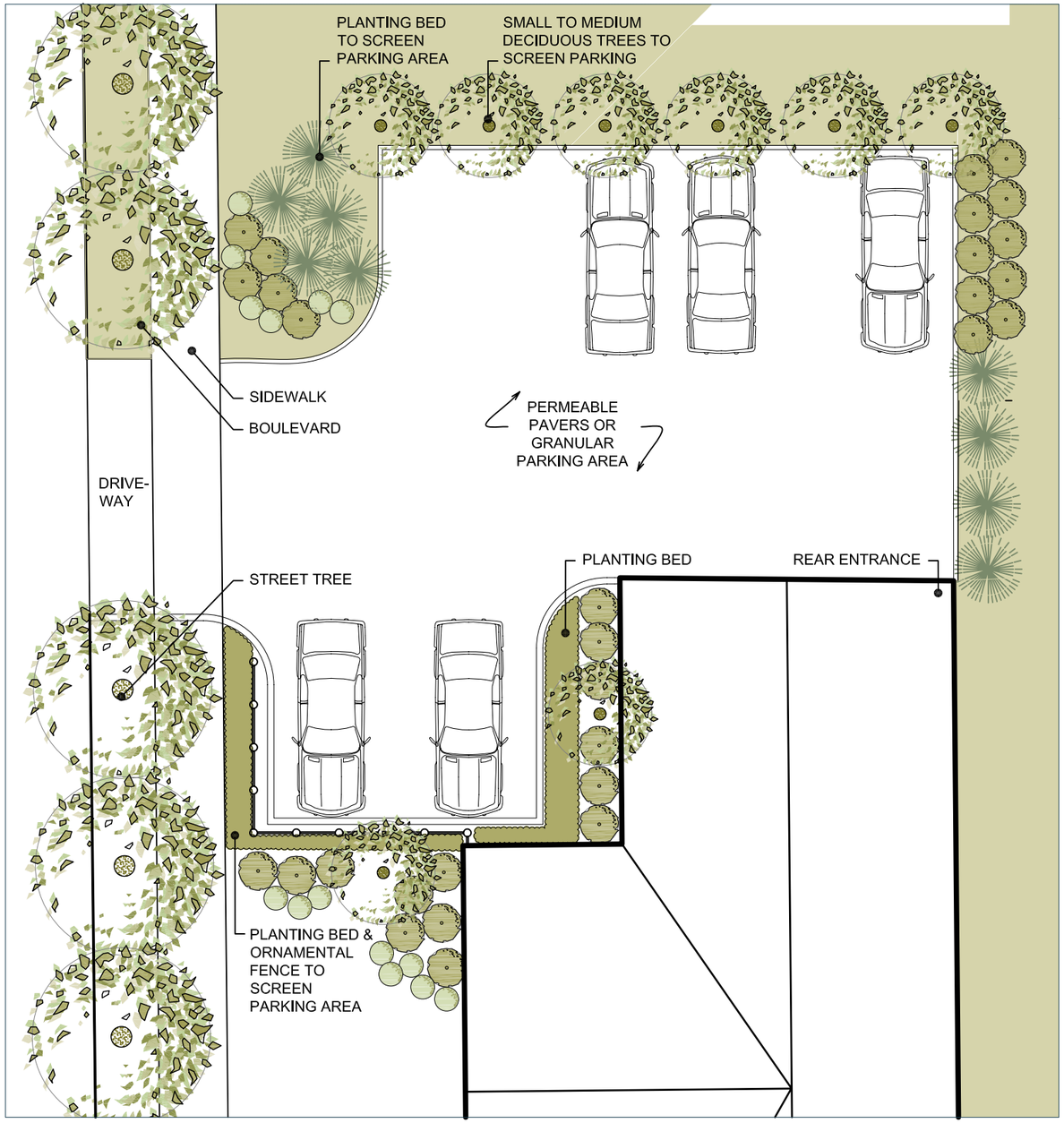
Typical Laneway Cross Section



Typical Residential Streetscape Cross Section


Concept A: Front Yard Residential Concept with On-Yard Parking
DECORATIVE WOOD PICKET OR ORNAMENTAL IRON FENCING AND GATE
PAVED ENTRY PATIO
PLANTING BED
HEDGE FOR PROPERTY LINE DEFINITION & SCREENING
LAWN
CONCRETE OR STONE PAVERS
SOD OR GRANULAR MATERIAL
PLANTING BED
DECORATIVE WOOD PICKET OR ORNAMENTAL IRON FENCING AND GATE
DRIVEWAY
SIDEWALK
STREET TREE
BOULEVARD


Concept B: Front Yard Residential Concept with On-Yard Parking
FOUNDATION PLANTING BED
PORCH
WALKWAY
DECORATIVE WOOD PICKET OR ORNAMENTAL IRON FENCING
PLANTING BED TO SCREEN PARKING
LAWN
SIDEWALK
DRIVEWAY
STREET TREE



Concept A: Rear Yard Commercial Concept with On-Site Parking

10.0 CONSERVATION GUIDELINES

10.1 CYCLES OF RESTORATION ACTIVITY

The word ***"restoration"*** suggests major rebuilding and repair processes to restore a building to its former condition. Many examples of heritage buildings, particularly in European locations, have undergone multiple restorations over several centuries. Restoration is a pro-active process undertaken on an infrequent interval to grapple with an accumulation of issues regarding the future use and well being of a building. Restoration is sometimes triggered by a major crisis such as fire or flood, or by a change of ownership or intended use or future vision.

The word ***"conservation"*** suggests the on-going efforts to maintain a building in serviceable condition, respecting its original condition. Where some measure of planning and scheduling of maintenance is required, the process is determined mostly as a reactive response to observed needs and the predictable cycle of deterioration and repair.

The two words together describe an on-going process of cyclical activity in the maintenance and adaptive re-use of existing buildings. These guidelines will concentrate primarily on the physical aspects related to maintenance, repair and construction activity. However, it is important to recognize that the long term stewardship of heritage buildings may include any or all of the following phases:

568 Wellington St. – 1907 Tudor Revival
Major renovation in progress.

Protection and Stabilization

A heritage building may have been neglected or subject to abuse or fire or other damage that has left the building in a vulnerable condition. An initial review of the building should focus on the immediate risks to the building. Structural collapse may occur if fire has weakened part of the building or if flood or frost have undermined or heaved the footings. Deteriorated or missing roofing or broken windows will permit the entry of rain and moisture that will destroy interior finishes and trim. Some temporary intervention should be considered if there is significant risk to a vacant or vulnerable heritage building. Reduce risk of fire by disconnecting electricity from aged or damaged portions of wiring. Keep out the potentially damaging elements. Secure doors and board windows if necessary to keep out vandals and animals. Tarpaulin roofs that are leaking. Connect or install rainwater leaders to prevent water from saturating exterior walls, particularly if the heating has been shut down. For any portions that are at risk of collapse, provide temporary shoring or underpinning.

Maintenance

312 Hyman St. – wood trim repair

As part of the cyclical process that is required for any building, a heritage building may have some unique features that require specialized skills on a regular basis. Copper and slate roofs for example, last a long time, but the inspection and maintenance cannot be entrusted to a roofer only skilled in asphalt shingles. For heritage buildings in particular, a preventive maintenance program should be in place to ensure no deterioration of the permanent building fabric. The program itself should be reviewed annually to modify procedures that do not effectively protect the building.

The maintenance program should include an annual review of the entire building to monitor any deterioration that cannot be controlled by simple maintenance. In the event that some permanent building elements or materials are showing evidence of wear or weathering, positive intervention may arrest or reverse the damage.

For any deterioration that is more severe than can be controlled with regular cleaning, painting or other maintenance, there is good reason to consider more sophisticated solutions. The solutions should be researched carefully to ensure that there are no negative side effects and should be reversible if monitoring of the solution indicates unexpected complications. Specialist building conservators can assist in the research to determine the cause and the most effective remedy to stabilize severe deterioration.

Cleaning

There are many processes included in “cleaning” from the gentle touch of a dough poultice through several wash sprays through to blasting with fluids, rubber eraser granules or abrasive stone granules. The type of cleaning process should suit the material being cleaned, the contaminant being removed, the environment for the cleaning and the philosophy of cleaning. The philosophy of cleaning is intertwined with the goals of conservation and restoration. Most people in the heritage restoration field believe that the words “aged”, and “patina” are assets when describing heritage buildings. Cleaning that totally reverses the aging process may not result in an appearance that is an improvement for the building. Similarly, research and reasonable care is important to ensure that the layers being removed in a cleaning process are not the layers that have protected the building from

458 Dufferin Ave.– Brick cleaning

weather and deterioration. The sandblasting of many old soft brick buildings removes the hardest exterior layer of brick and permits rapid deterioration of the remaining façade.

Conservation, Rehabilitation, Restoration

Conservation, rehabilitation and restoration refer to major building and repair processes as well as ongoing efforts to maintain buildings. These are the most typical activities that are (or should be) undertaken by property owners. Guidelines and best practices are provided in later sections of this report to provide assistance and direction for undertaking some of the most common activities.

Recycling/Conversion

The best safeguard for the conservation of a heritage building is the on-going use by caring owners or tenants. If a truly remarkable heritage building cannot attract a use and sits vacant, it is prone to deterioration from weather and vandals and, even if adequately protected by guards and occasional maintenance, sits as a forlorn form, missing much of its character. It is better that old buildings find new uses, even if the new use requires substantial changes to parts of the original building.

284 Central Ave.– 1901 Queen Anne

Modernization

The intent to preserve the heritage character of a building does not require the preservation of winter drafts, or poor heating in an historic house, or potentially hazardous materials and equipment in a commercial building. The purpose of the planning phase of any construction or maintenance project is to attempt to anticipate both the potential risks and benefits from the process and to maximize the benefit while minimizing the risk. Most of the systems and materials that can be improved by modernizing are concealed inside the wall construction and in the interior of the house. The visible, heritage components that contribute to the street façade should be preserved as much as possible.

Reconstruction

Some elements or even whole buildings may need reconstruction because of severe damage from weathering or possibly fire. We can continue to preserve our heritage by reconstructing it. However, certain rules apply regarding the care of reproduction and the ability to distinguish new from old so that the process is kept honest. But the tradition continues with revitalized physical form. Design guidelines provided earlier in Section 8 of this report provide direction if / when reconstruction is necessary.

10.2 CONSERVATION GUIDELINES

The goal of heritage conservation is to preserve as much of the community fabric, both built and natural, as possible from the time of its development. Heritage features such as unique gable configurations, original doors and windows, porches and decorative mill work are important attributes in the West Woodfield Neighbourhood. Conservation guidelines for maintaining and restoring these elements, as well as other building components are provided in the following sections, and should be taken into consideration by both property owners and approval authorities when work on buildings is being contemplated.

10.3 ROOFS AND ROOF ACCESSORIES

Roofs and roof accessories are important components of heritage buildings, not only for their functional and protective characteristics, but also because the materials, slope, shape and design details frequently help define building style and age. In the West Woodfield Neighbourhood, the most common shapes are gable and hip roofs.

Roofs and their components are continuously exposed to the worst weathering conditions and therefore deteriorate most quickly. Slate, cedar, metal or bituminous compound roofing materials wear out and must be replaced on a regular cycle. The accessories, including metal flashing around joints and edges, also require periodic replacement, sometimes before the roofing.

Up to about 1925 the principal choices for roofing materials were primarily slate and wood shingles. To a lesser extent, clay tile or zinc shingles, and metal roofing were used. Most of the houses in the West Woodfield Heritage Conservation District would originally have had wood shingles, probably cedar, with a fewer number of more expensive installations of roofing slates.

10.3.1 Slate

196 Dufferin Ave.– St. Peter's Basilica

Slate is a very durable cladding material used for roofing and sometimes vertical walls, particularly as vertical gables at roofs. The material is a shale type sedimentary stone available in a variety of colours and qualities from quarries around the world. The nature of the stone permits cut blocks to be cleft into thin layers approximately ¼ to ½ inch thick to form shingles approximately 10 x 20 inches in size. Good quality slate roofing properly installed and maintained should last for 50 years or more. Some buildings in the West Woodfield Heritage Conservation District still contain the original slate roofs, giving them a very distinctive character. St. Peter's Basilica is the most prominent example of a slate roof that contributes to the heritage character of the district.

Typical Problems Encountered

Individual slate tiles may break due to age, structural defects or excessive impact. In addition, the fasteners used to join the slate to the building may eventually deteriorate or break, causing the slate to loosen or break away from the roof structure below.

Conservation and Maintenance Guidelines

- Inspect roofs occasionally to identify any damaged or missing slates. Maintenance and inspection of slate roofing should only be undertaken by skilled trades people who will use suitable equipment for access to the roof to avoid breaking fragile tiles.
- Individual slates that are damaged should be replaced with matching slates by a skilled roofer with slate experience.
- Major replacement of slate roofs should include photographic recording of original pattern for replication of the design in new slates. New slate roofs should be installed with modern peel and stick ice protection at the eaves, and breathable underlay throughout.
- If total replacement of a slate roof is required, and new slate is not a feasible option, the new roofing material should be as visually similar to the original material as possible, with respect to colour, texture and detail.

10.3.2 Shingles

279 Hyman St.– Shingle detail

315 Hyman St.– Metal roof shingles

Shingle roofing is a generic term that refers to a number of products whose characteristic is the lapping of small sheets or plates on a sloped or vertical surface to shed rainwater by gravity. Common historic materials included cedar shingles and split cedar shakes and as discussed above, slate tiles installed as shingles. In some cases, decorative cedar shingles were also used to clad some or all of the gable walls of many houses in the West Woodfield Heritage Conservation District. Original cedar shingles or cedar shakes have been replaced with modern materials, usually the ubiquitous three tab asphalt shingles.

Cedar shingles look great, but have a relatively short life span, and create issues of fire resistance and insurance costs. The widespread acceptance of asphalt shingles (asphalt impregnated felt with a protective granular stone surface) provided a low cost, good quality roofing material from about 1930 onwards. In recent years, several manufacturers have produced variations that provide an appearance more similar to the original cedar shingles that they replaced.

