4.2 Guidelines for Contributing (Historic) Properties

4.2.1 GENERAL GUIDELINES

4.2.1.1 Understanding

4.2.1.1.1 *Alterations* and *additions* to a Contributing Property shall be based on a firm understanding of the built features of that property and how they contribute to the *heritage character* of the District.

a. In order to determine appropriate *interventions*, take into account:
   - the historic architectural style and identified period of significance of the building;
   - the changes that have been made to the building over time; and
   - the building's current condition.

b. Determine the cause of any distress, damage or deterioration of *heritage fabric* prior to planning any *interventions*, in order to determine the appropriate scope of work and to preserve the building fabric.

4.2.1.1.2 *Alterations* and *additions* to a Contributing Property may be permitted once the *cultural heritage value* and *attributes* of the property have been documented, once the impact of proposed *alterations* and/or *additions* on those *cultural heritage values* and *attributes* has been determined, and once appropriate mitigation measures have been proposed.

a. A Heritage Impact Assessment (HIA) may be requested, to be completed in accordance with the Town of Oakville's Development Application Guidelines for Heritage Impact Assessments. The HIA shall include an assessment of the impact of the proposal on the *cultural heritage values* and *attributes* of District in addition to those of the specific property.

4.2.1.2 Compliance

4.2.1.2.1 Current codes and standards pertaining to health, safety, security, accessibility and sustainability requirements shall be adhered to in a way that does not negatively impact the *heritage character* of the Contributing Property and the District.

4.2.1.3 Demolition and Relocation

4.2.1.3.1 The demolition of Contributing Properties shall not be permitted, except in extenuating circumstances, which result in severe structural damage. A structural engineering report may be required, to be completed by an engineer with demonstrated experience with historic buildings. A peer review of the structural engineering report may be required, at the applicant's expense, at the discretion of Town of Oakville Heritage Planning staff. Demolition will only be permitted if the structural assessment concludes that the house is structurally beyond repair or that the damage is significant enough that the building no longer has any heritage value.

a. Demolition permits would not be supported for properties that have deteriorated through neglect.
b. Properties that have suffered severe structural damage or deterioration due to unforeseen events (e.g. fire, flood, tornado, earthquake, or other natural disasters) may be permitted to be demolished.
c. If a demolition permit is granted, the classification of the property (ie. as a Contributing Property) may be re-evaluated. If the property is determined to be Non-Contributing, the redevelopment of the property will be required to follow all policies under Section 4.3 - *Guidelines for Non-Contributing (Non-Historic) Properties.*
d. Demolition **in part** of a *Contributing Property* may be considered on a case by case basis to accommodate new side or rear additions that have minimal impact on the *heritage fabric* of the *heritage building*.

4.2.1.3.2 Applications for relocating buildings on Contributing Properties will generally not be permitted, but may be considered on a case-by-case basis including an application following or involving the [proposed] severance of a property.

4.2.1.4 Spaces Around Buildings

4.2.1.4.1 Maintain historic distances between buildings and the picturesque rhythm of buildings within streetscapes.

a. The maximum lot coverage for main residences as well as accessory buildings and structures, including *detached garages*, shall be the maximum lot coverage permitted for properties in the District under the Town of Oakville Zoning By-Law in effect, subject to amendments and variances that may be approved
b. The minimum setback for main residences as well as accessory buildings and structures, including *detached garages*, shall be the minimum setback permitted for properties in the District under the Town of Oakville Zoning By-Law in effect subject to amendments and variances that may be approved.

4.2.1.4.2 Maintain traditional views of *heritage buildings* from the *public realm*.

a. Prominent building features shall not be blocked or obscured with fencing, hardscaping features, service or utility equipment, garages or other accessory buildings.

4.2.1.4.3 Maintain historical means of access to Contributing Properties, including driveways and walkways.

4.2.1.4.4 Special consideration may apply to buildings of atypical orientation, on lakefront lots and/or on corner lots.

Refer to Section 4.4.1 Guidelines for Landscape Conservation and Design – Private Property for more detailed guidance regarding spaces around buildings.

4.2.1.5 Lot Severance and Assembly

4.2.1.5.1 Proposals for lot severances and assemblies will be assessed in accordance with the policies of the Official Plan and Zoning By-Law in effect subject to amendments and variances that may be approved. A heritage permit may be required.

4.2.1.5.2 Applications for *additions* bridging assembled lots will be considered on a case-by-case basis, according to the following criteria:

a. Maintenance of the historic distances between buildings and the picturesque rhythm of buildings within streetscapes shall be considered;
b. Long street elevations that would break this historic streetscape rhythm shall not be permitted;
c. Any *heritage building*(s) shall remain clearly distinct and identifiable; and
d. Any proposed linking structure shall be subordinate to the *heritage building*(s), as described by in Section 3.1 of this Plan.

4.2.2 ALTERATIONS TO CONTRIBUTING (HISTORIC) PROPERTIES

4.2.2.1 Heritage Fabric

4.2.2.1.1 *Alterations* to a Contributing Property shall be physically and visually compatible with the *heritage fabric* of the property, with regard to architectural style, detailing and materials.

a. *Alterations* shall not create a false sense of historical development by adding historic building elements from other places, properties or historic periods, and shall not combine features that never coexisted on the building.
b. When reinstating historical architectural elements, ensure that the design of forms, materials and detailing are based on appropriate historical photographs or documentation.

4.2.2.1.2 *Alterations* to a Contributing Property shall minimize loss of *heritage fabric*.

a. Repair damaged or deteriorated *heritage fabric* rather than replacing it.
b. When replacements are necessary, replace *heritage fabric in kind*, using the same form, materials and details as the original.

> *Best Practices – Heritage Building Fabric*
>
> Reinstate historic architectural elements that have been removed, neglected or obscured when undertaking *alterations* to a Contributing Property.

4.2.2.3 Roofs

4.2.2.3.1 Protect and maintain historic roof forms.

4.2.2.3.2 Protect and maintain historic roof features, including dormers, chimneys, eaves, and other features related to specific architectural styles. (*See Appendix C: Architectural Style Guide)*

a. If a historic chimney is no longer in use, cap and conserve the chimney rather than removing it. Proposals to remove replacement and/or non-historic chimneys will be assessed on a case-by-case basis.
b. New chimneys may be permitted, providing they match the design and architectural style of the *heritage building* and existing chimneys, where applicable.
c. Repair rather than replace historic roof features.
d. Replace only roof features that have deteriorated beyond repair, rather than replacing an entire roof or roofline.

4.2.2.3.3 Roofing materials shall be replaced *in kind*, matching the form, materials and details of the original.

a. Asphalt shingles, cedar shingles and cedar shakes are appropriate roofing materials for the District. The use of alternative materials that mimic the appearance of asphalt or cedar will be considered on a case-by-case basis. Metal roofing materials will not be permitted. Membranes will only be considered on flat roofs.
b. Aluminum or PVC soffits and fascia will not be permitted.

4.2.2.3.4 Rooftop equipment and drainage elements shall be discreetly integrated and shall not negatively impact the *heritage character* of the District.

a. New skylights, roof ventilation equipment, plumbing vents, solar cells and other stacks may be permitted, providing they are located on secondary or rear elevations and are not visible from *public realm*.
b. Eavestroughs and downspouts shall be appropriately designed to manage water properly and direct drainage away from building foundations.
c. The form, materials and colours of eavestroughs and downspouts shall not distract or detract from the *heritage character* of the building.
d. Flashing should be coloured to match the wall against which it is located.

