



# COOKSTOWN HERITAGE CONSERVATION DISTRICT PLAN AND DESIGN GUIDELINES

February 2014  
Issued for Council Adoption



MMM GROUP





## Table of Contents

1	Introduction .....	1
1.1	Background .....	1
1.2	Purpose of the Heritage Conservation District Plan .....	1
1.3	Process.....	2
1.4	Community Consultation .....	3
1.4.1	Heritage Workshop (September 10, 2013).....	3
1.4.2	Kitchen Table Meeting (November 26, 2013).....	5
1.4.3	Statutory Public Meeting (November 26, 2013) .....	5
1.5	Format of the Heritage Conservation District Plan .....	6
1.6	Implications of Heritage Conservation District Designation .....	6
1.7	Applicable Legislation.....	8
2	Heritage Character and Principles .....	8
2.1	Reasons for Designation .....	8
2.1.1	Historic Factors .....	9
2.1.2	Visual Factors.....	10
2.1.3	Physical Factors .....	11
2.1.4	Planning Factors .....	11
2.2	Recommended Heritage Conservation District Boundary .....	12
2.3	Heritage Character Statement.....	15
2.3.1	Historic Context .....	15
2.3.2	Architectural Character.....	15
2.3.3	Streetscape Character .....	15
2.4	Key Heritage Attributes.....	16
2.4.1	General Attributes .....	16
2.4.2	Historical Main Street .....	17
3	Heritage District Objectives, Principles and Policies .....	18
3.1	Goals and Objectives .....	18
3.1.1	Buildings.....	19
3.1.2	Cultural Heritage Landscape .....	19
3.1.3	Land Use .....	20

3.1.4	Economy, Tourism and Culture .....	20
3.1.5	Process .....	21
3.2	Principles .....	21
3.3	Policies .....	23
3.3.1	Development Pattern.....	23
3.3.2	Additions and Alterations to Existing Buildings .....	24
3.3.3	New Buildings.....	26
3.3.4	Demolition .....	27
3.3.5	Properties Adjacent to the HCD .....	28
3.3.6	Area Specific Policies.....	28
3.3.7	Private Realm.....	29
3.3.8	Public Realm .....	30
3.3.9	Part IV Designations.....	31
4	Planning and Implementation .....	32
4.1	Introduction.....	32
4.2	Official Plan and Cookstown Secondary Plan .....	32
4.2.1	Policies .....	32
4.2.2	Land Use Designations .....	33
4.3	Comprehensive Zoning By-Law 0808-13 (Council Adopted, July 2013) .....	35
4.3.1	MU5 – Mixed Use 5.....	35
4.3.2	R1 – Residential I.....	35
4.3.3	CS – Community Service .....	37
4.3.4	OS – Open Space .....	37
4.3.5	CN – Commercial Neighbourhood .....	37
4.3.6	R3-1 – Residential 3.....	38
4.4	Site Plan Control.....	38
4.5	Property Standards By-Law 075-02 .....	39
4.6	Demolition.....	39
4.7	Education and Promotion .....	40
4.8	HCD Plan Monitoring Program .....	40
4.9	Heritage Preservation Incentive Programs.....	41
4.10	Work Requiring Approvals.....	42



4.11	Heritage Approvals Process .....	47
4.12	Roles and Responsibilities .....	49
4.12.1	Heritage Administrator.....	49
4.12.2	Council .....	49
4.13	Emergency Preparedness for Heritage Conservation Districts .....	49
4.13.1	Guidelines for Advance Planning .....	50
4.13.2	Guidelines for Reaction During Disaster or Conflict .....	51
4.13.3	Post-Disaster or Post-Conflict Guidelines .....	51
5	Architectural Design Guidelines.....	52
5.1	Evaluation of Contributing and Non-Contributing Properties .....	52
5.1.1	Built Heritage Inventory Categories.....	54
5.2	Contributing Properties.....	58
5.2.1	Approach for the Conservation of Contributing Properties .....	58
5.2.2	Classification of Contributing Properties .....	61
5.2.3	Architectural Design Guidelines for Contributing Properties .....	67
5.3	Non-Contributing Properties and New Buildings .....	78
5.3.1	Approach for Interventions on Non-Contributing Properties and New Buildings.....	78
5.3.2	Classification of Non-Contributing Properties and New Buildings.....	79
5.3.3	Architectural Design Guidelines for Non-Contributing Properties and New Buildings.....	82
5.4	Case Studies .....	87
5.4.1	Hazeltown Avenue Heritage Conservation District Study .....	87
6	Cultural Heritage Landscape Guidelines .....	91
6.1	Key Elements .....	91
6.2	Public Realm .....	91
6.2.1	Streets and Boulevards .....	91
6.2.2	Parks and Open Space .....	95
6.2.3	Lighting and Street Furniture.....	96
6.2.4	Parking Lots .....	96
6.2.5	Gateways .....	98
6.2.6	Views and Vistas .....	99
6.3	Private Realm.....	102
6.3.1	Mature Vegetation .....	102

6.3.2	Front Yards.....	103
6.3.3	Fencing.....	105
6.3.4	Vehicle Parking .....	106
6.3.5	Sidewalks .....	107
6.3.6	Building and Streetscape Signage .....	108
7	Sources.....	110
8	Helpful Resources .....	111
8.1	Glossary and Definitions.....	111
8.2	Information and Reference Sources .....	117