Typical Problems Encountered

Shingle roofing deteriorates over time as the materials eventually break down as a result of water, wind and solar exposure. The extension of a roof over an un-heated eave permits ice dams to form in winter and may cause leakage of water into the house as water backs up under lapped shingles.

Conservation and Maintenance Guidelines

- Where decorative shingling is used on the gable end, inspect it on a regular basis and repair or replace damaged components with like materials. Avoid removing or cladding over decorative shingles.

- Shingle roofing, either cedar or asphalt, has a 20 to 30 year life cycle. Some patching may prolong replacement by a couple years, but once the shingles have deteriorated or the roof has begun to leak, replacement is the only practical solution.

- Some roofing contractors offer savings in the cost of re-roofing by installing the new shingles directly over the old shingles, using longer nails. The cost of removal is not saved, but deferred to the eventual removal at a later date. Stripping the roof of old shingles permits inspection of the condition of the roof sheathing (boards) for any weakness or decay, and permits the application of peel and stick eave protection to guard against ice damming. Multiple layers of shingles may also overstress the structural capacity of the roof framing causing roof distortion and sway back ridges.

- The use of premium quality asphalt shingles is recommended for maximum life expectancy (30 years) and to mimic the texture of the original cedar shingles.

- Avoid bright colours for asphalt shingles on heritage buildings. Gray, brown and black best replicate the style of the original cedar roofing without drawing undue attention to the roof.

- Ensure that attics are adequately insulated on the warm side and ventilated on the cold side to prevent heat escaping through the roof and the formation of ice dams.

- Where roofs are prone to ice build-up and ice dams, carefully remove heavy snow accumulations from the roof to minimize their formation. When re-roofing, install a new peel and stick waterproofing layer under the shingles at the eaves where ice dams may form.

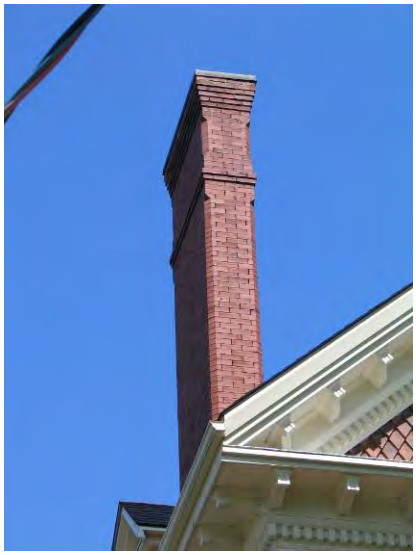
- Some new roofing materials are available for sloped roofs. Some materials that were popular at the beginning of the 20th century are making a comeback. Stamped metal roofing with a raised

decorative pattern was used traditionally on sloped roofs, but was more expensive than asphalt shingles that replaced it. It was also inclined to rust and to be damaged by any subsequent access for maintenance, and to be noisy in rainstorms. Newer versions are available that have a longer life to the coating system and are generally sturdier than their historic predecessors. However, the versions that are stamped to simulate cedar shingles and coated with a granular stone finish provide a roofing solution that does not appropriately mimic the fine texture of cedar shingles, or the decorative geometric pattern of stamped metal roofing.

10.3.3 Chimneys & Parapet Walls

Brick and stone in chimneys and parapet walls and the metal trim in building cornices are exposed to severe weathering and deterioration. If regularly maintained by re-pointing and re-painting, most of these elements will last indefinitely. Some of the most intricate masonry and metal details in a building are at the uppermost locations for prominent viewing, but are then more vulnerable to weather and difficult to access for maintenance.

279 Hyman St.– Chimney detail



468 Colborne St.– Shriners Mocha Mosque

303 Wolfe St.– 1893 High Victorian, Chimney detail

Typical Problems Encountered

Weathering and crumbling of the uppermost brick and mortar can occur on chimneys, along with deterioration of traditional clay chimney pots. Efflorescence of white mineral deposits on masonry surfaces may also appear, caused by condensation of moisture and minerals in exhaust flue gasses.

Conservation and Maintenance Guidelines

- Inspect chimneys occasionally, and clean if necessary, to ensure that they are functioning properly and there is no build-up of soot or blockage by nests, etc.

- In some heritage houses, the chimney is in a prominent location, and sometimes repeats brickwork details that are evident in the rest of the house. Research and restore to original appearance to the extent possible.

- Before repairing original brick chimneys, record the existing design with photographs to allow for the replication of design details.

- Conduct adequate research to determine whether the existing deteriorated chimney is the original design, or has been previously rebuilt without due attention to original brick details. Determine whether the current rebuilding should adopt the original design.

- Much traditional brickwork displayed textures and bonding patterns and mixtures of brick colours and stains that are currently unfamiliar to the trade. Again, take advantage of current technology to improve the longevity of the finished work. If the brick or stone is deteriorated beyond salvage, be sure to use a matching colour, but in a more durable material than original if available.

- Be sure the chimney is lined to prevent acids and water vapour from attacking the chimney from the inside. Use the best primers and paints on metal cornices and trims to ensure good adhesion and long life of the protective paint film.

- Avoid removing original chimneys, even if they are no longer functional, as they provide a design element that contributes to the overall heritage character of the house. If the chimney is no longer used, it should be capped and sealed by a knowledgeable tradesperson.

10.3.4 Gables, Dormers and Turrets

In the West Woodfield Heritage Conservation District, a large part of the character of the individual houses and the character of the district is established by the ornate treatment of the roof gables and dormers facing the street. Thirty nine examples of a local variation of the Queen Anne style in this district have multiple planes of gables facing the street. The uppermost gable is centred over the attic and recessed far beyond the lower gables at the front of the house. The wood trim is crafted in highly detailed floral and geometric designs. The gables that are clad in cedar shingles frequently exhibit designs using scalloped and other special edge patterns. Many of these articulated designs have been well preserved. The location is both well displayed and well protected from weathering and wear above the level of most daily abuse and below a protective roof overhang. However, a number of the decorative gables have unfortunately been covered by aluminum and vinyl sheeting obscuring the details that give the building character.

16 Cartwright St.– 1881 Ontario Cottage

578 Waterloo St. – Gable detail

264 Central Ave.– Gable detail

298 Wolfe St.– Gable detail

309 Hyman St.– Gable detail

512 Colborne St.– c1913 Edwardian

512 Colborne St.– c1913 Edwardian

A number of significant locations throughout the West Woodfield Heritage Conservation District are accentuated by the addition of a projecting turret and/or conical roof on the corner of a building. The decorative treatment of gables, dormers and turrets are the most prominent, most recognizable and most artistic aspects of houses in the West Woodfield Heritage Conservation District and deserve the most care in conservation and restoration. Because these decorative gables are an integral heritage feature of the West Woodfield District, their conservation and restoration is important.

496 Waterloo St.– Loggia & turret

468 Colborne St.

232 Central Ave.– 1888 Turret detail

Typical Problems Encountered

The intricate details of wood trim and special shingle patterns are very exposed to weather deterioration in inaccessible locations. In addition, small, intricate roof planes intersect to create additional ridges, hips and valleys that are most vulnerable to snow accumulation and damage from wind scouring. Small, remote rain gutters may also exist that fill with leaves and debris and foster rot. Often, turrets and dormers are constructed with minimum overall exterior wall thickness and roof thickness preventing adequate insulation and ventilation to avoid heat loss and complications of ice damming.

Conservation and Maintenance Guidelines

- Decorative gables and turrets should not be covered or obscured by siding or other materials.
- Deteriorated wood components should be replaced with new components fabricated to replicate the original design. Where components are completely missing, or too deteriorated to provide a pattern for replication, undertake adequate research by observing similar examples and copying as precisely as possible.
- New wood should be treated with a preservative to avoid rot.
- Existing wood should be prepared for repainting by either stripping off old layers of paint, or localized priming and top-coating.
- Where possible in dormers, upgrade insulation value in walls and roofs to reduce risk of ice dams. Use approved foam injection and styrofoam slabs in concealed locations to improve weather resistance.

10.3.5 Soffits & Fascias

425 Princess Ave.– Soffit detail

298A Wolfe St. – Soffit & Window

462 Maitland St.– Brackets Removed

484 Colborne St. – Detail of eave brackets

The portion of roof that extends beyond the exterior wall to form an eave projection usually combines a short vertical surface, called the fascia, with a short exterior ceiling, called the soffit. For the low edge of a sloped roof, the fascia is frequently the location of rainwater gutters to collect the rain from the roof. For the sloped edge at a triangular gable roof, no gutters are required, and the fascia is available for decorative treatment similar to the gable below, but with less protection from the weather.

Typical Problems Encountered

The fascias at the edges of roofs, along with the rain gutters are exposed to the same effects of weather as the main roof, plus additional exposure to severe wind, icicles, abrasion by tree branches and wear from ladders and maintenance access. These surfaces are also difficult to access for regular maintenance and are frequently overlooked while they deteriorate.

Many homeowners have chosen to clad soffits and fascias with prefinished metal or vinyl to cover a host of problems with a brand new guaranteed finished surface. The guarantee is a hollow promise. The cladding system itself is based on the flimsiest of sheet materials dependent on the structural support of the original trim materials underneath. Where the support is damaged, the new finish can cover, but it cannot hide underlying problems, such as rot or physical damage. The soffit itself is generally well protected from weather and hence inclined to be a favoured location for wasp's nests.

Conservation and Maintenance Guidelines

- Avoid maintenance and repairs that require the covering of original materials with a new layer that conceals the original.
- Replace deteriorated original wood details in soffits and fascias with new wood cut to replicate the profile of the original, and finished to match.
- Strip and re-paint original painted surfaces where the paint has deteriorated. Use caution in the stripping technique not to damage the underlying wood surface and not to expose yourself to the lead in paint dust or fumes from heat stripping.
- If the paint surface is peeling or blistering, look for the probable cause of the paint film deterioration such as excessive humidity escaping thorough the wall, or exposure to wetting from rain.

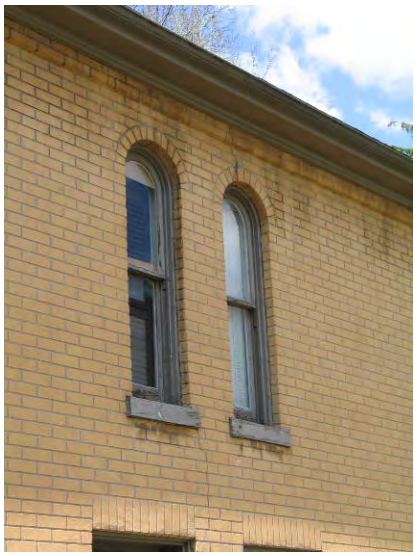
10.4 EXTERIOR WALLS

The walls that enclose the building also provide much of the exterior appearance of the building. For the purpose of heritage conservation, this exterior appearance should be maintained. However, exterior walls are an assembly of elements and layers each intended for a different purpose. Examples are logs and chinking, stone and plaster, brick and wood paneling. Many of the traditional assemblies were designed to provide adequate structural integrity to hold themselves and other components in place, to provide security against entry of uninvited people, to resist entry of wind, cold, rain, pests, and to provide

a suitably finished interior appearance. When restoring exterior walls, ensure that the original intent of the original components is understood and repaired or protected adequately.

10.4.1 Brick

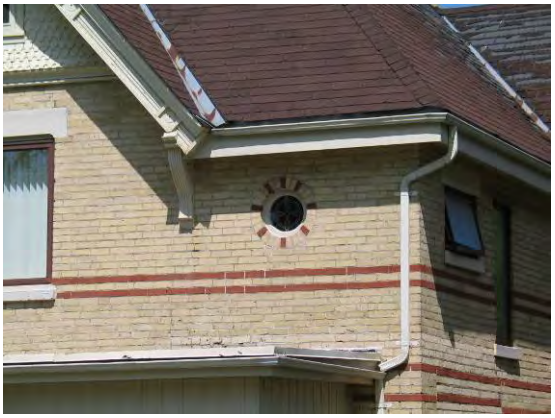
Brick is the most commonly used exterior wall material in the West Woodfield Heritage Conservation District. During earlier periods, wood may have been used extensively to construct the frame and clad the exterior, but brick became more popular as a permanent, low maintenance material that provided additional security from fire, rot or damage from physical abuse. The brick that was available throughout the West Woodfield Heritage Conservation District was primarily the buff coloured brick and Milton red brick, as well as a few examples of other colours and textures. In the hands of clever designers and skilled masons, bricks could be artistically combined in a variety of bonding patterns, textures, details and arches to give enormous variety to the exterior finished walls.



20 Hope St. - Reclad

20 Hope St. - Reclad

300 Wolfe St.– Brick corbel fascia



110 Cartwright St.

Most of the early brick dwellings in the West Woodfield Heritage Conservation District (pre 1950) were constructed of “solid” brick, meaning two or three layers or “wythes” of brick formed the structural component of the wall. The concealed wythes were often of less attractive brick that had manufacturing defects or were less well fired. These walls were constructed using one of the bonding patterns that employed “header” bricks (short sides exposed) to permit the length of the brick to tie the wythes together.

521 Colborne St.– Water Damage

Typical Problems Encountered

Hard fired brick from good quality clay is almost indestructible in well-constructed walls. However, nothing is totally impervious to aging and deterioration. In our climate, the combination of moisture and freezing is very destructive to brick masonry. Moisture saturates the small pores in the brick and freezing causes the ice crystals to form and expand, cracking the brick and forcing the exterior layers to crumble or drop off in thin sheets (spalling). As the exterior cladding on exterior walls, it is impossible to avoid freezing temperature exposure for brick walls. It is therefore important to keep water from saturating the brick, either from poor roof conditions, leaking gutters and downspouts, or humidity escaping from the interior of the building.

The increased vapour pressure from the time of original construction also drives damaging humidity into the wall components where it causes various kinds of deterioration, such as mould, spalling, mortar deterioration, and efflorescence. Adding insulation into the assembly of an exterior wall may possibly cause additional and faster deterioration to the wall because of increased condensation and freezing within the colder exterior wall.