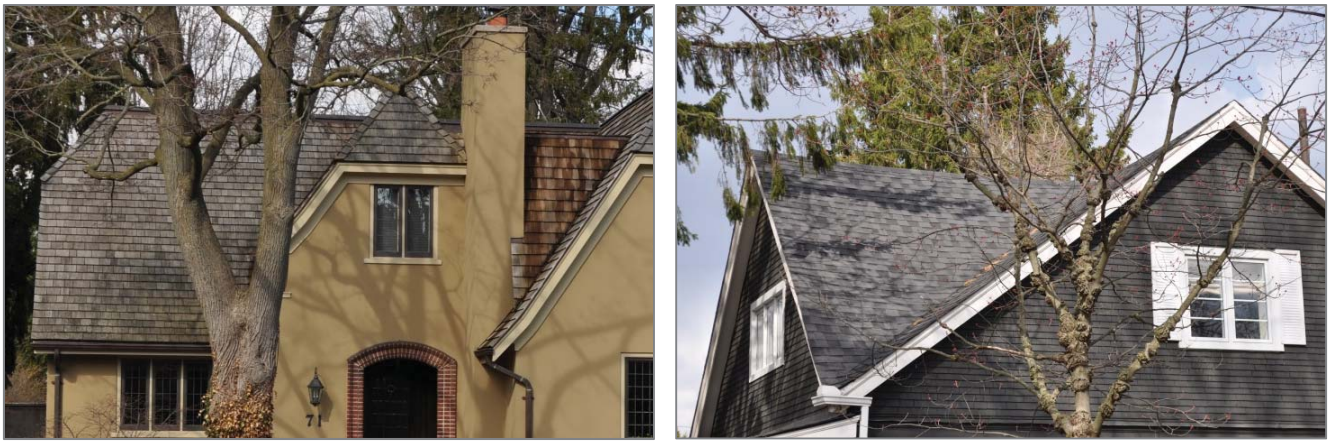

Figure 3: Cedar shingle roofing on 71 First St. (left); asphalt shingle roofing on 48 First St. (right).

Best Practices - Roofs

Where structural faults or problems in the historic roof design exist, the detailing of roof elements may be improved with contemporary materials in a manner that is physically and visually compatible with the heritage building, following recognized conservation practices.

Where alterations have been made to address structural faults or problems in the historic roof design, they should be retained so long as they do not have a negative impact on the heritage character of the building. If they do have a negative impact on the heritage character of the building, adjust detailing following recognized conservation practices when undertaking roof alterations.

When undertaking roof alterations, replace newer unsympathetic roof features based on appropriate historic documentation.

Completely remove existing materials, such as shingles, before applying new roofing materials.

4.2.2.4 Dormers

4.2.2.4.1 Protect and maintain historic dormers.

a. The removal or obstruction of historic dormers shall not be permitted.
b. Repair rather than replace historic dormers.
c. Replace only dormer materials that have deteriorated beyond repair, rather than replacing an entire dormer.
d. Replace dormer materials *in kind*. *For windows in dormers, refer to the guidelines in the following sub-section – 4.2.2.5*

Figure 4: Dormers on 80 Second St. (left), and 72 First St. (right).

4.2.2.4.2 New dormers may be permitted on *heritage buildings* only where they are compatible with the architectural style and form of the *heritage building*. (*See Appendix C – Architectural Style Guide)*

a. Scale new dormer windows to complement the design and scale of the roof, windows and any existing dormers.
b. Locate new dormer windows facing the rear of the property, where feasible.

Best Practices - Dormers

Single dormer windows should be square or vertically proportioned, and should have the same proportions or be slightly smaller than the uppermost windows in the elevation below.

Dormer body proportions should be driven by the dormer window proportions.

4.2.2.5 Windows

4.2.2.5.1 Protect and maintain the placement, orientation, shape and size of historic window openings.

a. The removal or obstruction of historic window openings is strongly discouraged. Consideration shall be given to proposed alterations to historic windows that are located on side or rear elevations in a manner that does not diminish the *heritage character* of the structure or District.
b. Maintain historic solid-to-void ratios and the rhythm of windows and bays.

4.2.2.5.2 Protect and maintain historic window features, including surrounds, brick moulds, materials, frame, sashing, muntins, hardware, glazing and storm windows.

a. Maintain historic glazing.
b. Historically operable windows shall maintain their operability.
c. Repair rather than replace historic window features.
d. Replace only window features that have deteriorated beyond repair, rather than replacing an entire window unit.

Figure 5: Leaded glass windows at 85 Second St. (left); wood windows with true divided lights at 75 Second St. (right).

4.2.2.5.3 When window replacement is necessary, windows and window features shall be replaced *in kind*, matching the form, appearance, glazing patterns, operability and details of the original windows.

a. Maintain the pattern of window divisions in their original configurations.
b. Glue-on or snap-on muntins (ie. window grilles) shall not be permitted. Muntins shall be true divided lights or simulated divided lights with dark spacers at every muntin. Simulated divided lights should be integral to the window sash. Aluminum muntins may be used where stronger muntins are required to support sealed window units while maintaining the original thinner muntin profiles. These muntins shall be made integral to the sash frame.
c. Replacement windows shall be wood. Aluminum-clad wood may be permitted, providing the original moulding profiles have been reproduced. The exception is leaded windows, which should be replaced *in kind*.
d. Vinyl, fiberglass and metal windows shall not be permitted. They are not compatible with the *heritage character* of the District, and do not adequately replicate wood windows in their detailing, finishes, profiles and colour: their sashes, frames and mouldings are often much flatter in appearance.
e. Ensure that all window sills are sloped away from the exterior wall, with drip edges when they extend beyond the face of the exterior cladding
f. Remove, repair and reuse the existing brick moulds. When these cannot be salvaged, their size, profile and detailing shall be replicated. Ensure that the original relationship between the brick moulds, the window trim and the window frame are maintained.
g. Remove, repair and reuse the existing window trims. When these cannot be salvaged, their material, size, profile and detailing shall be replicated. Ensure that the original relationships between the brick moulds, the window trim and the window frame are maintained. Ensure that the original relationship between the window trim and the exterior cladding is maintained.