***APPENDICES:***

Appendix A: Built Heritage Inventory (December 2013)

Appendix B: Heritage Workbook

Appendix C: Ontario Tree Alliance



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## Executive Summary

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The Cookstown Heritage Conservation District Plan and Design Guidelines aim to maintain the defining characteristics, including the consistency in architectural materials and style, the scale, spacing and setback of buildings, the mature vegetation, distinct road alignments, and the historical commercial core that exist within Cookstown. The Town's Inspiring Innisfil 2020, strategic plan, established objectives relating to Tourism, Culture and Heritage, one of which included the establishment of a Heritage Conservation District in Cookstown.

Based on the historic, architectural, landscape and planning context of Cookstown, the Phase 1 HCD Study (April 2013) determined that the area warranted designation as a heritage conservation district. Following direction from Innisfil Town Council, the plan was developed in consultation with Town Staff, the Steering Committee and the public.

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 areas 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 goals and objectives contained in the document establish what is to be achieved through designation of Cookstown as a heritage conservation district. They provide the framework for the protection and preservation of Cookstown's unique heritage attributes over the long term, and are integral to the conservation plan and associated guidelines.

In addition to the goals and objectives, policies that are to be considered by property owners, staff and Council when reviewing proposals and making decisions regarding changes in the District are also included. The policies are separated into several categories to address specific issues and context, as follows:

- Development pattern;
- Additions and alterations to existing buildings;
- New buildings;



- Demolition;
- Properties adjacent to the HCD;
- Area specific policies;
- Private realm;
- Public realm; and
- Part IV Designations.

Implementation of the HCD Plan is identified in Section 4, including what does and does not require a Heritage Alteration Permit. Architectural design and cultural heritage landscape guidelines to further illustrate the intent of the policies are provided in Sections 5 and 6 of this Plan.



## 1 Introduction

### 1.1 Background

In 2010, Town of Innisfil Council adopted Inspiring Innisfil 2020, a strategic plan for the community. In 2013, the strategic plan objectives were reviewed in the context of what had been achieved since 2010 and what will be achieved to 2016. The strategic plan focuses on three key pillars of: Tourism, Arts, Culture and Heritage; Economy; and Community; that together are to fulfil the vision of making the Town of Innisfil “the place to be by 2020”. The Tourism, Arts, Culture and Heritage objectives aim to “showcase Innisfil’s diversity and appeal” and state that the Town will “grow and empower arts, culture, and heritage sustainability”. The establishment of a Heritage Conservation District in Cookstown was one of the key strategies to implement the strategic plan’s cultural objectives.

In May 2012, Town of Innisfil Council adopted a recommendation to establish a Heritage Conservation District Steering Committee and to undertake a Heritage Conservation District (HCD) Study for Cookstown. The Phase 1 HCD Study was initiated by the Town with funding provided by the Province of Ontario. In January 2013, MMM Group Limited, in association with AREA Architects, was retained by the Town to undertake the HCD Study.

The HCD Study was completed in May 2013. On May 15, 2013, Town staff presented a report to Innisfil Council recommending that:

- Council endorse the findings and recommendations of the Final HCD Study Report;
- Town Staff be directed to initiate Phase 2 of the Cookstown HCD Project, which includes the preparation of a Heritage Conservation District Plan for future consideration by Council;
- Three additional members be included in the Heritage Conservation District Steering Committee; and
- Staff initiate the development of a Community Improvement Plan (CIP) for Cookstown.

In May 2013, the project team initiated Phase 2 of the designation process being the HCD Plan for Cookstown. The consultant team worked closely with Town staff and the Steering Committee throughout the process. The Steering Committee is comprised of the Ward 7 Councillor; the Director of Development; two members of the Innisfil Heritage Committee; three members of the Cookstown business community and one residential property owner. The Committee is supported by staff in Development Services and Clerks Services as required.

### 1.2 Purpose of the Heritage Conservation District Plan

The HCD Plan has been designed to ensure that the heritage attributes of Cookstown will be protected, managed and enhanced as the community evolves and changes over time. It provides residents and property owners with clear guidance relating to the appropriate conversion, restoration and alteration activities for buildings and landscape features. Further, the HCD Plan will assist Town Staff and Council in reviewing and making decisions on the permitting of development application within the District. The Cookstown Heritage Conservation District Plan will:

- Confirm the HCD Boundary as identified in the Phase 1 HCD Study;
- Describe the heritage features and attributes of the District as a whole and the individual properties within it that make it unique; and
- Develop policies and guidelines for the HCD that will ensure a consistent approach by both property owners and the Town, for maintenance, development, alteration, and demolition activities within the District.

### **1.3 Process**

The Cookstown Heritage Conservation District Study process was initiated in January 2013. The consultant team undertook detailed historical and policy research as well as multiple walking tours of the community. Following this detailed background analysis, a public consultation meeting was held in February 2013. The first public consultation meeting included a presentation and question/answer session. Comment forms were also provided to attendees, in order to provide feedback that would inform the project team. Information presented at the PIC was uploaded to the Town's project webpage and copies of the comment form were left at the Innisfil Public Library – Cookstown Branch for those who could not attend the meeting. The Town's project webpage can be found at the following link:

<http://www.innisfil.ca/cookstown-heritage-conservation-district>

Following the first Public Consultation Meeting, the project team completed the built form, landscape and planning analysis, and determined a preliminary HCD boundary that refined the initial HCD study area provided by the Town of Innisfil at the commencement of the project.