A large proportion of the water used for washing and cooking also becomes invisible vapour in our houses, and during the winter months is continuously attempting to escape through the walls to the relatively dry outside. In the process a portion of that vapour condenses to liquid water in the wall (at the dew point of temperature gradation) and is prone to freezing and causing spalling damage. These problems are exacerbated by the free flow of humid air into wall cavities, particularly in the upper portions of a house where the warm air is attempting to rise and escape.

Conservation and Maintenance Guidelines

- Ensure that rainwater does not contact bricks continuously.
- Ensure that the eave overhang protects the wall from most of the vertical rain.

- Ensure that the rain run-off from the roof is controlled or collected into gutters and downspouts to prevent wall saturation. Broken or missing downspouts cause enormous damage to the brickwork below.

- Ensure that groundwater does not contact bricks continuously. Avoid brick wall construction in direct contact with the ground. Use more impervious materials such as hard stone, concrete or concrete block for foundation walls. Ensure that the ground around a foundation slopes away from the building to provide drainage.

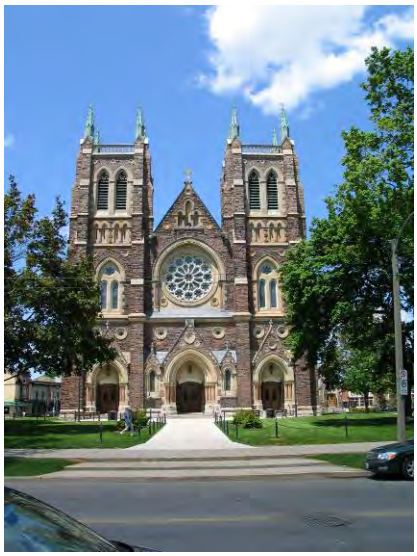
- Control damage caused by water vapour through the use of vapour barriers, balanced air pressures, appropriate insulation and heating. Seek professional advice and workmanship for this type of restoration work.

- Reduce as much as possible the permeation of moisture vapour from the interior of the house through the brick wall. Consider the installation of extract fans, best combined with a heat extractor device to retrieve heating economy, in humid locations to capture moisture at its source and create a minor negative pressure in the house to ensure that any minor leaks or transmigration is from the outside towards the inside, reducing the moisture build-up in the walls.

- Painting of original brick surfaces is not recommended, as it can trap moisture and cause greater deterioration of the brick.

- Do not sandblast brick. This is likely to permanently damage the surface of the brick and accelerate any deterioration. See Section 10.9.2 for further information regarding alternatives to sandblasting.

10.4.2 Stone



196 Dufferin Ave. – 1880, St. Peter's Basilica

As a building material, stone is classified as hard stone for the granites and igneous types of stone and as soft stone for the sandstones, limestones and most other sedimentary types. Stone is also categorized by the method used for gathering, quarrying and preparing the stone and the stacking methods used to install the stone in the wall. In the Kitchener area, stone was not readily available and was used sparingly in residential construction. In the West Woodfield Heritage Conservation District, most of the stone used was soft limestone cut for use as exterior trim in brick walls, particularly for window sills, and door and window lintels and surrounds.

The most significant use of stone in the WWHCD is for St. Peter's Basilica on Dufferin Street.

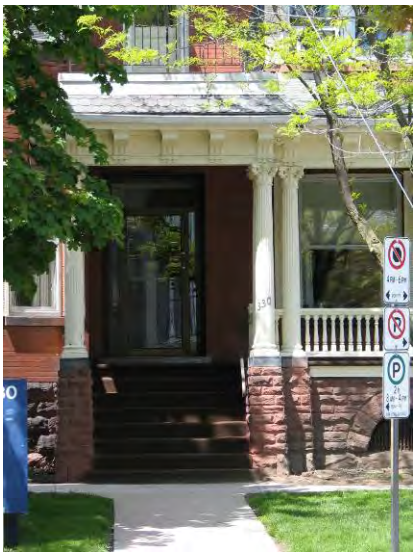
Stone was also used for foundations and bases of porches in contact with the ground. Most of the soft limestone that was used in Kitchener would have been quarried near Kingston or Stoney Creek, or imported from Indiana. Smooth, grey limestone is most likely from Kingston. Sandy, buff coloured limestone from Stoney Creek. Buff coloured limestone with many fossilized shell inclusions is typical of Indiana limestone.

Typical Problems Encountered

Deterioration of stone is largely the result of factors since the initial construction, such as exposure to wetting and freezing concurrently. This may lead to cracking or breakage of the stone.

Conservation and Maintenance Guidelines

572 Wellington St.



330/332 Queens Ave. – Entrance Detail

- Like most other building materials, stone is best preserved by keeping it dry.
- If stone has begun to crack from moisture and freezing, it can be stabilized with considerable effort and expense by the insertion of concealed stainless steel pins and epoxy injections to seal and adhere the damaged material back together.
- It is never too late to prevent stone from being saturated by water to arrest deterioration. In some cases, the insertion of new metal flashing, or the repair of rain gutters and downspouts will extend the serviceable life of stone elements that have begun to deteriorate.
- Ultimately, the stone may have to be replaced in part or entirely with a new piece of matching stone cut to the original shape. A partial replacement that is inlaid into a prepared hole like a filling is called a “Dutchman”. Many of the stone types that were used in the West Woodfield

Heritage Conservation District are still available from stonemasons and merchants. A stone that is close in texture can also be tinted to match the surrounding stone colour.

- There are also suppliers of specialty repair mortar, such as Jahn Mortar, that can be prepared in a combination of ingredients and pigments to replicate the colour and texture of almost any natural stone. These mortars can be use to fill small blemishes in stone that do not warrant full replacement and have been used successfully for several decades.

10.4.3 Cast Stone and Concrete

After about 1900, many of the applications in the West Woodfield Heritage Conservation District that traditionally would have used stone were substituted with cast stone, which is a carefully formulated mixture of Portland cement, coloured sand and fine stone aggregates. This process was becoming popular and relatively inexpensive during the first few decades of the twentieth century, to replicate the appearance and strength of stone building components.

There are examples of cast stone used for lintels and sills for windows and doors, and for decorative inset blocks in the brick at 390 Princess Avenue and at 421 Central Avenue.

390 Princess Ave.– c1917 Jarvis Apartments

421 Central Ave.– Window Detail

Typical Problems Encountered

Cast stone and concrete may also be subject to cracking and breakage as a result of the effects of weather and moisture. In some cases, the cast stone components have been coated with paint and other materials. A good quality paint film can protect the material from water absorption and the risk of cracking and frost damage to the surface.

Conservation and Maintenance Guidelines

- Some simple cracks can be repaired with the injection of epoxy cement, but professional advice is recommended for this skilled undertaking.
- Minor defects on the surface of a cast stone component can also be restored by skillful reconstruction.
- A cast stone component that has deteriorated beyond simple repair can be recast using portions of the original as a model for a new mould. This, too, is a skilled process and requires the advice of an engineer if the piece to be replaced is a load bearing structural element.

10.4.4 Mortar and Repointing

Exterior brick walls have more components than just brick. All brick is joined together by mortar joints which form a quarter of the exposed surface. The mortar joints in brick walls are, by design, the softer and more sacrificial component in the exterior wall assembly to ensure that any minor movement (there is always some) is absorbed by the mortar joint and the bricks do not crack. Where the brick may last forever, in our climate the mortar joints require inspection and repointing on a 25 year cycle. The repointing process is an aggressive cutting back of loose and deteriorated mortar in the joints and the skillful topping up and tooling of the joints with fresh mortar.

Repointing in Progress

Old mortar cut to depth of loonie prior to repointing

Typical Problems Encountered

Present day mortars have a high concentration of cement, which will not allow it the same flexibility as earlier mortar particularly during the freeze – thaw cycle. This in turn can cause the bricks to crack or spall. When mortar repairs are required, a professional bricklayer should be consulted.

Conservation and Maintenance Guidelines

- Replacement mortar should be weaker than the surrounding brick and use minimal amounts of portland cement in a sand/lime mortar mix.
- The installed mortar should be well compressed into the open joint and tooled to a dense, slightly concave surface to resist absorbing water.
- In some instances, where the heritage character of the original brickwork was achieved by special tooling or special detail of the mortar, such as projecting tuckpointing, the original should be replicated, knowing that the special detail may require more frequent monitoring and maintenance than a simple concave joint.

10.4.5 Wooden Siding

Wood siding was used in very few of the original properties in the West Woodfield Heritage Conservation District as an entire cladding material. Many more examples are of wood cladding being used for porch enclosures and portions of upper floor cladding such as in roof gables. Much of the original wood siding was from “old growth” softwood trees, which produced long, straight, wide boards without knots or splitting, and rich in resins that reduced rotting. Wooden siding produced an attractive, economical exterior wall that resisted weather if well maintained. The maintenance regime includes continuous monitoring, repairing damaged portions and repainting on a regular basis, probably every decade.

480 Maitland St.– Siding Detail

87 Cartwright St.

Many of the original installations of wood siding used horizontal clapboard in widths from 4 to 6 inches and a variety of profiles. The standard designs had an interlocking tongue and groove edge top and bottom and were either tapered across the full width or beveled or grooved at the top edge to provide a shadow line. There were a few examples of vertical wood siding using wide boards and narrow battens to cover the joints, but this was less weather tight and considered more appropriate to sheds and service

489 Dufferin Ave.

buildings by the time most of the properties in the West Woodfield Heritage Conservation District were being constructed.

Typical Problems Encountered

As with brick and masonry walls, trapped moisture is the most damaging factor for a wood clad wall, causing blistering of the protective paint film and rotting of the wood substrate.

Conservation and Maintenance Guidelines

- Wood cladding should not be in contact with the ground to reduce the risk of rotting and risk of attack by termites and other insects.
- Preserve as much as possible of the original material when undertaking repairs.
- Damaged siding should be removed and replaced with similar material. Avoid covering any original material with layer(s) of new material.
- Where material is replaced, take photographs of original details at corners, around doors and windows, and where the siding meets the foundation or the soffit of the roof to ensure that the replacement replicates these details.
- In some cases, the removal of trim pieces at doors, windows, corners and soffits may be necessary to ensure that the top layer of details is not buried, but replaced on top after the installation of the new siding.

In the event that a large proportion of the siding is deteriorated, and individual replacement of boards is no longer possible, there are several alternatives for the replacement of original wood siding. Avoid any new siding that is simply attached over top of the original as many of the trim details and corner details of the original will be lost underneath or recessed behind the new skin. Remove the deteriorated layer of original wood siding, maintaining the original trim details around doors, windows and other interruptions of the siding. Once stripped of siding, the exterior sheathing of the house can be inspected for damage and repaired and new Tyvek weatherproofing added behind the new siding to improve the wind and moisture resistance of the exterior wall without detracting from the original appearance. The replacement materials available for wood siding includes: natural wood, specially prepared and pre-finished wood, vinyl, aluminum, and fiber-cement board siding.

- Natural wood siding can be acquired and milled to profiles identical to the original profile and nailed in place and painted or stained to replicate the original appearance. This is the optimum solution where feasible.

- Prefinished wood siding in several standard profiles and colours, along with required trim components is also available. While the raw wood that is the starting material has knots and blemishes that were not present in wood siding a century ago, this material is the preferred second choice if natural wood siding is unavailable or too costly.

- Vinyl and aluminum siding are hugely popular now for new construction and renovation because they are very inexpensive alternatives. They are inexpensive because they are very thin sheet materials formed into plank-shaped profiles and finished in a range of standard colours. They perform well at keeping rain and weather out of the building, but because of the thin nature of the sheet material, they are very fragile in use and prone to damage from impact of vehicles, toys, and ladders used for maintenance. These materials are not recommended to cover or replace original material.

- Fiber-cement board (which is a safe development from the abandoned asbestos-cement industry) is a relatively new product that offers many of the benefits of traditional wood siding without the cost or some of the defects that are standard with new wood products. The boards are available in a variety of standard profiles and pre-finished with a primer for finish painting on site. They are available in a smooth, flat finish that will stay smooth and flat compared to most vinyl and aluminum sidings. Like wood, they must be protected with a paint finish that can be selected from any paint colour and must be maintained with occasional repainting. This material, while less preferable than wood siding, is more suitable than aluminum and vinyl materials.

10.4.6 Stucco

Stucco is a generic term that refers to an applied coating of cement based plaster and finished with one of a variety of textures ranging from smooth-trowelled to coarse-trowelled to spray finish to pebbled and several others. Sometimes the finished texture is then painted with a coloured paint for additional protection and decoration.

The longevity of the original installation is dependent on the type and quality of installation and of maintenance. Cement stucco is very rigid and relatively thin, somewhat like a china dinner plate. It is dependent on being well supported by the concealed structural material to which it is applied, and having adequate room to expand and contract in the heat of summer without cracking, and to being protected from excess moisture that causes frost cracking and delamination from the supporting structural materials behind.

264 Central Ave.– Tudor, Stucco gable detail

390 Princess Ave.– Stucco fourth floor

Stucco was sometimes applied over a masonry wall (stone, brick or concrete block), which provides a stable, continuous support for the finish. In some applications in the West Woodfield Heritage Conservation District, stucco was applied onto a series of thin wood strips (lathing) which were nailed to the exterior of the wood framing. The trowel application of the stucco would force a small amount of the cement paste through the gaps between the wood lath strips to form an anchor (key) to hold the stucco in place after curing, just like interior plastering. Some stucco, like plaster, was reinforced with fibers, usually animal hair, so that small cracks would not fall apart. This sometimes preserved the stucco in place, even if the original wood lath deteriorated substantially.

Typical Problems Encountered

Stucco can be prone to cracking and breakage as it ages and becomes more brittle, and can also be more susceptible to damage as a result of impact than other surfaces such as wooden siding or brick. The exterior application of stucco is also subject to intermittent wetting by rainstorms which can cause the underlying wood lath to swell and cause stress to the cement keys, sometimes breaking them and causing the stucco to bulge.