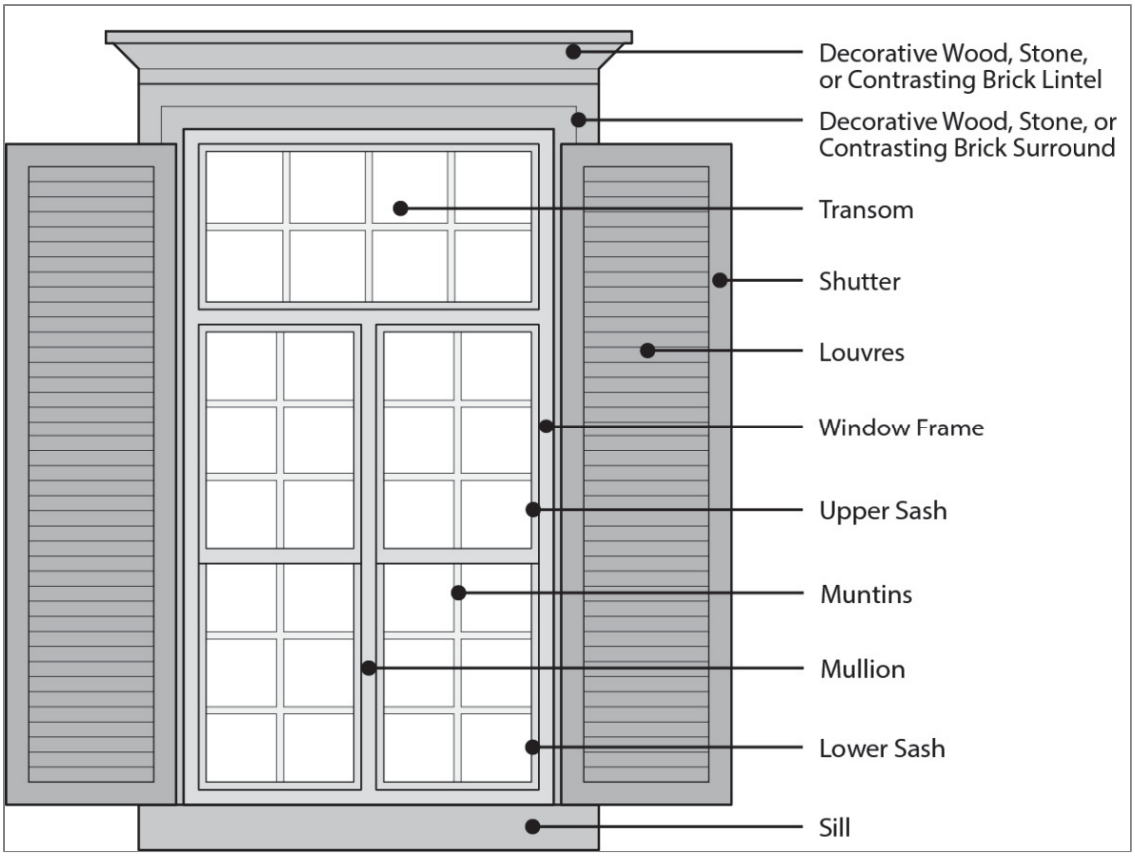

Figure 6: Diagram of typical window features (*note: this exact design may not be present in the District*).

4.2.2.5.4 New window openings may be permitted only where their location, alignment, proportions, materials and design is compatible with the architecture of the *heritage building*, as exemplified by the existing rhythm of windows and bays.

a. Match the material and design of new windows to other windows on the same elevation.
b. Where casement, double-hung, or other traditionally-operable window styles are used in new window openings, they shall be operable.

Best Practices - Windows

Reinstate historic windows that have been removed or blocked, based on appropriate documentary evidence.

Replace newer unsympathetic window or shutter features, based on appropriate documentary evidence.

Historic wood windows, when properly maintained, can last 60 to 100 years. Aluminum, vinyl or fiberglass windows cannot be repaired and need to be replaced. Modern sealed window units have a 15 to 20 year life span. Consider the following alternatives prior to replacing historic windows or designing new windows:

- Reinstate exterior storm windows that have been removed. A single glazed window with an exterior storm window can be as effective as a sealed window unit.
- Retrofit sealed glazing units into the historic sashes as an alternative to replacing the whole window.

Replacement glazing should be considered only when the existing glazing is damaged or the historic sash is being retrofitted with sealed glazing units.

Replace all damaged weather-stripping to ensure air tightness of window assembly. The performance of single-glazed windows will be significantly improved by proper weather-stripping that reduces air infiltration.

Regularly maintain the caulking around the windows.

The sills are often the most damaged features of windows, and can be replaced using dutchman repairs, leaving the window frame in place. Sashes can be removed for in-shop repairs.

4.2.2.6 Shutters

4.2.2.6.1 Protect and maintain historic shutters.

a. The removal or obstruction of historic shutters shall not be permitted.
b. Repair rather than replace historic shutters.
c. Replace only the shutter elements (e.g. individual louvers) that have deteriorated beyond repair, rather than replacing an entire shutter.

4.2.2.6.2 When shutter replacement is necessary, shutters shall be replaced *in kind*, matching the form, materials and details of the original.

4.2.2.6.3 New shutters may be permitted only where they are physically and visually compatible with the architectural style and form of the *heritage building*. (*See Appendix C – Architectural Style Guide)*

a. Attach shutters to the window casing rather than the wall. Provide hinges and hooks to allow shutters to be functional.

b. Design shutters in a style appropriate to the architectural style of the *heritage building*, including paneled or louvered styles. Louvers may be fixed or operable.
c. The dimensions of shutters shall be one-half the width of the sash they are covering allowing them to effectively cover the window if closed.
d. Wooden shutters shall be painted in a colour appropriate for the materiality and colours of the *heritage building*.

Figure 7: Appropriately-sized shutters on 66 Second St., (left); inappropriately small shutters on a building not located in the District (right) (source: http://www.oldhouseguy.com/shutters/).

Best Practices – Shutters

Reinstate historic shutters that have been removed or blocked, based on appropriate documentary evidence.

Replace newer unsympathetic shutters, such as those that are too narrow, based on appropriate documentary evidence.

Restore historic shutters that 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.

4.2.2.7 Entrances

4.2.2.7.1 Protect and maintain the placement, size and orientation of historic entrance openings.
a. The removal or obstruction of historic entrance openings shall not be permitted.
b. Maintain historic entrances as functioning entrances.
c. Maintain historic hierarchies of entrances on buildings, where they exist.

4.2.2.7.2 Protect and maintain historic entrance features, including doors, door surrounds, materials, glazing, lighting and steps.
a. Repair rather than replace historic entrance features.
b. Replace only entrance features that have deteriorated beyond repair, rather than replacing an entire entrance unit.

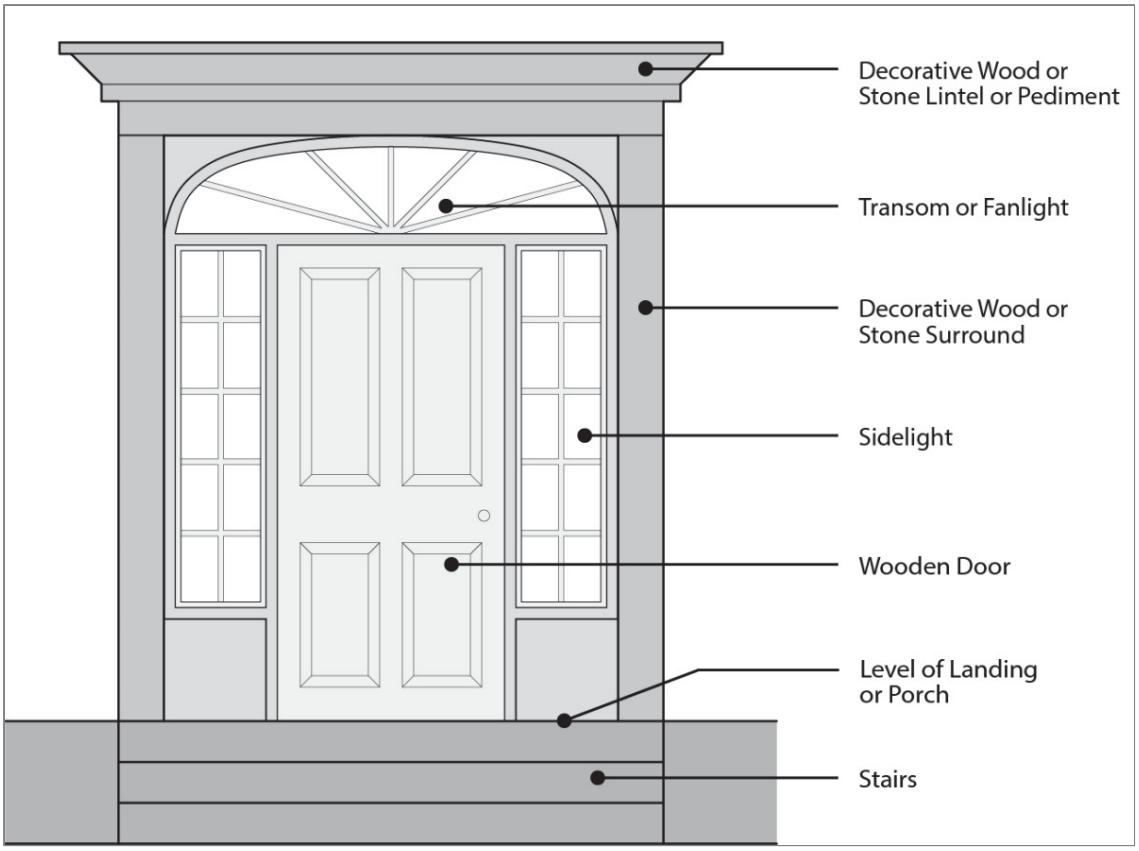

Figure 8: Diagram of typical features of an entrance (*note: this exact design may not be present in the District*).