In April 2013, a second Public Consultation Meeting was held. At this meeting, the project team updated residents on the project process, responded to comments from the first Meeting, reviewed key findings, identified the preliminary HCD boundary, provided an overview of preliminary recommendations, and answered questions from the community.

Upon hearing input from the community at the second Public Consultation Meeting, the consultant team compiled all of the work completed to date and community feedback into the Cookstown HCD Study. This Study incorporated and responded to comments and input received in the first and second Public Consultation Meetings. One of the key comments and concerns brought forward at the Public Consultation Meetings was the potential costs associated with alterations, renovations or maintenance of buildings once they are included in the HCD Boundary. In response to the concerns raised by the community relating to future improvements to properties and streetscapes, the HCD Study recommended that the Town explore grant and financial incentive programs as part of a Community Improvement Plan (CIP). The HCD Study also contains recommendations and rationale relating to the proposed HCD Boundary and Heritage Character Statement. The HCD Study recommended that the Town undertake a Phase 2 HCD Plan for Cookstown.

The Study was submitted to the Town of Innisfil for review and comment prior to being uploaded to the Town's webpage. As noted above, Town Staff submitted a Report to Council that contained recommendations relating to the completion of the Phase 2 HCD Plan, the completion of a Community



Improvement Plan for Cookstown, and the appointment of three additional members to the project Steering Committee. In May 2013, Council endorsed these recommendations.

This Phase 2 HCD Plan meets the requirements of the *Ontario Heritage Act* and provides the Town and its residents with clear policies and guidelines relating to the conservation and retention of heritage assets in Cookstown. Section 41.1(6) of the *Ontario Heritage Act* requires that at least one public consultation event occur with respect to the HCD Plan. Similar to the Phase 1 process, consultation was an integral element of the Phase 2 Plan, exceeding the legislative requirements and representing best practices.

## **1.4 Community Consultation**

Consultation with the community was a critical component of the HCD Study and Plan processes. The Phase 1 HCD Study phase included two public open houses, and one presentation to Town Council. A summary of the information obtained during those meetings is provided in the HCD Study (April 2013).

The consultation strategy for the Cookstown HCD Plan, included the following:

- meetings with the Steering Committee;
- one heritage workshop to provide feedback on the HCD guidelines and policies (September 10, 2013);
- one open house where residents were invited to attend and discuss the HCD Plan and the implications for their properties (November 26, 2013);
- one statutory public meeting following the completion of the final draft HCD Plan and Design Guidelines (November 26, 2013);
- one presentation of the Final HCD Plan and Design Guidelines to Council (February 6, 2014); and
- a webpage on the Town of Innisfil's website where notices were posted and comments could be submitted throughout the project (web address is provided in Section 1.3).

The following section summarizes the input that was received during the community consultation sessions.

### **1.4.1 Heritage Workshop (September 10, 2013)**

A heritage workshop was held at the Innisfil Public Library - Cookstown Branch, on September 10, 2013. The workshop was held from 6:00 pm until 10:00 pm. A formal presentation was provided at 6:30 pm followed by a facilitated heritage workshop. The workshop format was selected in response to comments that were received at the final Public Information Session for the Phase 1 HCD Study.

The purpose of the workshop was to provide residents with the opportunity to inform the HCD policies and guidelines. The workbooks allowed participants to identify whether they were most comfortable with allowing minor changes to occur, moderate changes to occur or significant change to occur to buildings and properties within the District. Permitting minor changes to buildings would result in the "strictest guidelines", while permitting significant changes to buildings would result in guidelines that

allow the highest degree of flexibility or interpretation. Similar feedback was sought with respect to the public and private realm.

A sample of the workbook that was provided to all attendees is provided in **Appendix B**. In total, 30 residents signed in at the workshop and 23 completed workbooks were submitted either during the workshop or after via email or mail. In addition, 3 comment forms provided to attendees during the first public meeting during the study phase were submitted and have been reviewed in the context of developing this HCD Plan.

Following the presentation, attendees were asked to group into tables and work together to discuss the workbook questions and provide input. Members of Town Staff and the consultant project team joined tables to facilitate the discussion and answer any questions. One representative from each table was asked to provide a summary of the table's discussions. Generally, feedback indicated that the attendees were unable to reach consensus while completing the workbook. Although one table that participated was generally in support of the HCD, another indicated that there were still questions surrounding whether or not there should be an HCD in Cookstown. Some of the tables chose not to provide feedback on their discussion.