Conservation and Maintenance Guidelines

- Modern stucco repair can benefit greatly from modern materials without sacrificing the heritage quality of the restored property. Where repairs are necessary, wood lath can be replaced by galvanized expanded metal lath (diamond shaped mesh) that resists moisture damage, provides improved keying and support for the stucco, and does not impart movement stresses into the stucco finish.

- Exterior Insulation Finish Systems (EIFS) are a popular, modern exterior wall treatment that can easily replicate the appearance of traditional stucco with the benefit of increasing the insulation value of the wall. Existing walls (or new) are clad in rigid foam plastic sheets usually about 2” thick, and coated with a mesh-reinforced acrylic stucco. The advantage of the system is the provision of a resilient stucco surface resistant to cracking, and the added insulation. The disadvantages are several. Any existing decorative surface features become buried within the thickness of the coating. Any junctions with existing door and window openings and other trim details usually are replaced with inappropriate stucco returns and thick details. And where the systems are marketed to provide additional thermal protection, the overwhelming evidence from places like Vancouver indicates that the systems are inclined to be poorly installed and permit water ingress and retention. The supporting structure underneath becomes damaged from the dampness while the exterior shows no signs of the increasingly serious deterioration. The

system requires the highest quality of professional design and application to be used in new locations and even more demanding skills if used as a retrofit application.

- If repairs or replacement is necessary to stucco finishes, care should be taken to replicate the original appearance with respect to colour, texture and finish. Professional trades people should be hired for major repairs or replacement.

10.5 PORCHES AND VERANDAHS

The porches in the West Woodfield Heritage Conservation District are as significant to the appearance of this heritage district as its gables and dormers. These were originally both functional and decorative additions to a building and reflected the lifestyle and character of the original owners. In the West Woodfield Heritage Conservation District, various types of porches exist – some of these extend across the entire front of the dwelling, whereas others only take up a small portion of the facade, directly in front of the entrance. A significant number of porches in the WWHCD are two storey designs providing a porch and a balcony at the second floor.

299 Wolfe St.

621 Waterloo St.– Front & back porches

361 Dufferin Ave. – Projecting curved porch

484 Colborne St.– Splendid curved porches

365 Central Ave.– c1890 Edwardian

310 Wolfe St.– c1893 High Victorian

478 Waterloo St. – c1876 Italianate

385 Dufferin Ave.– Column & Bracket Detail

320 Princess Ave.– Porch Detail

314 Wolfe St.– Pendentive Columns

309 Hyman St.– c1893 Porch Detail

370 Queens Ave.– Porch Detail

Porches consist of a number of elements that have both functional and aesthetic qualities. These include the support columns and piers, porch floor / decking and steps, skirt, railings, and roof. A number of the porches in the West Woodfield Heritage Conservation District are quite decorative, retaining much of their original millwork and trim. Materials used in the porches include wood and to a lesser extent, brick.

Given their contribution to the overall visual character of the West Woodfield Heritage Conservation District, preservation and restoration of the design and detail of porches and verandahs on the fronts of houses should be considered a very high priority for the heritage district.

Typical Problems Encountered

Like other details on the exterior of a house exposed to severe weathering, the paint, wood and masonry portions of porches deteriorate more quickly than the rest of the house. Foundations and footings for porches were sometimes built with less care and less depth than the main portion of the house. As they are exposed to frost heave from all sides, they are more inclined to be shifted out of plumb alignment. Often porch floors are built as wood platforms over an exterior crawlspace that is difficult to access for maintenance but provides easy access for skunks and debris.

Conservation and Maintenance Guidelines

- Removal or substantial alteration to the size, shape and design of existing porches is strongly discouraged.

- Do not remove or cover original porches or porch details, except for the purpose of quality restoration. Prior to executing any repairs or restoration, photograph the existing conditions and research to determine whether the existing is original or an appropriate model for restoration. Use annotated photographs or drawings or sketches to represent the intended repairs.

- When restoring a porch that is either intact or completely demolished, some research should be undertaken to determine the original design which may have been much different from its current condition and decide whether to restore the original.

- For the structural elements of the porch, use the best of current technology including secure footings extending below frost and pressure treated wood for wood framing.

- For decorative elements such as gingerbread fretwork and other trim, wood is still the best choice to recreate the original appearance, but using improved technology such as waterproof glues and biscuit joiners and liquid preservatives and best quality paints to protect the finished product.

- Fibreglass and plastic versions of decorative trims should be avoided. Poor interpretation of the scale or design of applied decoration detract from the visual appearance and architectural coherence of porches and verandahs.

- Where there are no other reasonable options, fiberglass and plastic versions of these decorative trims may be considered if the appropriate shape and size is available and they are kept in good condition with adequate maintenance of the paint.

- Install and maintain a porch apron on all exterior sides below the porch floor level that permits good ventilation and prevents animals and debris from entering. Research some of the attractive and functional trellis designs that are used in the neighbourhood to fulfill this purpose. Include a hinged or removable section for occasional access for maintenance and inspection. Smooth and grade the ground under the porch to slope away from the basement and cover the exposed ground with a thick polyethylene sheet and a layer of gravel or precast paving stones. This will reduce the dampness and growth of mould and provide more comfortable access for maintenance.

10.6 DOORS AND WINDOWS

Doors and windows offer both functional and visual contributions to the heritage character of buildings. In the West Woodfield Heritage Conservation District, windows are particularly important features, as the repetition of specific shapes and materials such as the arched, stained or leaded glass front window creates continuity throughout the neighbourhood. Other recurring window shapes include the rectangular double-hung window. Many of the original doors also contain stained or leaded glass transoms over the doors. Retaining the shape, size and proportion of the original doors and windows is an important aspect of preserving the heritage character of the district.

315 Wolfe St. - Oriel Window

425 Princess Ave.– Window Detail

521 Colborne St. – Curved leaded glass, C.I. cresting

419 Central Ave.– Window detail

312 Hyman St.– Replacement Windows

621 Waterloo St.– Window detail

421 Central Ave.– Window detail

309 Hyman St. – keyhole window

425 Princess Ave.– Door detail

640 Wellington St. – oval window

For most of the West Woodfield Heritage Conservation District, traditional windows would have been fitted with wooden storm windows, an outer sash that protects the house from winter cold, and protects the permanent window sash from weather exposure and deterioration. Storm doors offer the same function, and could be fitted with screens in the summer time for ventilation.

Typical Problems Encountered

Original door and window frames are nearly always constructed of wood. Often, the portions of a window or door opening that weather badly and deteriorate the most are the bottom of the sash of the window, or the bottom rail and threshold of the door, as they are exposed to more moisture. These elements can sometimes be replaced to preserve the remainder of the door or window. Cracks can also appear in wooden window frames due to the general wear and tear of opening and closing windows and humidity changes. These should be filled, primed and painted to limit further damage.

Wooden storm windows take the brunt of weathering and sacrifice themselves to reduce deterioration of the inner window assembly. As a result, they typically require repair or replacement more frequently than the inner windows. When the storm windows have deteriorated beyond repair, they can be replaced. The replacement with matching wood storm windows is preferable to aluminum windows, but if aluminum has been used, it should be primed and painted to be as inconspicuous as possible.

The caulking or putty that seals the glass to the wood frame also dries out over time and can crack or become loose. Replacement of the putty should be undertaken to reduce heat loss and prevent potential further damage or breakage of the windows. Weather-stripping has also improved in design and function enormously since the advent of central heating and particularly since the escalation of fuel costs. There is no shame or deceit in using the best modern weather-stripping applied appropriately to the oldest of original doors and windows.

Conservation and Maintenance Guidelines

- The preservation of original doors and windows is strongly encouraged wherever possible as the frames, glass and decorative details have unique qualities and characteristics that are very difficult to replicate.

- Regularly clean and inspect doors, windows and frames for cracks, loose putty or weather stripping, or other signs of damage or deterioration.

- Original wood framed doors and windows in most cases can be restored or replaced with new wooden products to match if the original cannot be salvaged, but may require a custom-made product. Take particular care that exact visible details are replicated in such elements as the panel moulding and width and layout of the muntin bars between the panes of glass.

- The traditional use of wood sash storm windows well fitted to the window opening, provides better thermal and sound insulation properties than modern sealed insulating units (Thermopane windows), and provides a protective barrier to the elements that can be replaced when deteriorated beyond repair.

- The original windows can be made more energy efficient by reducing air leakage. Keep the glass well sealed to the sash by keeping the putty in good condition and keeping the paint just touching the glass to seal the joints. Repair damaged sashes and maintain good weatherstripping for operating windows. Windows that are not used for ventilation can be sealed with a fine bead of butyl caulking and painted shut.

- For some windows, original glass lites can be replaced with sealed units to improve the R value (insulation value) of the glass portion of a window, or the replacement of the sash (the portion of the frame immediately surrounding the glass, and that moves with the glass in an operating window) complete with new insulating glazing. However, for sashes with divided lites (usually 4, 6 or 8 glass lites within the sash separated by narrow wood muntin bars) there is the dilemma of maintaining the original, true glass division by using thicker muntin bars required by the thicker edges of insulating units, or by using some gimmick like glued-on decorative muntin bars, or a decorative grid of mock muntin bars within the glass sandwich to simulate the original appearance of a divided lite. None of these solutions is authentic for sashes with divided lites.

- If possible, retain parts of the original doors and windows, particularly the original glass. Small differences in interpretation of these details makes a huge difference in the overall appearance of the building.

- The replacement of original wood framed windows by vinyl or aluminum clad windows is discouraged. If this is the only reasonable option, the replacement windows should mimic the original windows with respect to style, size and proportion, with a frame that is similar in colour, or can be painted, to match other windows.

- If a door or window that has a decorative transom must be replaced with new, make every effort to preserve at least the transom at the top of the door or window opening.

- Original door and window openings on the street facing facade should not be blocked up or covered as this can greatly alter the visual character of the dwelling.

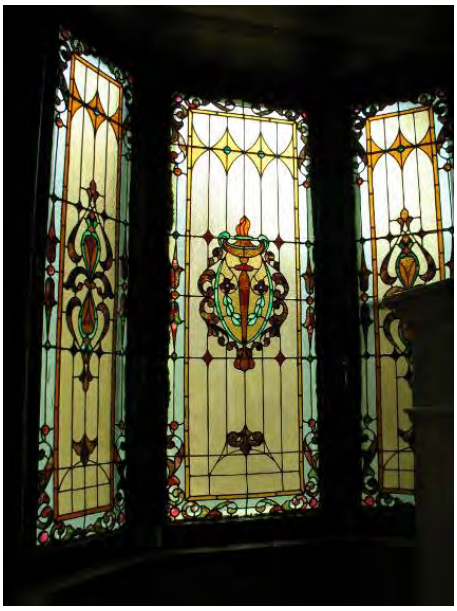
- Choose storm and screen doors that reflect the age and character of the house. Wood framed doors are much more preferable than aluminum screen / storm doors and have the added advantage of being able to be painted to complement the house.

10.6.1 Leaded and Stained Glass

In the West Woodfield Heritage Conservation District, leaded and stained glass windows are used most frequently in arched front windows and transoms over the doors, sometimes with the house number embedded into the design. Many of these stained glass windows have unique patterns and rich colours.

633 Waterloo St.– Window detail

633 Waterloo St. – Window detail



568 Wellington St.– Interior stained glass detail

Leaded glass windows are a distinctive feature of many properties in the West Woodfield Heritage Conservation District area. The term “leaded glass” includes the sub-categories of clear leaded glass, coloured and patterned leaded glass, and stained leaded glass. Technically, the expression “stained glass” refers to glass components in a leaded glass assembly that have been painted with a top coat of coloured material that is then fired permanently onto the surface of the glass. This technique is used for traditional church windows with highly detailed images including shading fired onto the glass.

Typical Problems Encountered

The materials of a leaded glass window are resistant to aging and weathering, but fragile and prone to physical damage. Even when well protected, the lead will eventually oxidize and weaken and the panels will require professional re-leading and restoration. The cycle of repair is approximately a century.

Conservation and Maintenance Guidelines

- Because stained and leaded glass windows are such a notable feature, every effort to retain and repair them should be made.
- Consider providing a protective layer of glass on the outside to reduce the risk of physical damage from objects and atmospheric pollution. Traditional storm windows fulfill this role very well.

- If complete replacement of these windows is necessary, replacement windows should be of the same size and shape and incorporate stained glass details and colours similar to the original design.

10.6.2 Shutters

Several examples of traditional louvered shutters exist in the district and should be conserved and maintained. Generally they are associated with earlier styles including the cottage forms and the Italianate. By 1900 they were less likely to have been in use. The Queen Anne style houses with the large ground floor arched front windows are unlikely to have had shutters originally. At one time, shutters protected the home from sun and regulated airflow in the house. Today they are only decorative, however, their existence complies with the same criteria of authenticity that other elements of the facade are required to meet.

23 Peter St. – Shutter repair

16 Cartwright St. – Shutter detail

425 Princess Ave. – Shutter detail

28 Cartwright St. – Mis-sized shutter detail

Typical Problems Encountered

Often shutters were removed from the hanging hardware once found on the window frames and attached to the wall on either side of the window. The moveable louvers are often painted into position. The surfaces of the louvers are also very exposed to the elements, and if not painted and maintained adequately, can be subject to deterioration.

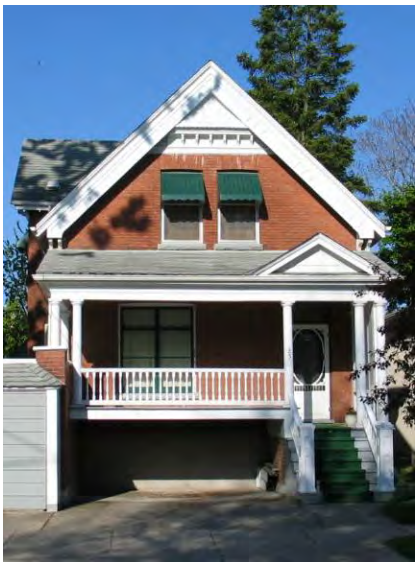
472 Queens Ave. – Round gable window

Conservation and Maintenance Guidelines

- Original louvered blind-style shutters are rare and should be retained and repaired if necessary. Missing louvers should be replaced.
- If original shutters have been removed from their hinges and attached to the wall on either side of the window, new hardware should be found and the shutters re-hung.
- Replacement wood shutters could be considered for house styles that would have originally incorporated shutters, such as the cottage and the Italianate styles. Shutters made of aluminum or vinyl are not recommended. Salvage yards are a good source for period shutters.