4.2.2.7.3 When the replacement of entrance features is necessary, features shall be replaced *in kind*, matching the form, appearance, materials and details of the original.

a. Wood panelled doors are most appropriate for the District. Aluminum doors that mimic wood panelling may be considered on a case-by-case basis, providing they effectively replicate wood doors in their detailing, finishes and colour.
b. Wood is the most appropriate material for screen doors. Aluminum and steel framed screen doors may be considered on a case-by-case basis.
c. Sliding doors and other doors that do not swing shall not be permitted.

4.2.2.7.4 New entrances on the historic portion of a building may be permitted only where their location, alignment, proportions, materials and design is compatible with the architecture of the *heritage building*, as exemplified by the existing entrances and the rhythm of bays.

a. New entrances shall be subordinate to the primary historic entrance in terms of location and design. New entrances should be located on secondary elevations.
b. Doors and door surrounds of new entrances shall be detailed in a style and materials appropriate to the architectural style of the *heritage building*.
c. Wood panelled doors are most appropriate for the District. Aluminum doors that mimic wood panelling may be considered on a case-by-case basis, providing they effectively replicate wood doors in their detailing, finishes and colour.

d. Wood is the most appropriate material for screen doors. Aluminum and steel framed screen doors may be considered on a case-by-case basis.
e. Sliding doors and other doors that do not swing shall not be permitted.

4.2.2.7.5 Entrance ramps may be permitted for barrier-free access to *heritage buildings* in accordance with applicable legislation.

a. In order to avoid damage to the *heritage fabric*, entrance ramps shall not be physically attached to the *heritage building*. In exceptional circumstances, attachments may be permitted where they minimize damage to the *heritage fabric*.
b. The location of entrance ramps shall not negatively impact the *heritage building*. In some cases, it may be most appropriate to place ramps at a secondary entrance.

Best Practices – Entrances

Reinstate historic entrance openings that have been removed or blocked, based on appropriate documentary evidence

Replace newer unsympathetic entrance features based on appropriate documentary evidence.

Improve weather protection and energy efficiency of existing doors through re-puttying and replacing or installing weather-stripping, adjusting hardware, and sealing openings and joints, rather than replacing the historic doors.

4.2.2.8 Foundations

4.2.2.8.1 Protect and maintain existing foundations by ensuring that site drainage is directed away from building and porch foundations.

4.2.2.8.2 When the foundations of buildings or porches have settled or deteriorated excessively, re-build damaged foundation walls or piers rather than demolishing the structure. Install temporary support for the structure above while the damaged wall or pier is reconstructed.

4.2.2.9 Porches and Porticos

4.2.2.9.1 Protect and maintain historic porches and porticos and their features, including posts, brackets, railings, steps and roofs.

a. The removal or obstruction of historic porch and portico features shall not be permitted.
b. Repair rather than replace historic porch and portico features.
c. Replace only the porch or portico features that have deteriorated beyond repair, rather than replacing an entire porch or portico.

Figure 9: Porch on 72 First St. (left); portico on 410 Lakeshore Rd. E. (right).

4.2.2.9.2 Porches and porticos may be permitted as *additions* to *heritage buildings*, providing they are in a style that is appropriate for the architectural style of the *heritage building*, and are physically and visually compatible with the *heritage building* in terms of placement, orientation, design and materials.

a. When classical architectural elements, including columns and entablatures, are used on new porches or porticos, they should conform to classical proportions.
b. Acceptable materials for porches and porticos include wood, metal and stone. The use of composite and engineered wood will be considered on a case-by-case basis.

Figure 10: Compatible porch added to 25 Second St. in 1991 (left); 25 Second St. prior to 1991 (right) (source: original First and Second St. HCD Plan, 1991).

Best Practices – Porches and Porticos

Reinstate historic porches and porticos that have been removed or blocked, based on appropriate documentary evidence.

Replace newer unsympathetic porch and portico features based on appropriate documentary evidence.

On new porches and porticos, use materials for columns that facilitate proper column design, such as wood, with brick or stone for column bases.

4.2.2.10 Garages

4.2.2.10.1 Protect and maintain historic garages.

4.2.2.10.2 *Alterations* to existing garages must not negatively impact the Contributing Property in terms of the garage's architectural style, massing, design, materials, colour and location on the lot.

4.2.2.10.3 Non-historic garages on Contributing Properties may be removed or replaced, provided any replacement garage is subordinate to and compatible with the *heritage character* of the District.

Figure 11: Historic garages at 75 Second St. (left); and 80 Second St. (right).

4.2.2.11 Utility and Service Equipment

4.2.2.11.1 Utility and service equipment shall not negatively impact the *heritage building* and shall be located so as to minimize its visibility from the *public realm*.

a. Service hardware (such as utility meters, cable TV and telephone connections), commercial mechanical elements (such as dryer vents, heat reclamation vents, furnace and water heater exhausts, gas fireplace exhausts and kitchen exhausts), and ground mounted electrical and mechanical hardware (such as heat pumps, transformers and air conditioning units) shall not be located on main elevations, and

should not be visible from the *public realm*. If visible from the *public realm*, screen appropriately using landscaping features. *(See Section 4.4.1 - Guidelines for Landscape Conservation and Design – Private Property, for guidance on screening)*

4.2.2.12 Exterior Walls

4.2.2.12.1 Protect and maintain historic architectural features of exterior walls, including cladding materials, exposed structural elements (such as pilasters and half-timbering) and decorative elements (such as articulated brickwork, quoining and date stones).

a. The removal or obstruction of historic architectural features of exterior walls shall not be permitted.
b. *Alterations* and *maintenance* work should not remove, cover or obscure the patina of age or irregularities found in older work and materials. The patina is the result of the natural aging of a material and provides it with a protective coating.
c. Repair rather than replace historic materials.
d. Replace only materials that have deteriorated beyond repair. Document the patterns, profiles and detailing of materials prior to repairing or replacing them.
e. Where historic materials have deteriorated beyond repair, replace deteriorated materials *in kind*, maintaining the compositions, size, finishes, patterns, tooling and colours of the original. Replacement materials should also match the physical characteristics of the original such as vapour permeability and compressive strength.
f. Historically unpainted masonry surfaces shall not be painted.
g. Maintain historically painted surfaces, including stucco, wood clapboard and wood shingles.
h. New finishes or coatings that alter the appearance of historic materials shall not be applied, especially where these finishes are substitutes for the repair of historic materials. Staining of new masonry to match historic masonry may be permitted with products that do not alter the permeability of the masonry. A heritage permit will be required to approve colour, product and staining technique. Staining mortar may not be permitted.
i. Exterior Insulation and Finish Systems (EIFS) shall not be permitted. In addition to being aesthetically incompatible with the *heritage character* of the District, this material can promote mould growth and retain moisture in building fabrics that were intended to breath.