Feedback provided in the meeting was varied. The following provides an overview of some of the comments and questions raised during the meeting:

- Concerns that attendees at the meeting are not Cookstown residents and should not have a say in the determination of district designation.
- How is one to identify opposition to the Cookstown HCD?
- Will alterations to buildings that have already been undertaken need to be reverted back to an original time period?
- Concerns that there are too many initiatives in Cookstown at the moment as a Community Improvement Plan public meeting is also scheduled for October.
- Concerns that only a small percentage of the residents of Cookstown were in attendance at the meeting and that residents were not properly notified of the meeting.
- Suggestion that the workshop should have a “status quo” option.
- Request that there be additional consultation with the community.
- Concerns regarding other issues within Cookstown that the HCD won't resolve. For example, high traffic along Queen/Church Streets, unpaved roads, sidewalks.
- Suggestion that the HCD could be a catalyst for broader changes and improvements within Cookstown.

An analysis of the workbooks submitted indicated the following:

- The majority of the respondents indicated a preference that the architectural guidelines for commercial and residential buildings allow for “moderate changes” to the buildings. The smallest



number of respondents indicated a preference that the architectural guidelines for commercial and residential buildings allow for “minor changes” to the buildings.

- Responses to the Cultural Heritage Landscape section of the workbook were more varied. A response of “very important” or “somewhat important” were provided more often than a response of “not important”. More specifically,
  - in response to the Heritage Tree Protection Options, the majority of respondents indicated that these were either “very important” or “somewhat important” and should therefore warrant greater protection.
  - in response to the options for guidelines within the private realm, the majority of respondents indicated that there were either “somewhat important” or “not important”; and
  - in response to options for guidelines within the public realm, the majority of respondents indicated that there were either “very important” or “somewhat important”.

The input provided during the heritage workshop has resulted in the following actions being undertaken:

- An additional public workshop was proposed for November 12, 2013. This would take the form of an informal “Kitchen Table Meeting” where residents had the opportunity to speak with the consultants one on one to answer their questions relating to District designation. Note that the date was later changed to November 26 due to inclement weather;
- Architectural design guidelines for both commercial and residential properties were structured to allow for increased flexibility for property owner, while also maintaining the historical integrity of the District. The guidelines will allow property owners to choose from a wide range of materials and architectural options while still being consistent with the objectives of the HCD Plan.
- Cultural heritage landscape guidelines have been developed to allow for greater flexibility in the private realm while encouraging improvements to the public realm and protection of heritage trees.

#### **1.4.2 Kitchen Table Meeting (November 26, 2013)**

On November 26, 2013, a Kitchen Table Meeting was held between 4:00 pm and 7:00 pm at the Innisfil Public Library – Cookstown Branch. Residents had the opportunity to discuss aspects of the Draft Heritage Conservation District Plan and Design Guidelines and seek clarification on what the policies, guidelines and heritage alteration permit meant for their properties. Given the informal, drop-in nature, of this Meeting, it is not possible to determine the number of attendees, although the consultants were consistently engaged with members of the public. Inquiries ranged from questioning the very need for District designation, to concerns that the policies and guidelines in the HCD Plan were not prescriptive enough (i.e. does not mandate paint colour). Attendees of this Meeting had the opportunity to attend the Statutory Public Meeting, which immediately followed at the same venue.

#### **1.4.3 Statutory Public Meeting (November 26, 2013)**

A Statutory Public Meeting was held for the Cookstown Heritage Conservation District on November 26, 2013 from 7:00 pm until 9:00 pm at the Innisfil Public Library – Cookstown Branch. A Statutory Public Meeting is a requirement of the *Ontario Heritage Act*. This formal meeting provided an

opportunity for the public to provide their views on the Heritage Conservation District to Town of Innisfil Council.

## **1.5 Format of the Heritage Conservation District Plan**

The Cookstown Heritage Conservation Plan and Design Guidelines contains the following:

- A rationale for designation (heritage character statement);
- A Heritage Conservation District Boundary;
- An overview of conservation principles, goals, and objectives that provide the framework for the heritage conservation district plan and design guidelines;
- Policies to provide direction for the management of change in Cookstown;
- Architectural design guidelines for future alterations, demolition, reconstruction and new development;
- Streetscape design guidelines providing guidance on the protection and enhancement of the existing streetscape character;
- Conservation guidelines to assist property owners when undertaking maintenance, restoration or alterations, and the Town in assessing development and heritage permit applications;
- Implementation recommendations relating to permitting and other regulations, as well as integration with the Community Improvement Plan process; and
- An overview of the heritage alteration permit approvals process along with information on where to obtain assistance and advice when undertaking a project.

## **1.6 Implications of Heritage Conservation District Designation**

Heritage conservation districts focus on the preservation of defined areas and provide the tools that allow for the conservation and enhancement of the unique and identifiable functional and visual attributes of a specific place. These attributes convey or have a connection to the collective history of the area in which they are located. A heritage conservation district can include heritage buildings, sites, structures, designed and natural landscapes, all linked together through aesthetic, historical, land use planning and socio-cultural contexts. A heritage conservation district designation does not mean that an area is 'frozen' in time or intended to be restored to a specific historical period or style. Rather, it is defined by the Ministry of Culture as being a planning process that respects the community's history and identity and ensures that this identity is conserved and that the community's heritage conservation objectives and stewardship will be respected during the future decision-making process.