10.6.3 Awnings

Awnings were popular for sun control and entrance protection during the first half of the twentieth century. Adjustable awnings continue to provide a good "green" alternative to energy consuming air conditioning and heating systems, to welcome the heat of the sun during the winter and to reduce the solar heat gain in the summer. Awnings are particularly useful on south facing windows where there are no deciduous trees to provide natural shading. The use of awnings also permits an interesting variation in colour and texture when artistically designed.



25 Peter St.- 1905

Typical Problems Encountered

Traditional awnings of canvas stretched over a light steel frame and using cords to raise and adjust the shade are exposed to severe weathering and ultraviolet deterioration. The canvas fabric would only last for five to ten years before requiring replacement. Newer synthetic fabrics will last twice as long, but some colours are prone to fading. Traditional awnings were removed during the winter to permit full ingress of daylight and to protect the fabric from winter exposure.

628 Wellington St. – Modern Awning

466 Dufferin Ave. – Fitzgerald Corners, High Victorian (East Woodfield)

Conservation and Maintenance Guidelines

- The original and best awnings are as fragile as umbrellas and require care in handling to prevent damage.
- The framing system should be designed and installed to permit easy detachment from the wall of the building for storage and maintenance.
- Where awnings are used it is important to ensure that traditional designs relate to the shape of the opening and to the style of the building.
- Modern curved fabric plasticized and backlit awnings that are emblazoned with logos and signage are inappropriate substitutes for original awning designs.

10.7 FOUNDATIONS

Foundations not only provide the structural support for the main part of the house, but also provide the display base for the featured appearance of the building. The foundation can be as significant to the overall appearance of a house as the frame is to a picture. Foundations for houses in the West Woodfield Heritage Conservation District are similar in type and purpose to most houses in Southern Ontario. The choice of materials that could be used as foundation walls in 1900 was limited to stone, concrete, concrete block, and some types

308 Princess Ave.

of brick burned at a very high temperature to become stronger and less porous than normal brick.

The foundations of houses built around 1900 were intended to provide solid structural support for the house above, and to resist the lateral pressure of earth against the walls if the basement was excavated. By keeping the main floor several feet above the ground, the problem of moisture from ground water or from splashing rain or drifting snow was confined to the basement, which was constructed of moisture resistant materials. The weight of the supported house construction is relatively easy to support on a permanent foundation wall, assuming that the wall was originally constructed of adequate thickness and supported on an adequate footing.

470 Colborne St.

496 Waterloo St.– c1893

Typical Problems Encountered

Foundation problems usually arise due to their failure to resist the lateral pressure of the earth, made worse by the recurring freeze thaw cycles of frost in the ground around the exterior of the foundation wall. This lateral pressure sometimes causes cracking in the wall, and water ingress at the location of cracks.

For locations where water ingress is excessive through the foundation wall, the simplest solution is to ensure that surface water on the ground does not drain toward the foundation, but is directed away from the foundation by sloping the ground away from the building. If the water ingress cannot be easily corrected by grading, digging on the exterior of the foundation to install a new waterproof membrane and drainage system to collect the groundwater before it penetrates the foundation wall may be the only option.

During previous repairs, the exterior of the foundation wall may have been coated with various trowel-on or paint-on materials that may have failed and fallen off in some locations. If the general condition of the coating is sound, only repairs may be required to the areas that have failed. See the comments on

"stucco" finishes to improve the quality of the replacement material installation and to reduce the exposure to damaging moisture.

Conservation and Maintenance Guidelines

- Ensure that the ground around the dwelling is sloped away from the building to prevent water from pooling at the foundation.
- Inspect foundations occasionally, looking for cracks and loose surface materials on the foundation itself, or settling and low spots on the surrounding ground.
- If minor cracks are evident, repairs will typically require chipping out loose mortar and masonry and re-setting the loose components with new mortar.
- For foundations that have settled or deteriorated excessively, re-building the foundation wall(s) may be necessary. Temporary support is required for the structure of the house above while the damaged wall is dismantled and re-constructed.

10.8 DECORATIVE TRIM AND DETAILS

There is a wealth of decorative trim and detail on the houses in the West Woodfield Heritage Conservation District which substantially adds to the visual appeal and heritage character of the area. The decorative trim and brackets made from wood, and cast iron, and wrought iron railings, finials and details are an integral part of the appearance of the buildings and the district.

246 Hyman St.– Cresting Detail

244 Hyman St. – Eave Garland

504 Colborne St. – c1872 Italianate

230 Central Ave. – Filigree Detail

300 Wolfe St. – Porch Detail

538 Colborne St.

425 Princess Ave. – Window Detail

Typical Problems Encountered

As much of the decorative trim is composed of wood, with multiple projecting surfaces, its exposure to rain, snow, wind, etc. can eventually cause deterioration and breakage. Some of the components (e.g. – spindles, brackets, mouldings, etc.) are small or finely detailed, also making them more susceptible to damage or breaking away from the larger structure. In some cases, the decorative trim has been covered up by vinyl or aluminum siding, substantially altering the visual appeal of the dwelling and heritage value.

Some owners object to the additional work required to maintain the intricate design of trim details and remove the decorative trim or cover it with a simple, flat cover. This is a denial of the special quality and beauty of the original construction, and on street facades, the denial of enjoyment to the public using the street.

Conservation and Maintenance Guidelines

- Inspect decorative trim and details regularly to identify areas which require repair, repainting or other maintenance. Keep the paint film on decorative wood components intact. Use a wood preservative, such as copper napthanate, or zinc napthanate, brushed liberally onto bare wood and wood joints prior to painting to reduce deterioration from rot.

- Avoid covering or otherwise obscuring decorative trim and details with other materials, particularly vinyl and aluminum siding.

- Where decorative trim elements have deteriorated or disappeared, their reconstruction or replacement to complete the original appearance is strongly encouraged.

- Preserve and restore as much of the original trim and detailing as possible and use the original as templates for new replacements.

- For trim and castings, research the profiles that were available and popular in the location and the period and notice the methods for joining the edges and corners that are different from current construction. Some larger replacement profiles may have to be fabricated from more segments than the original to build up the overall size and projection from the wall.

- Avoid the use of mouldings that are standard profiles called ‘Victorian’ or ‘Colonial’ available at building supply stores - they are poor substitutes for the delicate profiles of the original. There are specialty moulding suppliers who carry a wider range of stock mouldings and some millwork shops that can cut profiles to order.

- Consider using contrasting paint colours to highlight decorative details. See additional guidelines regarding paint and colour in Section 8.9.

10.9 PAINT AND COLOUR

Paint has been used, in a variety of formulations, throughout history to decorate and protect our buildings. For a building material that costs so little and represents such a small quantity of the volume of materials in a building, paint has an enormous impact on the visual appeal and the longevity of a building. The traditional image of heritage buildings has always been determined in part by colour fashion and in part by availability of pigments and binders for paint. The reason that most barns were painted red initially was the source of inexpensive paint concoctions that included animal blood as a principal component, and trimmed with white (whitewash) from powdered lime and milk.

10.9.1 Paint and Wood

Prior to the advent of “pressure treated” wood which has a rot-resistant chemical injected into the fibres, virtually all wood used outside needed to be painted on a regular basis to prevent deterioration and rot. Some wood that was naturally rot-resistant (cedar) was used unpainted for fences and shingles, and some utilitarian buildings such as sheds and barns were left unpainted to age to a deeply textured, gray finish. But all wood associated with residential construction was painted to present a finished appearance to the neighbourhood, and to protect the investment in the house. The recent introduction of pressure treated wood has been a mixed blessing. The treatment process usually only penetrates the outside layer of wood and does not protect the core from rotting eventually if exposed to prolonged dampness. The treatment process does not prevent the cycle of swelling and shrinking with changes in environmental moisture, and the resulting deterioration of the surface texture, combined with sun and weather exposure. Better protection is still afforded by a paint film, properly maintained by regular re-painting.

419 Dufferin Ave.– Colourful Porch Detail

385 Dufferin Ave.– Column & Bracket Details

Modern exterior acrylic paints from reputable companies perform far better than any historic paint materials to provide a tough film to protect the substrate materials and stay adhered to the substrate without peeling or blistering. Modern acrylic paints allow trapped moisture to escape through microscopic pores while providing moisture protection from precipitation.

430 Dufferin Ave. – 1875 Italianate

10.9.2 Paint and Masonry

The use of paint, or finishing films or coatings on stone or brick or concrete masonry has traditionally been applied in certain conditions. In locations where soft or porous masonry was exposed to dampness or hydrostatic pressure, such as in a foundation wall, water-resistant coatings were often applied with varying success (see Stucco and Parging). For aesthetic appeal, principal walls that were constructed of poor quality masonry, such as stone rubble or inferior brick, were sometimes covered with stucco and possibly painted with a mineral based paint.

In some cases, and in limited areas, good quality masonry was parged and/or painted for utilitarian or aesthetic effect. The brick wall inside a deep porch might be painted a light colour to brighten the shaded condition, and to present a renewable finish to an exterior room of the house. The window surrounds might be parged and/or painted a light colour to create a frame for the window and to increase the brightness into the interior. The cast stone columns or capitals may have been upgraded from the gray concrete colour by painting. In most cases, these examples were limited to special locations for special purposes, with the understanding that there would be increased maintenance of the finish required.

Any paint film used on the exterior of a building should be able to “breathe” to allow any build up of moisture vapour on the inside to escape to the outside without raising blisters or peeling off the film. This is particularly important with brick and most masonry materials that are porous. Paint films over large areas of brick are inclined to seal the surface, trap moisture, and cause spalling and other deterioration of the masonry. Exterior paint requires regular maintenance and occasional repainting compared to exposed brick masonry. Many examples of exterior brick masonry walls were constructed by highly skilled masons using a variety of bonding patterns, textures and sometimes multi coloured brick and mortars to create a distinctive decorative effect. The covering of this detail by painting diminishes the heritage character of the original building and introduces a maintenance responsibility for the remaining lifetime of the building.

If you have a brick house that has painted elements, try to understand the purpose for which they may have been painted. If the purpose is logical and the appearance is attractive, there may be good reason to maintain this tradition. If, however, you have a brick house that has been completely painted, and the purpose and the appearance is not appealing, you may wish to restore the original appearance of the exposed brick. The best method requires an application of a chemical stripper that softens the paint and permits it to be rinsed away with water. The process is caustic to skin and plants and requires professional skill and equipment to prevent overspray and to ensure proper containment and disposal of the waste. Some light abrasive wash, such as the Jos System, may be used for the removal of stains and excess soil build-up. Ensure that the applicator company has heritage experience and understands the importance of mild cleaning to avoid removal of the historic patina on the surface of the masonry and to avoid damage to the brick itself.

Do not permit sandblasting, either wet or dry processes, to be used on soft clay brick. Sandblasting is too aggressive and quickly removes the original surface of the brick, exposing the soft core to rapid deterioration and changing the texture and appearance of the surface.

10.9.3 Paint Colour

Colour preferences and styles change. It is difficult to find accurate records for original colours of buildings except on the building itself. Paint scrapings can determine with reasonable certainty the progression of colours on the building. The bottom layer may be the first colour, but perhaps not the best choice. Allow some latitude in the research and methodology for choosing the colours to arrive at a selection that you and your neighbours are happy to live with.

499 Dufferin Ave.

Benjamin Moore, and other paint suppliers, provide a researched pallet of traditional paint colours for restoration purposes that feature the shades of yellow ochre, deep green, grey-blue and rust red that formed the basis for most house paints a century ago. Colour selection is one of the most democratic of processes, but like most democracies, some acceptance of local norms and tolerance of local idiosyncrasies assists in the social purpose.

Remember that lighter colours reveal more of the bas relief sculptural detail in trim elements. Some owners may also prefer to accentuate the facets of painted trim details by using slightly different shades of colour for recessed and projected surfaces. This technique should be undertaken with subtle shading differences and test panels to ensure that the finished result is not garish.

Conservation and Maintenance Guidelines

- Ensure that wooden surfaces are painted to protect them and increase their lifespan of the material. When painting, take care to prepare surfaces properly (i.e. – removing dirt and grime, scraping away loose paint, filling holes, etc.)

- Avoid painting brick and masonry, unless it is already painted. If removal of existing paint is contemplated, use appropriate chemical strippers with caution. Do not sandblast painted brick or masonry surfaces as a means of paint removal.

- Contact knowledgeable paint suppliers to obtain information about the appropriate type of paint to use (oil versus latex, etc.) on specific surfaces or over previous paint jobs.

319 Hyman St.

- Select paint colours that are consistent with the heritage character of the area and that complement other materials or details on the dwelling.

10.10 UTILITY AND SERVICE CONNECTIONS

With the construction of many houses on small lots, by 1900 each lot would have been connected to the city's water and sewer systems. Municipal electrical connections were available early in the 20th century. The above-ground service connections have grown in number and size to include heavy gauge wiring for 200 amp electrical service and numerous other wires for telephone, cable, data and other connections. In new housing areas, these services are sometimes buried to avoid the mess of wiring approaching each house. Where the services are not buried underground, they should be grouped together and coordinated to travel the least distance to the house, and to be routed into the house at the nearest location to avoid wires and conduit draped over the historic façade.

617 Wellington St.

A related issue is the proliferation of air conditioning units, both window mounted and pad mounted central systems. Window mounted units detract from the intended design of any window in any façade and if these are the only option, they should be installed in the least visible windows from the street. A single pad-mounted unit is preferable for a central AC installation to avoid conflict with the original house design. The pad unit should be located in an inconspicuous location.