4.2.2.12.2 **Guidelines for Specific Materials:** The guidelines below provide additional direction for specific materials. All guidelines under sub-section *4.2.2.12 – Exterior Walls* are also applicable. Refer to Parks Canada's *Standards and Guidelines for the Conservation of Historic Places* for additional guidelines and best practices relating to specific cladding materials (ie. masonry, wood, concrete, metals, glass, plaster and stucco).

a. Protect and maintain the historic appearance of **wood** finishes and elements.
   - Identify the species of wood prior to doing any repairs or replacements. For dutchman repairs, the pieced-in sections should, whenever possible, match the species of the existing element being repaired.

- When replacing and/or repairing wood siding, shingles and other wood elements, document their pattern, size, detailing, profile, and colour prior to removal.
- Replace *in kind* any wood element including wood siding, shingles, trim, half-timbering, decorative elements, railings, stairs, porch columns and finishes. Composite and engineered wood may be considered on a case-by-case basis, providing they effectively replicate the historic cladding, trim or other sections of the exterior wall.
- Replicate historic siding and shingle patterns when replacing or repairing them.
- Ensure that the original relationships between the trim and siding are maintained.
- Historic wood siding and shingles shall not be clad over.
- Metal, vinyl or plastic composite siding shall not be permitted
- Eaves, soffits or fascias shall not be permitted to be clad or flashed in metal.

b. Protect and maintain the historic appearance of **masonry (brick and stone)**.
   - Sandblasting masonry surfaces shall not be permitted. This will remove the harder, more durable kilned face of the brick exposing its softer interior.
   - Brick or stone shall not be painted, unless it was historically painted according to documentary evidence.
   - When removing paint from masonry surfaces, do so in a manner that does not damage the historic materials. Protect adjacent surfaces and landscaping. A heritage permit is required for paint removals.
   - When replacing bricks, ensure that the new bricks match the appearance and physical properties of the original. Modern bricks are generally stronger, smaller and less vapour permeable than historic bricks. The use of a stronger brick in a historic wall assembly can accelerate the deterioration of the surrounding historic bricks. Historic bricks are still available from specialty suppliers. Staining new bricks to match historic brick may be permitted, see guidance in Section 4.2.2.12.1.
   - Repoint brick masonry using a physically and visually compatible mortar mixture and traditional pointing methods, recreating the original tooling and joint profile. The pointing mortar should be softer and more vapour-permeable than the masonry. When cutting or raking out joints, use appropriate methods to ensure that the arises of the bricks or stone are protected from damage. When rebuilding a section of historic masonry, ensure that the original coursing and joint widths are maintained.
   - Protective sealants shall not be applied to masonry. These sealants are often vapour impermeable and will trap moisture within the masonry assembly accelerating its deterioration.

c. Protect and maintain the historic appearance of the **stucco** surfaces.
   - Exterior Insulation and Finish Systems (EIFS) shall not be permitted as a replacement material for stucco. In addition to being aesthetically incompatible

with the heritage character of the District, this material can promote mould growth and retain moisture in building fabrics that were intended to breath.

- Repair the substrate, where required, to ensure the structural stability of the stucco finish.
- Retain and repair existing stucco finishes where possible. When replacement is required, replace stucco with in-kind materials, typically with a historically appropriate three-coat application. Reproduce the original finish, colour, strength and texture patterns.
- Ensure that the patching and repair materials used are physically and visually compatible with the historic stucco.
- Ensure that the paint systems used are physically and visually compatible with the historic stucco, especially with regards to vapour permeability.

Best Practices – Exterior Walls

Regularly inspect and maintain the exterior materials on *historic buildings*.

Ensure that water shedding, drainage and management elements are functional: that sills, cap stones and other exposed horizontal are sloped with drip edges; that the ground is sloped away from the foundations to prevent splash-back and provide proper drainage; that gutters and downspouts are functional; that sealants and flashing are in good condition; that projecting eaves are maintained; and that masonry joints are sound.

When cleaning, use the gentlest means possible so as to remove soiling while maintaining the *patina* of the historic materials. Protect adjacent surfaces including the landscaping. Perform mock-ups prior to cleaning to ensure that the chosen method will not negatively impact the historic materials.

Determine and address the causes of material deterioration prior to developing any *maintenance*, repair or replacement scope of work.

Assess the condition and composition of the stucco and its substrate prior to developing any repairs strategies. Document the original finishes' texture and colour prior to undertaking any work.

Remove deteriorated paint prior to repainting. When removing paint, use the gentlest means possible. Select colours for repainting that are compatible with the architectural style, cladding materials and colour of the heritage building.

Replace newer unsympathetic exterior cladding materials based on historic documentation.

4.2.3 ADDITIONS TO CONTRIBUTING (HISTORIC) PROPERTIES

4.2.3.1 Heritage Fabric

4.2.3.1.1 *Additions* to a Contributing Property shall be physically and visually compatible with, sympathetic to and distinguishable from the *heritage fabric* of the property, with regard to the location, massing, height, proportions, architectural style, detailing and materials of the *addition*.

4.2.3.1.2 *Additions* to a Contributing Property shall minimize the loss of *heritage fabric*.

Refer to Section 3.1 – Guiding Principles for a discussion of the terms "compatible", "subordinate" and "distinguishable", as they pertain to this Plan.

4.2.3.2 Location

4.2.3.2.1 *Additions* to a Contributing Property shall be located towards the rear of, or sufficiently set back from, the *heritage building*.