The focus of heritage conservation districts is on visible elements of the public realm including buildings, streets, landscape and open spaces. As a result, policies and guidelines are established to provide direction regarding the types of alterations, additions or new construction that will be considered appropriate and that will retain and enhance the heritage facades and public realm. Generally, heritage alteration permits are required for major street-facing or public domain alterations and additions, as well as new construction. The appropriateness of the proposed changes can then be



assessed using the policies and guidelines contained in this HCD Plan. Where it has been determined that a proposed change will not negatively impact the public realm or heritage character of the District, heritage alteration permits may not be required to undertake minor alterations, or additions and renovations to the side or rear of buildings. Guidelines are provided to assist with maintenance and repair of certain built form, landscape areas, open spaces or public realm elements. A heritage conservation district does not address or affect the interior of a building.

The cultural landscape which encompasses both the private and public realm is an important aspect of a heritage conservation district. As such, guidelines and policies are established for street patterns, mature street trees, lighting, boulevards, signage and other related features. This is to ensure that municipal infrastructure improvements or changes do not have a negative impact on the valued heritage characteristics of the District.

Designation can provide the following benefits to property owners:

- Information and guidance for those who are undertaking restoration, renovation and redevelopment;
- Potential financial assistance (through grants, tax relief programs) for renovation and restoration, which have been established through an integrated Community Improvement Plan process;
- Protection and management of heritage assets (architecture, landscape, open space, community layout and history);
- Source of new promotion and cultural tourism initiatives (walking tours, interpretive features, signage); and
- Increased community stability.

Although heritage conservation district designation does establish additional policies and guidelines along with a more thorough review and approvals processes, these heritage management tools are not intended to be overly restrictive, cumbersome or an imposition to property rights. They provide the opportunity to retain and enhance the area's most unique and attractive features for the overall benefit of the community. The application of the guidelines are a requirement should a property owner decide to make modifications and/or undertake renovations to building façades that are visible from the public realm. The guidelines are not intended to be a requirement to change or enhance elements of individual properties, but rather, at the time of maintenance or renovation initiated by a property owner, the guidelines will need to be followed as they relate to the specific property. Further, these policies and guidelines have been developed together with the community through an extensive consultation process. This has provided the public with the opportunity to provide input on the strictness of the policies and guidelines, and to ensure that the heritage assets considered most important to the community receive the appropriate level of protection.

## 1.7 Applicable Legislation

As noted in the Cookstown Heritage Conservation District Study, Part V of the *Ontario Heritage Act, R.S.O., 1980, c.337 (as amended)* provides the opportunity for municipalities to study and possibly designate an HCD. Subsection 40.(2) defines the scope of the HCD Study, which was fulfilled through the Phase 1 Study undertaken by the project team and completed in May 2013. Once it has been determined that an area warrants protection with heritage conservation district status, as is the case in Cookstown, an HCD Plan and Design Guidelines are developed to provide guidance for enhancement and change within the district.

Conservation of heritage resources in Ontario is identified as a provincial interest in the *Ontario Planning Act*, including the conservation of architectural, cultural, landscape and historical features. It also provides municipalities with the ability to establish Official Plans and associated policies relating to the conservation of heritage assets.

The Ministry of Culture's Heritage Conservation District Toolkit, (2006) states that the objective of an HCD Plan is to provide policies and guidelines that will assist in the protection and enhancement of the cultural heritage values within a District. Further, *Ontario Heritage Act*, subsection 40.1(5) defines the scope of the HCD Plan, which shall provide:

- A statement of objectives to be achieved in designating the area an HCD, (see Section 3.1);
- A statement of the district's cultural heritage, value or interest (see Section 2.1);
- A description of the district's heritage attributes and those of the properties within the district (see Section 2.4);
- Policy statements, guidelines and procedures for achieving stated objectives and managing future changes (see Sections 3.2, 3.3, 4, 5 and 6); and
- A description of external alterations or classes of alterations that are of a minor nature that an owner can carry out without obtaining a permit (see Sections 4.10 and 5.0).

## 2 Heritage Character and Principles

### 2.1 Reasons for Designation

The Ministry of Tourism, Culture and Sport (MTCS) developed the following four criteria and associated characteristics for determining the Heritage Conservation District boundary:

- Historic Factors
- Visual Factors
- Physical Factors; and
- Legal or Planning Factors.

The Town of Innisfil's Official Plan policies regarding Cultural Heritage Resources organize these features into one of two categories, which include:



- Cultural Heritage Resources of historic value which are described as follows:
  - Those that serve as an example of the Town's past social, cultural, political or physical development;
  - Those that serve as an example of outstanding work by a local or national personality; and
  - Those that date from an early or significant period in the Town's development.
- Cultural Heritage Resources of architectural value and are described as follows:
  - Those that serve as a representative example of style, design or period of building;
  - Those that serve as a representative example of a method of construction which was used during a certain time period or rarely used today;
  - Those that serve as an important Town landmark; and
  - Those that make an important contribution to the area composition or streetscape of which it forms a part (section 6.6.a. and 6.6.b)

The HCD boundary, as identified in the Study, was determined collaboratively through a detailed analysis of the characteristics, criteria and Official Plan policies with all members of the Study team. This was followed by a review and discussion with the project Steering Committee, and through review by the public during a Public Information Session in March 2013. The following rationale was described in the Cookstown HCD Study and details the justification for the recommended boundary in relation to the criteria and characteristics outlined above.