10.11 ENERGY EFFICIENCY

The exterior walls and the roof of a building, combined with related components such as doors, windows and skylights, are now referred to as the building envelope, a term that well expresses the required, continuous enclosure to separate the inside from the outside climate. Only in the last couple of decades have building systems, materials, techniques and codes begun to relate to the importance of these components being employed in a balanced and appropriate system, not only to provide the required separation, but also to maintain a healthy environment for the building occupants, and a healthy environment for the wall components themselves. Insulation is a good thing to have in a wall, but it is incorporated as only part of the overall assembly that provides the separation from the outside climate.

421 Central Ave.– Wood Storm Window

The Ontario Building Code for new buildings requires the ceiling below an unheated attic to be insulated to R31 (9" fiberglass or 6" Styrofoam) and exterior walls to be insulated to R17 (5.5" fiberglass or 3.5" Styrofoam). The difference in the requirement for ceiling and walls is a function of the large amount of heat that is lost through the ceiling (heat moves up), and the available space in the construction system of most houses to increase the insulation in this location.

403 Central Ave.– Aluminum Storm Windows

Many older houses do not have these amounts of insulation and may not easily be modified to increase the insulation. However, the ceiling below an unheated attic in many older houses provides an ideal location to increase insulation with minimal risk to the building system. The addition of 6" or more of fiberglass batt insulation, or blown-in mineral wool, provides comfort and economy over the remaining life of the building. The only risk is the potential build-up of moisture within the new thickness of insulation, but this can usually be controlled effectively by adequate attic ventilation to the exterior, and the sealing of the ceiling plane by a continuous coat of paint, and caulking and foam sealants at any gaps or penetrations. It is too difficult to attempt to install a continuous membrane vapour barrier after the fact. Some foam-in place insulation systems provide both the required insulation and the continuous vapour barrier in the same installation, but these require both care and skill in the application.

For exterior walls and cathedral ceilings and dormers, there is less ability to gain access for the installation of an increased amount of insulation. For many situations, the attempt to increase wall insulation is done blind by injecting, or blowing in foam or fibres. The risk is great that the insulation does not fill the cavities as intended, and that the new insulation may become damp with the lack of adequate ventilation in the wall. This dampness, combined with the new, colder exterior temperatures, can cause rapid deterioration to either wood or masonry wall components that have survived for a century prior to the improvement.

In most situations, the best improvement to the thermal performance of historic exterior walls is achieved by closing the holes in the walls as much as possible to stop the wind and the outflow of warm, humid, air. The simplest process is the judicious use of aerosol spray foam and caulking from the inside of the building. Seal the tops and bottoms of cavities in walls where you can get at them to prevent the chimney effect of air circulating into these spaces from the inside of the house. In locations where there is access provided to these voids and cavities during interior renovation, add insulation only if you can be sure that you can stop humid air from getting to the cold side of the new insulation, or into the remainder of the wall assembly. Take more care in the careful installation of a continuous air/vapour barrier. In some installations, this may mean a spray on rubberized material that effectively seals the interior of the wall.

We are all worried about the spiraling cost of heating energy. However, the cost of keeping an exterior masonry wall warm enough to prevent frost-spalling may be considerably less than the costs of major repairs caused by accelerated deterioration. Concentrate on closing the holes and cracks, and using a ventilation system that minimizes the build-up of humidity in the walls.

APPENDIX A

HOME OWNER'S HERITAGE GUIDE

what is a heritage conservation district?

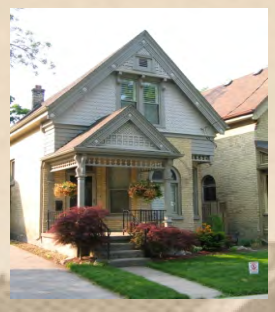
A Heritage Conservation District is a part of the community that shares both a common development history and a series of architectural and landscape features.

The goal of a ***Heritage Conservation District*** is to preserve as much of the community fabric, both built and natural, as possible from the time of its development. To assist in this, a ***Heritage Conservation District Plan*** has been prepared which includes specific policies for the district along with a series of conservation and design guidelines. The main focus is the retention of the original street facades of the district's historic homes and other buildings. Features including original doors and windows, front porches, decorative trim and distinctive roof forms are important heritage attributes in the ***West Woodfield*** neighbourhood. Other notable features are the mature tree canopy, laneways, grassed boulevards and Victoria Park. Maintaining and restoring these elements is a priority of the Conservation Plan and guidelines.

All heritage attributes visible from the street or other public spaces, including lanes, parks or other open spaces are now protected by the heritage district designation and most alterations will require a Heritage Alteration Permit from the City.

The lands comprising the Woodfield neighbourhood were surveyed into building lots in 1840 following the incorporation of the City and the extension of its boundaries east to Adelaide. Several large blocks of land were granted to a small number of individuals and institutions most of whom had registered a plan of subdivision for their property by 1855. An initial burst of development followed in the 1860s and 1870s resulting in a fairly dense pattern of growth consisting largely of one-storey frame dwellings. A second period of intense development followed in the 1880s lasting to about 1914, characterized by the further subdivision of the large lots which resulted in the variety of styles and materials that can be seen today. By 1914, Woodfield was a cohesive neighbourhood whose residents belonged to the same churches and clubs and were in many cases the City's business and political leaders.

key architectural styles



Queen Anne

Italianate

Neo Classical

Vernacular

Georgian Revival

Ontario Cottage

getting work done

During the process of assessing the ***District***, each building received a ranking based on its state of preservation**,** its heritage features and the extent it contributes to the streetscape and neighbourhood. Well-preserved examples of specific styles rated an "**A**" or "**B**". Those that have been altered but still contributed to the overall streetscape rated a "**C**" and buildings with irreversible alterations or those that had been recently constructed were assigned a "**D**". A building's ranking may aid in the determination of its eligibility for grants and incentives and also defines the level of review.

Contact the City of London Heritage Planning staff or check the *West Woodfield Heritage Conservation District Plan* to determine the ranking for your building. Then use the chart below to determine if an alteration permit is required.

TYPE OF WORK	Heritage Alteration Permit Required			
Major Projects	**Building Ranking**			
	A	**B, C**	**D**	**Guidelines**
New Buildings	Yes	Yes	Yes	Yes
Additions visible from street	Yes	Yes	No	Yes
Conversions involving exterior alterations	Yes	Yes	No	Yes
Major alterations to street facade(s)	Yes	Yes	No	Yes
Additions not visible from street	No	No	No	No
Interior renovations	No	No	No	No
Minor Projects (Street Facing Façade)	**A**	**B, C**	**D**	
Window removal, replacement or addition	Yes	Yes	No	Yes
Shutter removal or replacement	Yes	Yes	No	Yes
Door removal, replacement or addition	Yes	Yes	No	Yes
Decorative trim removal or replacement	Yes	Yes	No	Yes
Porch/verandah replacement, removal or addition	Yes	Yes	No	Yes
Re-roofing with different materials	Yes	Yes	No	Yes
Removal of chimneys	Yes	Yes	No	Yes
Removal or installation of cladding and siding	Yes	Yes	No	Yes
Painting previously unpainted brick	Yes	Yes	No	Yes
Soffit, fascia and bracket replacement	No	No	No	Yes
Re-roofing with same materials	No	No	No	No
Eavestrough replacement	No	No	No	Yes
Painting of wood, trim	No	No	No	Yes
Other maintenance and repair	No	No	No	No

general design guidelines

The following design guidelines and general principles provide some basic direction for all buildings within the ***Heritage Conservation District***. More detailed policies and design and conservation guidelines, including those for specific areas in the District**,** are contained in the Conservation Plan. It should be referred to whenever any alterations, additions or new construction is being contemplated.

things to do

- Whenever possible, research the original appearance of the building to determine *"authentic limits"* of restoration or alteration.
- ***'Restore'*** whenever possible rather than ***'replace'*** especially for features such as doors, windows, porches and decorative trim.
- Use appropriate style, scale and materials for additions and alterations.
- If *replacement* is necessary, new doors and windows should be of a similar, style, orientation and proportion as the original.
- Locate additions away from the principal façade or where visible from the street or other public spaces.
- The height of any addition or new building should be similar to the existing building and/or adjacent buildings.
- Maintain and repair the heritage features and materials of your building and seek out sources of salvaged heritage pieces such as doors and windows if replacement is necessary.

things to avoid

- Removing, cladding or obscuring architectural details and original materials when undertaking alterations and additions.
- Blocking up or removing original door and window locations.
- Making irreversible changes to the original heritage attributes.
- Replacing original details and materials with poor reproductions or plastic and vinyl materials.

Advice:
Contact the City of London Heritage Planner (519-661-2500 ext. 0267) for advice or information regarding the Heritage District approvals process. Also check the City of London website at www.london.ca or contact the Woodfield Community Association.

Publications:
West Woodfield Heritage Conservation District Study - Phase 1 Report
West Woodfield Heritage Conservation District Plan

West Woodfield

heritage conservation district

heritage guide

APPENDIX B

PART IV DESIGNATED PROPERTIES

West Woodfield Part IV Designated Properties

Address	Detail	Date	Name	Comments	Const'n	Style
302 Central		1896		LSP3081231	Brick	Queen Anne
360 Central		1881		LSP3193217	Brick	Ontario Cottage
421 Central		c1897		LSP3288-244	Brick	Queen Anne
419 Central		c1900		LSP3307-192	Brick	Vernacular
512 Colborne		c1913		LSP3313300	Brick	Edwardian
540 Colborne		c1888		LSP3100375	Frame	Ontario Cottage
513 Colborne		1860		LSP328056	Brick	Cottage
501 Colborne	semi	c1902		LSP3141117 Double house included #503	Brick	Edwardian
503 Colborne	semi	c1902		LSP3141117 Double house included #501	Brick	Edwardian
370 Dufferin	Plaque -Ellen married Richard Irvine, a customs officer, they received the eastern half of his lot on which they built 370 Dufferin, c. 1869.	c1863		LSP2784277 "Sister House"	Brick	Late Victorian
412 Dufferin		1907		LSP3099374	Brick	Edwardian
414 Dufferin		c1902	John Gordon Home	LSP3188146	Brick	Late Victorian
430 Dufferin	includes #432	1875		LSP325130	Brick	Late Victorian
471 Maitland	plaque	1850		LSP 3338217	Frame	NA
511 Maitland		c1880		LSP3126277	Brick	Late Victorian
519 Maitland		1875	Bauer Property	LSP313986	Brick	Late Victorian
308 Princess		c1898		LSP2865487	Br & Stone	Queen Anne
322 Princess		c1905	Rand Property	LSP3354162	Brick	Queen Anne
334 Princess		c1898	Morgan Property	LSP3355163 Double house with #336	Brick	Late Victorian
336 Princess		c1898	Morgan Property	LSP3355163 Double house with #336	Brick	Late Victorian
305 Queens	Vacant	1939	Central Library		Stone	Art Deco
308 Queens	4 row houses	c1881		LSP3287232	Brick	2ND EMP
496 Waterloo		c1893		LSP337950		Queen Anne
526 Waterloo	semi -• 526-28 Waterloo, 1874 – built for Richard J. O'Loane	c1873		LSP2863454 Double house with #528	Brick	Italianate
528 Waterloo	semi -• 526-28 Waterloo, 1874 – built for Richard J. O'Loane	c1873		LSP2863454 Double house with #528	Brick	Italianate
549 Waterloo	Waterloo Apts -built c. 1914	c1914	Waterloo Apts	LSP3356164	Brick	Apartment
532 Waterloo		c1875		LSP327753	Brick	Vernacular
574 Waterloo	gable detail	1894		LSP3082242	Brick	Vernacular
621 Waterloo	includes 323 Hyman	c1893		LSP339066		Queen Anne
296 Wolfe	semi	c1893	Latvanen Property	LSP327854 Double house with #298	Brick	High Victorian
298 Wolfe	semi	c1893		LSP327854 Double house with #296	Brick	High Victorian
300 Wolfe		c1893		LSP317618	Brick	High Victorian
310 Wolfe	loggia & porches	c1893		LSP3075187	Brick	High Victorian
314 Wolfe	pendentive columns	1888		LSP2908387	Brick	Queen Anne
315 Wolfe	screen porch	c1908		LSP3244688	Brick	Late Victorian
317 Wolfe		1902		LSP3357211	Brick	Queen Anne
320 Wolfe	with plaque	c1928	Sheldrick Property	LSP3370168	Brick	Dutch Colonnial
324 Wolfe		c1898		LSP3394202		Queen Anne

APPENDIX C

DRAFT HERITAGE ALTERATION PERMIT APPLICATION

CORPORATION OF THE CITY OF LONDON

HERITAGE ALTERATION PERMIT APPLICATION

TYPE OF APPLICATION

Alteration	☐	Addition	☐	Demolition	☐	Erection	☐
Maintenance	☐	Removal	☐	Repair	☐		

Designated Under: Part IV ☐ Part V ☐ HCD

Address of Work:

Lot Dimensions Lot Area

HERITAGE DESCRIPTION OF BUILDING (attachments, if necessary)

Note: Include photographs, history of use and construction, architectural description, number of storeys, style, features, etc.

DESCRIPTION OF WORK (attachments, if necessary)

Note: The description of the work should be more detailed and extensive depending on the project and should include a record of the building being proposed or already existing: written summary of work to be done along with any drawings (10 copies), measurements, paint samples, information on building materials, window sizes and configurations, decorative details proposed.

NOTES FOR DECLARATION

The applicant agrees that the proposed work shall be done in accordance with this application and understands that the issuance of the Heritage Building Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of London, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issue, any departure from the conditions imposed by the Council of the Corporation of the City of London, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Building Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

To be completed by City of London

REVIEWED BY

If Part V is the work to be completed in compliance with the plan and guidelines of the Heritage Conservation District Yes ☐ *No* ☐ *if no, explain*

☐ *requires LACH consultation* ☐ *requires Council approval*

APPENDIX D

INFORMATION & REFERENCE GUIDE

GLOSSARY AND DEFINITIONS

The following definitions have been adapted from sources including Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada and various websites.