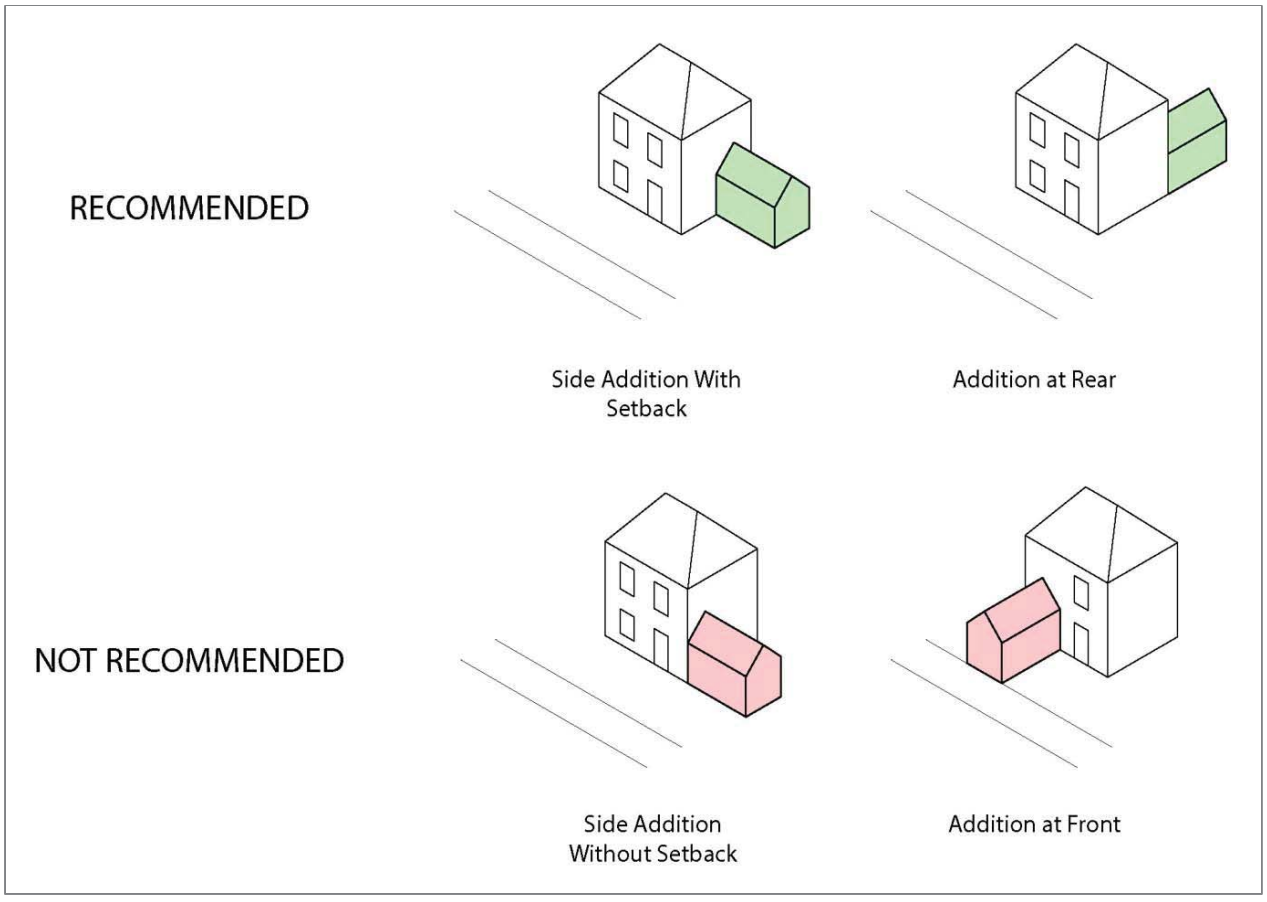

Figure 12: Guidelines for the location of additions to Contributing Properties.

4.2.3.3 Scale and Massing

4.2.3.3.1 The design of *additions* shall be subordinate to the *heritage building*; that is, the *addition* must not devalue or distract from the *heritage building*.

4.2.3.3.2 The massing and proportions of *additions* shall be simple and subordinate to the *heritage building*.

4.2.3.3.3 *Additions* shall not negatively impact the proportional symmetry of the *heritage building*.

4.2.3.3.4 The massing and proportions of additions should conform to any applicable regulations of the Town of Oakville Zoning By-law in effect subject to amendments and variances that may be approved.

Refer to Section 3.1 – Guiding Principles for a discussion of the term "subordinate" as it pertains to this Plan.

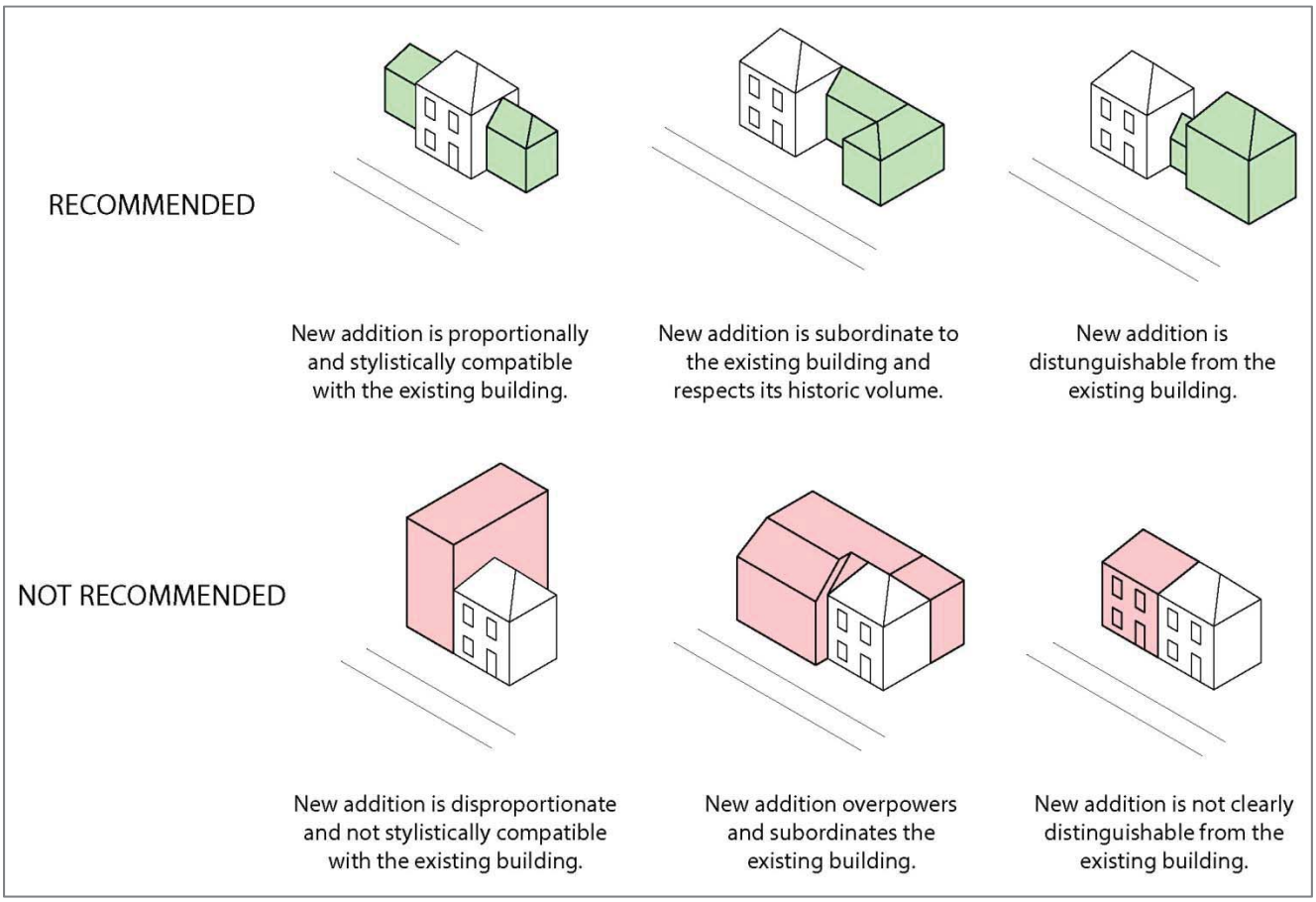

Figure 13: Guidelines for the scale and massing of additions to Contributing Properties.

Figure 14: 75 Second St. - an 1850s house with a compatible early 20th century two-storey addition set back to the side of the main elevation (left); 56 Second St. – a 1914 house with a compatible 2002 one-storey addition at the rear of the main structure (viewed from side elevation on Union St.) (right).

4.2.3.4 Height

4.2.3.4.1 Protect and maintain the historic low-rise scale of the District.

a. The maximum height for Contributing Properties shall be the maximum height permitted for the District under the Town of Oakville's Zoning By-law in effect subject to amendments and variances that may be approved.

4.2.3.4.2 The height of an *addition* may exceed that of the historic portion of the *heritage building*, up to the maximum height stated above, providing all other applicable policies and guidelines in this document are met and the overall scale, massing and design of the *addition* is subordinate and compatible with the *heritage building*.