### **2.1.1 Historic Factors**

The MTCS describes historic factors that should be considered in the delineation of an HCD boundary as: the boundary of the original settlement area, an early planned community, concentrations of early buildings and sites and/or defined areas affected by specific historic events. Historic factors that were considered in the delineation of the Cookstown HCD boundary include:

- The community developed outwards from the four corners of the former Townships of: Innisfil, West Gwillimbury, Tecumseth and Essa. This resulted in irregular lots sizes and architectural characteristics that are generally consistent amongst buildings constructed within the same historical time periods.
- The three churches (two with active congregations) within Cookstown generally mark the eastern and western edges of the HCD boundary. These buildings are gateways into the commercial core of Cookstown and the HCD.
- Thirty-one percent (31%) or sixty-six (66) buildings of the 212 buildings within the HCD boundary were constructed between 1880 and 1919 and represent some of the oldest buildings in Innisfil.
- Buildings constructed between 1880 and 1919 were generally either of Victorian or Edwardian architectural periods with some shared building elements which transcend beyond the more rigid stylistic category. This mixing of traditional architectural styles informs the specific character of Cookstown.

**Table 2-1 Age of Buildings within the HCD**

<b>Date Range</b>	<b>No. of Properties</b>	<b>% of Total</b>
<b>1800-1819</b>	1	0.47
<b>1820-1839</b>	1	0.47
<b>1840-1859</b>	9	4.24
<b>1860-1879</b>	33	15.56
<b>1880-1899</b>	23	10.85
<b>1900-1919</b>	43	20.28
<b>1920-1939</b>	10	4.72
<b>1940-1959</b>	37	17.45
<b>1960-1979</b>	36	16.98
<b>1980-2008</b>	2	0.94
<b>No date</b>	17	8.02
<b>Subtotal Buildings</b>	<b>212</b>	<b>100.00</b>
<b>Vacant</b>	14	
<b>Total Properties</b>	<b>226</b>	

### **2.1.2 Visual Factors**

The MTCS describes visual factors that should be considered in the delineation of an HCD boundary as changes in the visual character and/or topography of an area that distinguishes it from other areas. These visual features may include the presence of one or more of the following: distinctive architecture, design, scale, layout, setting, materials, workmanship, or association; marked change in building character (massing, height, setback, etc.); distinct changes in topography or landforms; and/or gateways and vistas to and from an area. Visual factors considered to be of significance in the delineation of the Cookstown HCD boundary include:

- Architectural built form is consistent in terms of the styles from the late nineteenth and early twentieth centuries, construction materials and composition.
- Buildings along Queen Street, west of King Street are generally two storeys in height and have a consistent setback from the sidewalk. The roadway and sidewalk width as well as the presence of some remaining street trees creates a consistent appearance in this area. The relationship between these elements and the common architectural vernacular creates an identifiable place within the community.
- Historic buildings façades within the Cookstown HCD boundary are commonly constructed from masonry materials with elaborate brick patterns or wood materials with elaborate carved



decorative features. More specifically, the brick patterns are dichromatic colours with accented window arches, quoins, corbelling, coursing bands and geometric designs. The wood carved decorations are present on porch trelliage, gable vergeboard, balcony railings, posts with brackets, signbands and doorway entrances.

- Views into Cookstown from the east to west are framed by the change in topography and the presence of the Anglican Church.

### **2.1.3 Physical Factors**

The MTCS describes physical factors that should be considered in the delineation of an HCD boundary including: railroads and major highways, streets, public utilities and right-of-ways, rivers, shorelines, ravines and other natural features, limits of a settled area, major changes in land or building use, gateways, vistas, and walls, embankments, and fences. Physical factors considered to be of significance in the delineation of the Cookstown HCD boundary include:

- The main intersection of Queen/Church Streets and King Streets North and South is a historic entry route into Cookstown.
- The historic rail line corridor on the west side of the community is one of the main open space features in Cookstown and is a physical and natural delineation for the western HCD Boundary. Where the Trans Canada Trail intersects with Queen Street, it provides unique views to the north and south.
- The fairgrounds are a significant open space in the community and have supported events and festivals throughout Cookstown's history, including the Agricultural Fair, the Centennial Celebrations and army training grounds.
- The Veterans Memorial Park which contains the cenotaph and rows of old growth sugar maples. Sugar maples were planted to commemorate those soldiers who enlisted in World War I. This is a historically and culturally significant park space.
- The hill on Church Street at the eastern side of the HCD boundary provides views into the village centre and through to the western end of the community.
- Trees along the streets are not as prevalent as they were historically, particularly along Queen Street; however, mature sugar maples remain along Victoria and Hamilton Streets which contributes to the feeling of enclosure and scale of these streetscapes.
- The historic mix of land uses located along Queen/Church Streets and King Street and overall accessibility throughout the community.