Baluster: Small or short posts that make up a railing as in a staircase; may be plain, turned, or pierced.

Balustrade: A railing composed of posts (balusters) and a handrail, often found on staircases and porches.

Bargeboard: (sometimes called gingerbread trim) Woodwork or boards attached to the edges of a gabled roof, often carved or ornamented.

Bracket: A small projecting piece of wood or stone, sometimes elaborately carved or decorated, from a wall or other vertical structure that supports another component, such as an eave or cornice.

Capital: The decorative head of a column or pier.

Casement: A window that opens via hinges on one side.

Cladding: Exterior, non-structural material (typically wood, vinyl, aluminum) that protects a wall from the weather, sometimes referred to as siding.

Clapboard: A type of siding using beveled boards laid horizontally and overlapping at the top and bottom.

Column: An upright pillar or post that may be used for support or decoration.

Concrete: A mixture of cement, sand and/or gravel and water that becomes very hard, most frequently used for foundations.

Conservation: The on-going efforts to maintain a building in serviceable condition, respecting its original condition.

Corbel: Stone or wood projections from a wall or chimney for support or decoration.

Cornice: Projecting horizontal molding, often decorated and supported by brackets, at the top of a wall, building or arch.

Course: A single row of brick or stone material in a wall.

Cresting: A decorative rail or similar feature at the top of a building, often along the ridge of a sloped roof.

Dentil: Closely spaced, rectangular blocks set in a row, often as a decorative feature in a cornice.

Dormer: A window that projects from a sloping roof, with a small roof of its own that may be flat, arched, or pointed.

Double-hung Window: A window which operates by means of two sashes that slide vertically past each other.

Eave: The underpart of the projecting edge of a roof.

Fascia: A finish element covering the face of eaves and roof projections.

Finial: An ornamental projection usually at the top of a roof, gable or other peaked structure.

Gable: The triangular portion of a wall beneath the end of a gabled roof that may be on the front or side (or both). Porches and dormers may also be gabled

Gabled Roof: A roof that slopes on two sides.

Heritage Tree: "A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features; a loving relic that displays evidence of cultural modification by Aboriginal, or non-Aboriginal people, including strips of bark or knot-free wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail; a prominent community landmarks; a specimen associated with a historic person, place event or period; a representative of a crop grown by ancestors and their successors that is at risk of disappearing from cultivation; a tree associated with local folklore, myths, legends or traditions; a specimen identified by members of a community as deserving heritage recognition. (Adapted from the Ontario Heritage Tree Association).

Hipped roof: A roof that slopes to the eaves on all sides.

Lintel: The horizontal support at the top of a door or window.

Mansard roof: A roof with a double slope, with the lower portion steeper than the upper one (often used for barns). Dormers are often set in the lower slope.

Masonry: Brick, stone, concrete, tile or other earthen products used in construction.

Millwork: Finished woodwork, cabinetry, carving, etc.

Moulding: A shaped decorative element, usually a horizontal band, that projects slightly from the surface of a wall.

Mullion: A thin upright member within a window or between adjacent windows.

Parapet: The portion of a wall that projects above a roof.

Pier: An upright square or rectangular support post, usually of masonry.

Pilaster: An upright shallow rectangular support post set into a wall, manly for decorative purposes.

Quoins: Stones at the corners of buildings, usually laid so their faces are alternately large and small. Usually in contrasting color from the rest of the wall.

Restoration: Major rebuilding and repair processes to restore a building to its former condition.

Sash: Wood or metal frame that holds the glass in a window.

Shingle: Generic term that refers to a number of products whose characteristic is the overlapping of small sheets or plates on a sloped or vertical surface to shed rainwater by gravity.

Shutters: Window or door covers, usually made of wood, with horizontal slats that may be tilted to control air and light transmission. Shutters may be functional or purely decorative.

Sidelight: A window beside a door, forming part of the door unit

Siding: A facing material applied to the outside of a building to make it weatherproof.

Sill: A horizontal element at the bottom of a window or wall.

Slate: A roof material made from a hard, fine-grained rock that cleaves into thin, smooth layers.

Soffit: The underside of an eave.

Stucco: A cement mixture used for siding, sometime with pebbles or coloured glass pieces embedded for texture and decoration.

Transom: A small window over a door or another window, often able to be opened for ventilation.

INFORMATION AND REFERENCE SOURCES

Following is a list of recommended reference sources for advice and information regarding heritage preservation, architecture, landscaping and related topics to inform and assist property owners who are interested in obtaining more detailed information.

1. International Publications

Preservation Briefs of the National Parks Service (USA)
http://www2.cr.nps.gov/tps/briefs/presbhom.htm

http://www.icomos.org/

http://www.heritagecanada.org/eng/main.html

Timber Frame Guild of North America – traditional heavy timber framing
http://www.tfguild.org/

2. Federal Government Publications

Historic Sites and Monuments Board of Canada – Policies Criteria Guidelines

Researching Heritage Buildings

The Evaluation of Historic Buildings

The Buildings of Canada – A Guide to Pre-20th Century Styles in Houses, Churches, and Other Structures

Historic Sites and Monuments Board of Canada – An Introduction

Directory of Designations of National Historic Significance

Exterior Recording Training Manual

http://204.29.171.80/framer/navigation.asp?charset=utf-8&cc=CA&frameid=1565&lc=en-ca&providerid=113&realname=Government+of+Canada&uid=1939730&url=http%3A%2F%2Fcanada.gc.ca%2Fmain%5Fe.html

http://www.cci-icc.gc.ca/images/p_logo_cci_e.gif

http://www.chin.gc.ca/English/Common_Images/pi_fip.gif

http://www.parkscanada.gc.ca/parks/main_e.htm

Parks Canada Historic Places Initiative
http://www.pc.gc.ca/progs/plp-hpp/plp-hpp1_E.asp
http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_e.asp

3. Provincial Government Publications

Ministry of Culture:
http://www.culture.gov.on.ca/english/culdiv/heritage/index.html
http://www.culture.gov.on.ca/english/culdiv/heritage/Toolkit/toolkit.htm

Ontario Heritage Trust:
http://www.heritagefdn.on.ca/

Architectural Conservancy of Ontario
http://www.hips.com/ACO/

Litt, Paul.
Ontario's Heritage: A Celebration of Conservation.
Toronto : Ontario Heritage Foundation, c1997.
xv, 208 p. : ill. ; 28 cm. – available from Ontario Government Bookstore

Architectural Conservation Notes available online at:
http://www.culture.gov.on.ca/english/culdiv/heritage/connotes.htm

1. Eight Guiding Principles in the Conservation of Historic Properties
2. Writing "Reason for Designation" Statements (Ontario Heritage Act, Part IV)
3. Amending a By-Law Designating Individual Property (*Ontario Heritage Act, Part IV*)
4. Western Red Cedar Shingles
5. Surface Preparation Guidelines for Painting Historic Structures
6. Heritage Conservation Principles for Landuse Planning
7. Making the Case for Heritage Designation to a Property Owner
8. The Conservation and Maintenance of Storefronts
9. Accessibility and Historic Buildings
10. Ontario Realty Corporation, Municipalities and Heritage Properties
11. Dave's Top Five Reasons to Conserve Historic Wood Windows
12. Investing in Heritage: Municipal Tax Back Grants
13. Stone Repair Adhesives

York County Mouldings form Historic Interiors by George W. J. Duncan published by Architectural Conservancy of Ontario 2001. –available from Lee Valley Tools

4. London Heritage Publications

East Woodfield Heritage Conservation District Study, Plan and Guidelines
Bishop Hellmuth Heritage Conservation District Study and Guidelines
Old East Heritage Conservation District Study, Plan and Guidelines

5. Other Publications

Adamson, Anthony. *The Gaiety of Gables, Ontario's Architectural Folk Art. Text by Anthony Adamson, Photos by John Willard,* Toronto: McClelland and Stewart, 1974.

Adamson, Anthony. MacRae, Marion. Ancestral Roof; Domestic Architecture of Upper Canada, by Marion MacRae in constant consultation with, and sometimes in spite of Anthony Adamson, who wrote The first word and The last word, and made the drawings. Photos. are by Page Toles. 1964

Blake, Verschoyle Benson and Ralph Greenhill. *Rural Ontario.* Toronto: University of Toronto Press, 1969.

Brand, Stewart.
How Buildings Learn: What Happens After They're Built / Stewart Brand.
New York, NY: Viking, c1994.
viii, 243 p.: ill. ; 23 x 28 cm.

Blumenson, John J. G., 1942-
Ontario Architecture: A Guide to Styles and Building Terms, 1784 to the Present / John Blumenson.
[Canada]: Fitzhenry & Whiteside, c1990.
vi, 255 p.: ill. ; 29 cm.

Fram, Mark
Well-Preserved. The Ontario Foundation's Manual of Principles and Practice for heritage Conservation (Third Edition)
Boston Mills Press, 2003

Gowans, Alan. *Building Canada: An Architectural History of Canadian Life.* Toronto: Oxford University Press, 1966.

Greenhill, Ralph, Ken Macpherson and Douglas Richardson. *Ontario Towns.* Ottawa: Oberon, 1974.

Humphreys, Barbara, and Meredith Sykes. *The Buildings of Canada: A Guide to Pre-20th Century Styles in Houses, Churches, and Other Structures.* Montreal: The Reader's Digest Association, 1974.

Hutchins, Nigel. *Restoring Old Houses.* Toronto: Van Nostrand Reinhold Ltd., 1980.

The Victorian Design Book: A Complete Guide to Victorian House Trim.
Ottawa, Ont.: Lee Valley Tools; Scarborough, Ont.: Trade distribution in North America by Firefly Books, c1984.
416 p.: ill. (some col.) ; 26 cm.

MacRae, Marion and Anthony Adamson. *The Ancestral Roof.-see Adamson*

The Old-House Journal Guide to Restoration - edited by Patricia Poore; project editor Louise Quayle.
New York, N.Y., U.S.A.: Dutton, c1992.
viii, 392 p.: ill. ; 29 cm

Rempel, John I. Building with Wood and Other Aspects of Nineteenth-Century Building in Ontario. 1967

Rempel, John I. Building with Wood and Other Aspects of Nineteenth-Century Building in Central Canada / John I. Rempel. 1980.

For historic plans of commercial buildings that were insured against fire:
Insurance Advisory Organization in Markham (905) 474-0003.

6. Products and Services

Air Conditioning Systems:
Mitsubishi Split Systems: http://www.mrslim.com/

Fiber Cement Clapboard Siding:
CertainTeed Building Materials: www.certainteed.com

7. Web Sites and Links

http://www.oaa.on.ca/ – Ontario Association of Architects (Hiring an Architect and how the OAA can help)

http://www.caphc.ca/ - (Canadian Association of Professional Heritage Consultants (CAPHC))

http://www.sah.org/ - Society of Architectural Historians

http://www.icomos.org/ - International Commission on Monuments and Sites (Icomos)

http://www.heritagecanada.org/ - Heritage Canada Foundation

http://www.heritagefdn.on.ca/ - Ontario Heritage Trust

http://www.culture.gov.on.ca/english/culdiv/heritage/index.html - Ministry of Tourism, Culture and Recreation

http://www.culture.gov.on.ca/english/culdiv/heritage/hpd.htm - Ontario Heritage Properties Data Base

http://www.collectionscanada.ca/ - National Archives of Canada

http://www.chin.gc.ca/ - Canadian Heritage Information Network (CHIN)

http://ah.bfn.org/a/DCTNRY/vocab.html - Illustrated Architecture Dictionary

http://architecture.about.com/library/bl-glossary.htm - Architecture Glossary

http://www.virtualmuseum.ca/Exhibitions/Maison/en/glossary/index.html - Illustrated Architecture Glossary

8. Landscape and Plant References

Favretti, Rudy and Joy. *For Every House A Garden: A Guide For Reproducing Period Gardens.* Hanover: University Press of England, 1990.

Favretti, Rudy and Joy. *Landscapes and Gardens for Historic Buildings.* New York: Altamira Press, 1997.

Taylor, Patrick. *Period Gardens: New Life for Historic Landscapes*. New York: Atlantic Monthly Press, 1991.

Von Baeyer, Edwinna. Rhetoric a*nd Roses: A History of Canadian Gardening, 1900-1930.* Markham: Fitzhenry & Whiteside, 1984.

APPENDIX E

DETAILED GUIDE TO MAJOR RESTORATION & ALTERATION WORK

DETAILED GUIDE TO MAJOR RESTORATION & ALTERATION WORK

This step by step guide has been prepared to provide homeowners who are contemplating major restoration or alteration projects with more detailed information about the various tasks that should be undertaken and issues to consider. It is divided into two main sections: Part 1 - Assess and Research, and Part 2 - Design and Construction.

Part 1 – Assess, Research, Document and Dream

The first section, Assess and Research, should be undertaken with adequate time and care, possibly by the Owner with some assistance from specialists at critical intervals. The second section, Design and Construction, is almost always completed with more professional assistance and under more pressure of time and cost. It is best to complete the initial research without that pressure. All endeavours require adequate advance planning to ensure reasonable success. To undertake the restoration of a building, the Owner is required to make some preliminary plans and decisions, or at least prepare a list of aspirations and questions, before building or even drawing the proposal.

Review of the list of designated and significant historic buildings in Kitchener reveals that the majority of the buildings are privately owned and the majority of those are houses. To be of broadest assistance, these guidelines for a typical step by step restoration process are aimed at a private owner of a heritage house in an urban area. Some reference will be made to examples that represent the issues of public or corporate ownership, and larger or more complex buildings that are for commercial or institutional use, and for the issues that are unique to rural areas, but the thread of continuity will address the simpler model. For the purpose of this text there is an Owner as an individual or family, who has the authority to make decisions for the restoration of the property or house, and the implied obligation for its maintenance over a period of years. The Owner may be a new Owner attracted to the house because of inherent qualities of the building and location, or an existing Owner who has decided to improve the qualities of the house that would improve the lifestyle of the Owner. The house may or may not be designated, but we assume that the Owner is sensitive to the impact on the community.