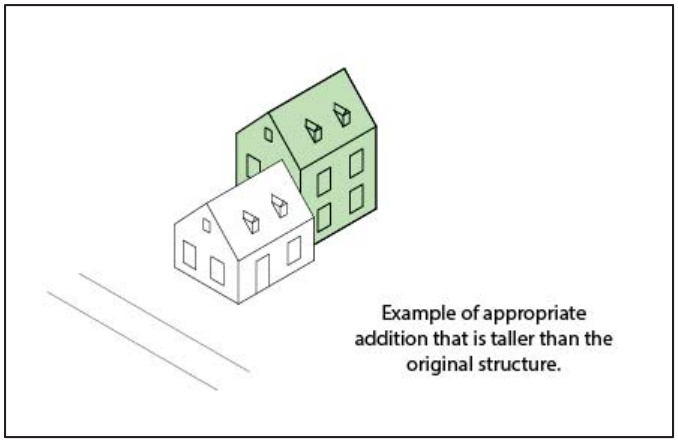

Figure 15: Guidelines for the scale and massing of additions to Contributing Properties.

4.2.3.5 Style

4.2.3.5.1 The design of an *addition* should reflect the architectural style of the *heritage building*, in terms of roof form, massing, materials, and other architectural features, such as windows and entrances. Compatible variations of the architectural style of the *heritage building* may be permitted for *additions*.

4.2.3.5.2 Contemporary or non-traditional styles may be permitted for additions, providing they meet the guidelines of Standard 11 of the *Standards and Guidelines for the Conservation of Historic Places in Canada* as described in Section 3.1, respect the guidelines for additions to Contributing Properties and do not negatively impact the *heritage character* of the District.

4.2.3.6 Roofs

4.2.3.6.1 Protect and maintain historic roof forms and roof features, including dormers, chimneys, eaves, and other features related to specific architectural styles. (*See Appendix C – Architectural Style Guide)*

4.2.3.6.2 The roof form of an *addition* shall be physically and visually compatible with that of the *heritage building*.

a. Gable roofs and hipped roofs are the most appropriate roof forms for the District.
b. Mansard roofs and gambrel roofs are not appropriate for the District.
c. While not appropriate for entire structures or large *additions*, flat roofs and shed roofs may be permitted for small *additions*, where compatible with the form and architectural style of the *heritage building*.

4.2.3.6.3 Roofing materials used on *additions* shall be physically and visually compatible with the roofing materials of the main roof of the *heritage building*.

a. Asphalt shingles, cedar shingles and cedar shakes are appropriate roofing materials for the District. The use of alternative materials that mimic the appearance of asphalt or cedar will be considered on a case-by-case basis. Metal roofing materials will not be permitted. Membranes will only be considered on flat roofs.
b. Aluminum or PVC soffits and fascia will not be permitted.

4.2.3.6.4 Rooftop equipment and drainage elements shall be discreetly integrated and shall not negatively impact the *heritage character* of the District.

a. Skylights, roof ventilation equipment, satellite dishes, plumbing vents and other stacks may be permitted on *additions*, providing they are located on secondary or rear elevations and are not visible from *public realm*.
b. Eavestroughs and downspouts shall be appropriately designed to manage water properly and direct drainage away from building foundations.
c. The form, materials and colours of eavestroughs and downspouts shall not distract from or negatively impact the architectural style of the *heritage building*.
d. Flashing should be coloured to match the wall against which it is located.

4.2.3.7 Dormers

4.3.3.7.1 Protect and maintain historic dormers.

4.3.3.7.2 New dormers may be permitted on *additions* to *heritage buildings*, only where they are compatible with the architectural style and form of the *heritage building* and the *addition*. (*See Appendix C – Architectural Style Guide)*

a. Scale new dormers to complement the design and scale of the roof, windows, and any existing dormers on the *heritage building*.

Best Practices - Dormers

Single dormer windows should be square or vertically proportioned, and should have the same proportions or be slightly smaller than the uppermost windows in the elevation below.

Dormer body proportions should be driven by the dormer window proportions.

4.2.3.8 Windows

4.2.3.8.1 Protect and maintain the placement, orientation, shape and size of historic window openings and features.

4.2.3.8.2 Windows located on an *addition* to a *heritage building* shall be compatible, in terms of alignment, proportions, design and materials, with the rhythm of bays and windows on the on the *heritage building*.

a. Where casement, double-hung, and other traditionally-operable window styles are used on *additions*, they shall be operable.
b. Blank windowless walls shall not be permitted.
c. Consider the historic solid-to-void ratios and the rhythm of windows and bays. In the District, this void ratio has ranged from 15% to 35%, with the exception of sun rooms or conservatories.
d. Windows shall be wood. Aluminum-clad wood windows may be permitted, providing they effectively replicate wood windows.
e. Vinyl, fiberglass and metal windows shall not be permitted. They are not compatible with the *heritage character* of the District. They do not adequately replicate wood windows in their detailing, finishes, profiles and colour; their sashes, frames and mouldings are often much flatter in appearance.
f. Glue-on or snap-on muntins (ie. window grilles) shall not be permitted. Muntins shall be true divided lights or simulated divided lights with dark spacers at every muntin. Simulated divided lights should be integral to the window sash. Aluminum muntins may be used where stronger muntins are required to support sealed window units while maintaining the original thinner muntin profiles. These muntins shall be made integral to the sash frame.

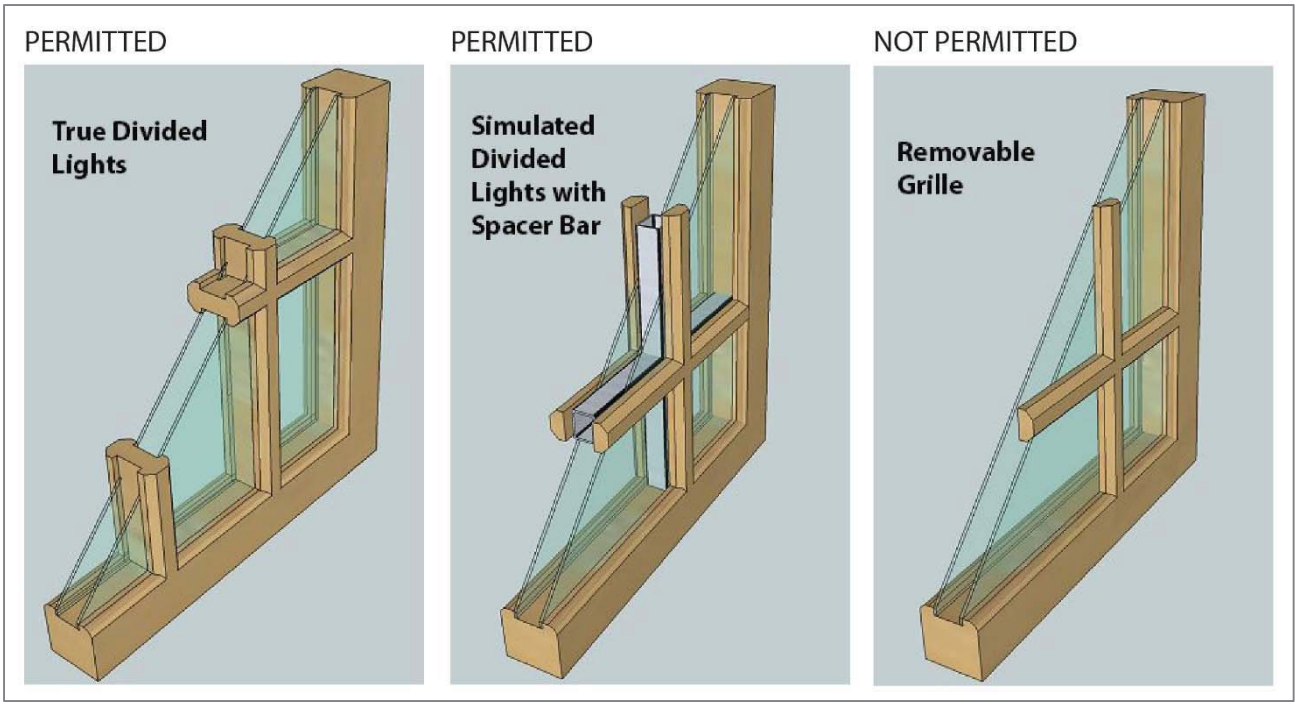

Figure 16: Muntin options (image source: http://www.home-style-choices.com/window-construction.html).