### **2.1.4 Planning Factors**

The MTCS describes planning factors that should be considered in the delineation of an HCD boundary as property or lot lines, land use designations in Official Plans, boundaries for particular uses, densities and other zoning by law regulations and/or other boundaries of legal jurisdiction. The planning factors that are considered of significance for HCD Boundary delineation include:

- Inclusion of the commercial core of Cookstown, single-detached residential dwellings, institutional properties and open spaces areas. These represent the main land use designations in the Official Plan, including the uses that are considered in the Official Plan as key contributors to the unique character of Cookstown, including its history and former regional function as an antique and craft centre.
- Consideration for property boundaries and zones ensuring the key institutional and entry features are included within the HCD boundary.
- When sufficient water servicing and wastewater capacity are provided, there will be greater opportunity for infill development. Further, the recommended boundary is within the Cookstown Settlement Area and will be subject to intensification targets. The policies and guidelines in this Plan will seek to ensure that the unique architectural and landscape character will be conserved and enhanced as infill and intensification pressures increase.
- Queen/Church Streets as a central, viable, and mixed use commercial core.

## **2.2 Recommended Heritage Conservation District Boundary**

Based on the information collected and analyzed during the Cookstown HCD Study process, the area identified in Figure 2-1 merits designation as a Heritage Conservation District for the following reasons.

- **Architecture and Vernacular Design:** Cookstown contains a unique blend of architectural styles, including Victorian and Edwardian. The Building composition includes intricate brick and wood patterns that are well preserved within the proposed HCD boundary.
- **Historical Association:** The community is located at the intersection of four historical townships: Innisfil, West Gwillimbury, Tecumseth and Essa resulting in unique lot and road patterns. Numerous buildings were constructed in the late 19th and early 20th centuries and are maintained in good condition within the proposed HCD Boundary.
- **Landmarks and Gateways:** Three churches (two with active congregations) are located within the proposed HCD boundary and are key historical landmarks within Cookstown. Gateways into Cookstown exist along the four main roadways King Street North/South, Church and Queen Streets. Distinct views through and from within Cookstown exist from key locations within the proposed boundary.
- **Landscape, Vegetation Patterns and Open Space:** The key open space features within Cookstown are within the proposed HCD and include the Veterans Memorial Park, the historic Fairgrounds, and the former CN Rail line.
- **Land Use:** Town policies and strategic planning documents (i.e. Inspiring Innisfil 2020) promote the development of an HCD in Cookstown. Policies outline the importance of protecting and reinforcing the unique characteristics of Cookstown and utilizing the provisions of the *Ontario Heritage Act* to do so.
- **Transportation Network and Other linear features:** A central transportation network was established along the former township borders. The former CN Rail line and station have historical



significance in the development of Cookstown. The current use of the former rail line as a trail provides views and vistas to outlying areas.

This rationale was identified in the Cookstown HCD Study and was presented and endorsed by Town Council.