Part 2 – Design and Construction

Restorations, Alterations and Additions

A restoration is intended to restore the building all or in part to a previous condition. That task can be difficult and fraught with choices and decisions about the authentic goal and how to achieve it. An accurate and thorough restoration creates a museum quality building complete with period accessories. Many people approach a restoration with this vision; however, few people venturing into a major restoration choose to forego the comfort and convenience of lavish indoor plumbing facilities, electric lighting, full heating and air conditioning systems and other current amenities. Nor should they. An old building restored and renovated to accommodate happy Owners will be well maintained, better than many museums. In the reasons for designation for a designated building, significant architectural or historic features are highlighted for conservation. It is not the intent to freeze the Owner's lifestyle in some historic period in poor accommodation. There are good and bad alterations and additions to heritage buildings. The best advice is to preserve as much as possible of the original quality construction and to

make the new alterations and additions complementary to the original design, but distinguishable from the original, and to make alterations and additions reversible if they turn out to be mistakes.

By definition, a building that is well maintained by appropriate conservation methods would never need restoration. However, there are reasons that develop that require the re-assessment of the status quo and the need to make significant changes to an existing building. The pressure for change usually comes from one or more of the following:

- the general dilapidation of the building condition
- the requirement for better mechanical and electrical services
- The requirement for better envelope enclosure (window, wall, and roof performance)
- The requirement to reduce structural distress (sagging floors, roof, foundation)
- The requirement to accommodate a different use (retail to office conversion)
- The requirement to expand or improve the existing use
- The requirement to achieve higher density use of land

The following guidelines assume that the Owner is motivated by one or more of the preceding list of incentives to change the building and is considering the advantages of preserving and restoring the existing building instead of demolition and replacement. The process of undertaking a restoration project is outlined as follows:

Step 1 - Initial Review

This step involves a general assessment of the qualities of the building being considered and the possibilities for conservation and renewal. This step requires a combination of intuition gained from experience and emotional independence from the building. This review identifies the basic nature and quality of the subject building and a brief description of the assets and condition of the features. The initial review would identify any imminent risks to the security of the building requiring immediate attention.

Step 2 – Inspection and Inventory

A detailed review of the building using a guide such as the Canadian Inventory of Heritage Building (CIBH) checklist to determine the extent and number of features that identify the building and the condition of each of those elements. This is a time-consuming process to itemize the assets of the building and record the features much like fingerprinting the unique combination of identifying elements. This process increases the appreciation of the heritage assets as well as providing the vocabulary to record and discuss the building with others.

Step 3 – Documenting

In addition to the stock inventory that is possible on a checklist, the unique layout and features should be recorded by written, photographic and graphic methods. The building should be described by its features, by its relationship to the site and surroundings and by its layout and appearance, construction methods and materials. All features and elevations of the building including interior elevations and details should be recorded by a photographer able to capture the texture, shape and context of each element. The layout and siting of the building as well as details and construction assemblies should be recorded by a draftsperson familiar with historical construction techniques and able to produce a set of measured drawings accurately representing the building. In addition to the recording of the layout and elements, it is important to record the physical condition of those elements. Any deterioration should be noted as well as any distress or deformation. Some skill and experience is required, not only to see and record certain kinds of deterioration, but also to know where to look in concealed locations to confirm the condition of structural and other elements. The combination of these methods provides a thorough set of documents to record and represent the building throughout the processes to follow and throughout generations to follow.

Step 4 - Historical Research

The documentation produced by Step 3 only represents the current or most recent part of the building's physical history. Although certain features and elements may suggest a particular history for the building, research is required to confirm the historical path suggested by the physical evidence and possibly to reveal unexpected assets. In addition to the clues incorporated into the built elements, archives, museums, libraries written and oral histories, registry offices, insurance company records and other sources sometimes add to the total understanding of the history of a building and the reasons that physical forms developed as they did. Sometimes there are conflicting pieces of evidence that turn up in the research material and require forensic review to reconcile the apparent differences or to discount inaccurate data. The intent of the detailed recording of current condition and the careful research into the history of a building is to develop a broader sense of the relative importance of various features of the building through time. Some features that represent important people or periods may have been removed by subsequent owners for convenience or housekeeping economy. Some added features that provided temporary convenience may have outlived their purpose. At a time when the whole building is being subjected to detailed examination it is wise to examine the historical process that produced the current condition. It is also wise to determine which of those historical decisions were worthy and which were expedient, and to attempt to correct some of the mistakes of the past.

The history of a building includes the dates and names of individuals who were responsible for building decisions such as original land ownership, original construction, and changes to the building or property up to present. The history will also probably contain references to historic characters who lived in the building or who influenced the community. The history will include the land title records of this property and any previous properties that were subdivided or amalgamated to create this property. The history can be researched by asking verbal questions and getting oral answers, by examining archived documents and by examining physical evidence.

Oral History is most available in communities where there is a stability of population. In rural areas and towns, a number of people have been living in the same community for several generations and may be

able to assist with information that was never written down. Oral leads may assist in determining where to start looking for documents or who else to ask for detailed information. The neighbours or previous Owners are good places to start asking. Local merchants, post office employees, librarians, clerics and municipal employees may have valuable recollections about the history of a property.

Documentary evidence of the history of a property can be pursued in several locations, but be prepared for slow and sometimes unrewarding progress. To prepare for the search, collect the known information about the property including the street address, the legal description (lot number and registered plan if it exists) and the tax roll number. Most of this information is available from the tax office if it is not recorded on a survey of the property or a recent tax bill. Unfortunately, a number of records that have been archived may have been lost. Like genealogy, the search requires patience and is rewarding for the scraps of information that attaches your property to history.

A wealth of information about the physical history of London is in the collections of the Public Library. This is the best place to start to get a rush of easy and rewarding information and to get directions to other sources of documents in the London area. Other sources include: other libraries and city or county directories that recorded the owner's name, occupation and other miscellaneous information for each year the directory was kept. A history of the tax assessment rolls is available at the registry office, which records the name of the owner in addition to information about his occupation, family and religious affiliation. The registry office also records the history of the title to the property including deeds, easements, mortgages, and sometimes, sale prices and disputes over the property.

Various insurance companies that sold fire insurance also recorded information about the properties that were owned by policy holders for the purpose of determining risk and size of exposure. These records for commercial and industrial buildings included plans of the building with notes about the construction methods and materials, and the uses and processes accommodated in the building. The local library or archives may have copies of these records or refer to the central file for Ontario at the Insurance Advisory Organization in Markham, Ontario (see bibliography).

Photographs or drawings of houses and other buildings may be available in the local archives or in the files of local newspapers or previous owners. The families of previous owners are a good source of much information about a property. Information that is collected from private sources, with permission and appropriate credits, should be archived with the building and offered to the local library or archives who may be able to store microfiche or digital data collected about the community.

Step 5 – Analyze and Assess

The research and recording process described in the first steps is difficult, slow meticulous work to gather information from records and from the building. The raw data should be reviewed to complete an overall story of the building. Some scientific or specialized processes may be required to complete all of the required information. If extensive work will be required to the building, testing and inspection of the following materials and systems would be appropriate:

Hazardous substances: - Property Owners are responsible for contaminants such as asbestos, lead, mercury, silica and PCB's and certain moulds and animal debris on their property. Depending on the use

of the property some of these contaminants may be present in quantities that warrant remedy by a specialist contractor. Many old heating systems used asbestos as insulation. Minor quantities of lead in piping, mercury in thermostats and "silent" switches and some PCB's in old electric light ballasts should not present difficult disposal issues. However, the build up of toxic moulds and animal debris have become recognized as a major health concern and should be removed and cleaned only by people with sufficient training and protective gear to work safely. Similarly, lead in old paints is a greater health hazard than previously recognized. Removal of old lead paint can be very dangerous, particularly if the removal process is by heat stripping or mechanical sanding that releases quantities of dust or fumes into the air. The presence of any of these substances requires a pro-active plan for the treatment or disposal by safe and authorized processes. The Owner would be advised to undertake a hazardous substance survey by a qualified firm and an abatement process before starting general renovations. A General Contractor starting into a project and encountering an extensive amount of any of these substances would have reason to stop work until the health risk was removed.

Structural System: - Any evidence of deterioration or signs of distress such as sagging or settling should be inspected by a structural engineer to determine the cause of the problem or problems. Some issues may require immediate stabilization, while others may require reinforcing or repair during the planned restoration process.

Mechanical and Electrical Systems – These systems are inclined to wear out and require replacement in the order of fifty years. A major restoration is an appropriate time to plan on the replacement of these systems. Inspection of the systems may indicate potential hazards that should be repaired before waiting for general renovations to avoid the risk of fire or water damage caused by failure of these systems.

The assessment of the heritage value of the entire building or features of the building may require the assistance of professional and/or volunteer help. This would be an appropriate time to call on the LACH to review your findings and assist in determining priorities for conservation and restoration.

Step 6 – Planning

Armed with the broad understanding of a building and the way that it fits historical context, the planning for the future of the building may proceed. For many decisions along the planning route, there are a maze of avenues that should be pursued. Again, some experience in this process helps to reduce the number of options that are less promising and to reduce the time required to investigate options. The careful recording and research of steps 3 & 4 assist in an accurate assessment of "where are you at" (and where you have been) which fundamentally restricts some options of future planning, but also provides a wealth of suggestions as to future possibilities.

Hiring Professionals

For most house construction projects, neither the Building Department nor the Ontario Building Code requires that you hire an Architect, but you may need to submit drawings for structural components of the building, such as roof trusses or point-loaded beams, stamped by an Engineer. For more complex construction projects, it is normal to hire a Designer or an Architect as the prime consultant, and for that consultant to hire specialty engineering consultants (Structural, Mechanical, Electrical, Site Services,

Landscape Architects, Interior Designers), as the project requires. Normally, the prime consultant will pay for the work of the sub-consultant as part of the overall fee, but sometimes, the Owner chooses to pay for each of the consultants separately. There are other considerations of responsibility and liability if the Owner hires the sub-consultants separately and these issues should be included in the discussion and terms and conditions in the agreement(s).

When hiring a professional at any stage of the process, be very clear that you are exchanging money for skill. You are entitled to ensure yourself that their skill is equal to your money. Although the process is not the same as selecting a product from a store shelf with a price tag, you are entitled to know in advance what you are buying and how much it will cost. For design professionals, you should shop around to determine who provides the services you require in your community, who can provide good references of satisfied clients, and who will give you some assistance in outlining the services they can provide and how much you should expect to pay for those services. The initial conversation with a design professional need not be long for you to determine whether you like their manner and previous examples of their work. Bear in mind that some Architects enjoy the forensic process of research and design for heritage buildings, others find it frustrating for their own avant-garde creativity. Be sure to ask.

Many Architects will offer to work on an hourly basis until the full scope of the work is known, and then switch to a percentage or fixed fee basis when the budget is determined. Most design firms are glad to discuss prices up front to avoid surprises either for themselves or their prospective clients, and to avoid a lengthy involvement in a project that cannot proceed for lack of adequate funding.

When engaging a design professional, insist on a standard contract provided by the Architects' or Engineers' governing body, such as RAIC Document 6, that outlines all responsibilities of both parties and the method of handling situations that may arise but nobody likes to talk about in advance. These standard agreements have been scrutinized and developed over many years based on past failures and successes. Refer to the Ontario Association of Architects web site at: http://www.oaa.on.ca/resources/ for additional information and advice for locating and hiring an architect. Similarly, when engaging a Contractor, insist on a standard construction contract such as CCDC-2 or CCDC-3 if the work is for more than a few hundred dollars.

Many contractors offer design-build packages where the Owner pays a single provider to come up with a design and to construct the work. This is a very economical process for work that the owner can describe thoroughly to the contractor in words, photos of examples or rough drawings. If the work expected is an almost exact copy of existing sample, such as a previously completed kitchen, an existing window or door, there is good reason to go directly to a contractor. But be prepared for some differences of interpretation that neither the Owner nor the Contractor believed to be significant until the work was completed. When engaging a Contractor to provide a design-build package, assure yourself in advance whether the extent of work will require a building permit by calling the building department. If a permit is required, be sure that you and the Contractor understand who is applying for it and who is paying for it. It is normal for the Owner to supply the cheque payable to the municipality and the person who prepared the drawings to apply for the permit and answer questions relating to the drawings.

An Architect or a Designer may be an expensive luxury to draw complete plans, elevations, sections and details and then monitor construction to ensure that the drawings are being properly interpreted. In fact, a well-prepared set of tender documents may be all that is required if a well-skilled and well-trusted contractor is available to execute the work. Changes that may be required throughout the construction can be negotiated between the owner and contractor and signed into the construction contract.

Although the Building Department does not required an Architect to produce the drawings for a building permit for simple residential work or to monitor construction, a permit is required for most construction projects. Permit drawings are also required. The municipal building inspector will inspect the work in progress and the completed work, but only to ensure that the provisions of the Building Code and Zoning Bylaws are being satisfied. It is not his job to enforce contract terms with the Contractor or to ensure that the finishes satisfy the Owner. Building Departments are far more willing to advise and assist during the planning stages of a project.

Building Code, Zoning and Municipal Planning Considerations

When considering the possible future uses of an existing building on an existing site, both Zoning and Building Code regulations must be considered to confirm compliance or to confirm required alterations to the design of the building, the layout of the site or the ultimate use of the building. Where bylaws and codes list prescribed requirements, there are often alternative methods for achieving compliance, particularly for existing buildings and heritage structures. For zoning bylaws, the intent can be modified a small amount by the Committee of Adjustment in most municipalities, and completely changed by an application for rezoning if successful. Building code issues can only be modified and interpreted by a small amount within the jurisdiction of the local building department to ensure that issues involving life safety are not compromised. Zoning issues are generally open to the interpretation of Council to determine what is best for the development of the municipality.