4.2.3.9 Shutters

4.2.3.9.1 Protect and maintain historic shutters.

4.2.3.9.2 Shutters may be permitted on *additions* to Contributing Properties only where they are physically and visually compatible with the architectural style and form of the *heritage building* and of the *addition*. (*see Appendix C – Architectural Style Guide*)

a. Attach shutters to the window casing rather than the wall. Provide hinges and hooks to allow shutters to be functional.
b. Design shutters in a style appropriate to the architectural style of the *heritage building*, including paneled or louvered styles. Louvers may be fixed or operable.
c. The dimensions of shutters shall be one-half the width of the sash they are covering allowing them to effectively cover the window if closed.
d. Wooden shutters shall be painted in a colour appropriate for the materiality and colours of the *heritage building* and the *addition*.

4.2.3.10 Entrances

4.2.3.10.1 Protect and maintain the placement, size and orientation of historic entrance openings.

a. The removal or obstruction of historic entrances shall not be permitted.

4.2.3.10.2 Entrances located on an *addition* to a *heritage building* shall be compatible, in terms of their location, alignment, proportions, design and materials, with the architecture of the *heritage building*, as exemplified by the existing entrances and rhythm of bays.

a. New entrances shall be subordinate to the primary historic entrance, in terms of location and design.

b. Wood panelled doors are most appropriate for the District. Aluminum doors that mimic wood panelling may be considered on a case-by-case basis, providing they effectively replicate wood doors in their detailing, finishes and colour.
c. Wood is the most appropriate material for screen doors. Aluminum and steel screen doors may be considered on a case-by-case basis.
d. Sliding doors and other doors that do not swing shall not be permitted on elevations of *additions* that are visible from the *public realm*.

4.2.3.11 Porches and Porticos

4.2.3.11.1 Protect and maintain historic porches and porticos and their features, including posts, brackets, railings, steps and roofs.

4.2.3.11.2 New porches and porticos may be permitted on *additions* to *heritage buildings*, providing they are in a style that is appropriate for the architectural style of the *addition* and the *heritage building*, and are physically and visually compatible with the *heritage building* in terms of placement, orientation, design and materials.

a. Wood, metal and stone are the most appropriate materials for porches and porticos in the District. The use of composite and engineered wood will be considered on a case-by-case basis.

Best Practices – Porches and Porticos

When classical architectural elements, including columns and entablatures, are used on new porches or porticos, they should conform to classical proportions.

On new porches and porticos, use materials for columns that facilitate proper column design, such as wood, with brick or stone for column bases.

4.2.3.12 Garages

For the purposes of this document, new garages on Contributing Properties will be considered as 'Additions'. In addition to the policies listed below, all policies under Section 4.2.1 – General Guidelines and Section 4.2.3 - Additions to Contributing (Historic) Properties apply to new garages, as do all applicable requirements under the Town of Oakville's Zoning By-Law in effect subject to amendments and variances that may be approved.

4.2.3.12.1 Both *attached* and detached garage forms may be permitted, providing they respond respectfully and appropriately to the shape of the lot and the architectural style and form of the *heritage building*. *Detached garages* are preferable.

4.2.3.12.2 New garages shall be located and massed so as to minimize their visibility from the *public realm*

a. Garages shall be lower in profile than the *heritage building*, and be complementary in design, materials and colour.

b. Use landscaping treatments to shield garages from view. (*See Section 4.4.1 - Guidelines for Landscape Conservation and Design – Private Property, for guidance on screening)*
c. Locate *attached garages* on rear or secondary elevations of the *heritage building*, minimizing the loss of *heritage fabric*. When located on side elevations, *attached garages* must be set back from the main elevation.
d. *Integral garages* shall not be permitted on the main body of *heritage buildings*. They may be permitted in additions to *heritage buildings*.
e. Locate *detached garages* to the rear or side of the *heritage building*, set back substantially from the main elevation.
f. Garage doors and windows shall reflect the style of those on the *heritage building*.
g. Garage doors should be single car width, with separated overhead doors in the case of a double vehicle garage.
h. When applying these guidelines to proposals for new garages on corner lots, special consideration may be given in recognition of their visibility from the public realm.

Figure 17: Attached garage at 88 Second St. (left); detached garage at 390 Lakeshore Rd. E. (right).

4.2.3.13 Utility and Service Equipment

4.2.3.13.1 Utility and service equipment shall not negatively impact the *heritage building* and shall be located so as to minimize their visibility from the *public realm*.

a. Service hardware (such as utility meters, cable TV and telephone connections), commercial mechanical elements (such as dryer vents, heat reclamation vents, furnace and water heater exhausts, gas fireplace exhausts and kitchen exhausts), and ground mounted electrical and mechanical hardware (such as heat pumps, transformers and air conditioning units) shall not be located on main elevations, and should not be visible from the *public realm*. If visible from the *public realm*, screen appropriately using landscaping features. *(See Section 4.4.1 - Guidelines for Landscape Conservation and Design – Private Property)*

4.2.3.14 Exterior Walls

4.2.3.14.1 Protect and maintain historic architectural features of exterior walls, including cladding materials, exposed structural elements (such as pilasters and half-timbering) and decorative elements (such as articulated brickwork, quoining and date stones).

4.2.3.14.2 Exterior walls of *additions* to Contributing Properties shall be physically and visually compatible, in terms of materials, finishes, colours and detailing, with the exterior walls of the *heritage building*.

a. Use exterior cladding materials that are physically and visually compatible with the *heritage building*, such as wood siding and shingles, red brick masonry and stucco.
b. Contemporary and/or non-traditional materials, such as metal panelling and glass (curtain walls) may be permitted as accents on a case by case basis, but not as the principal cladding of *additions*.
c. Stone and artificial stone materials shall not be permitted for the cladding of *additions*. These materials may be considered as a foundation or an accent material where appropriate with the architectural style of the *heritage building*.
d. Metal, vinyl and plastic composite siding shall not be permitted.
e. Exterior Insulation and Finish Systems (EIFS) shall not be permitted. In addition to being aesthetically incompatible with the *heritage character* of the District, this material can promote mould growth and retain moisture in building fabrics that were intended to breath.
f. For painted surfaces, select colours that are compatible with the architectural style, cladding materials, and colour of the *heritage building*.

OAKVILLE HERITAGE INVENTORY SHEET

Address: 80 Second Street

Name: None

Design/Physical Description:

- Edwardian Four-Square style with Arts & Crafts influences
- Brick construction with stucco and half timbering in gable with projecting purlins and knee-braces
- Brick chimney
- 2 ½ storeys
- Front gable roof and side gable dormer with asphalt shingle, wood soffit and decorative brackets
- 1-over-1 and 6-over-6 wood sash windows
- Front porch with brick pillars

Site Features:

- Paved side drive
- Detached 2-storey garage at rear
- Property enclosed by dense row of hedges

Historical Description:

- Construction date c. 1915, with later (post-1949) additions at rear
- There are no known historical associations with a significant person, group, activity or event

Contextual Description:

- The property is historically associated with its residential neighbourhood, originally developed as part of the Romain-Smith Survey