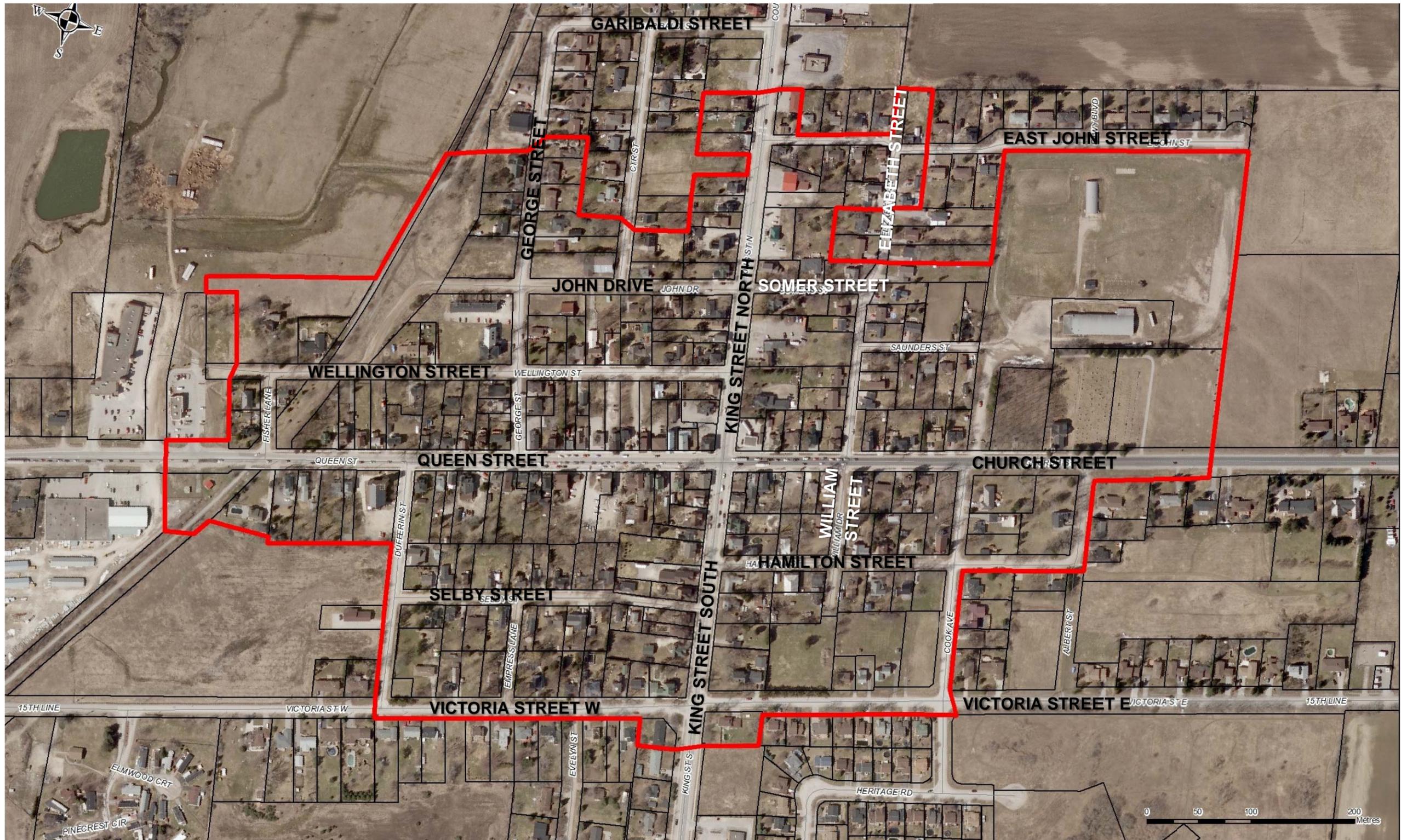


Figure 2.1 - Cookstown Heritage Conservation District Boundary



## 2.3 Heritage Character Statement

The following Heritage Character Statement was determined during the Cookstown HCD Study process.

### 2.3.1 Historic Context

The Cookstown HCD boundary is inclusive of the historical buildings and built form, cultural and landscape features, commercial and transportation corridors and land uses that represent the unique sense of place, development history, and identity of this community. The establishment of Cookstown around the corners where four townships intersected has contributed to its architecture and irregular block patterns as well as the location and vitality of the main commercial corridors. Construction of the rail line and station provided the economic and population growth needed to ensure that Cookstown remained a viable community through much of the early 20th century, prior to the invention of the automobile. Although the train station closed in the 1960's, access via personal automobile was possible. The proposed District shares common historical attributes and represents unique road layouts and architectural characteristics.

### 2.3.2 Architectural Character

The character of the Cookstown HCD boundary is defined architecturally by a consistency of its construction materials due to a core period of building development from 1880 to 1919. The historic buildings within the proposed district boundary therefore are generally constructed and clad with traditional materials of brick masonry or wood siding. Although this provides some similarity amongst the buildings, the architecture still exhibits a casual haphazardness due to three variants:

- the uncommonly, irregular lot configurations;
- the broad range of stylistic features; and
- the building uses across the village and in the history of the properties themselves.

Cookstown has developed incrementally, without a preconceived plan of survey, and its blocks and their division into lots are irregular generating a building stock with a variety of frontage widths. The buildings incorporate several revival styles but under the main rubrics of Victorian and Edwardian architecture from the late nineteenth and early twentieth centuries. The property owners, past and present, have and continue to use their buildings for an array of purposes including residential, commercial and institutional over the history of the property and also simultaneously with mixed-use. These variations in the built heritage create an intimate community-oriented village character which can be summarized in informal defining descriptors for the building types: prominent, authentic and adaptable.

### 2.3.3 Streetscape Character

The streetscape in Cookstown has evolved to a greater degree than many of the buildings that frame it. Mature trees are present throughout the Cookstown HCD boundary but are more commonly located on private property. Fewer mature street trees remain along Queen/Church Streets; however, the building scale and setback creates an identifiable and consistent street frontage that is unique to Cookstown. There is also an identifiable pattern in the spacing of the buildings along Queen Street which further adds to the consistency.

Parks and open spaces within the HCD boundary have ties to Cookstown’s cultural history, including the former CN Rail line (now the Trans-Canada Trail), the historic fairgrounds and Veterans Memorial Park. The views and vistas into and out of the HCD boundary provide sightlines to historic uses, through the commercial core and out to the surrounding agricultural landscape. These unique landscape and streetscape features distinguish the HCD boundary within Cookstown.

## 2.4 Key Heritage Attributes

The *Ontario Heritage Act*, section 41.1(5) outlines the requirements of a Heritage Conservation District Plan, and specifically notes that it shall include a description of the heritage attributes of the district as a whole and the properties within the district. The following provides a description of the key heritage attributes of the Cookstown Heritage Conservation District.

### 2.4.1 General Attributes

1. The assessment of the properties within the HCD Study Area indicates that a significant portion of the buildings were constructed between 1880 and 1919, and are generally of Edwardian and Victorian styles.
2. The district has unique road alignments that are a result of the community’s establishment at the intersection of four separate townships. The lot and concession road division is inconsistent between the original townships creating irregular road layouts.
3. Despite being developed at the intersection of four separate townships, the community displays a notable consistency in architectural characteristics and construction timeframes.
4. Topography leading into the central commercial core of Cookstown forms a natural gateway from the north, south, east and west.
5. The historical core of the community is flanked by significant visual and landscape landmarks. These landmarks include the two churches located on the east and west side of the community and the presence of the Veterans Memorial Park on the east side and the historical rail line corridor on the west side.



*Historical Streetscape with Consistent Building Heights and Setbacks  
(Source: Innisfil Historical Society)*



## 2.4.2 Historical Main Street

1. The historical main street of Cookstown along Church and Queen Streets contains many of the community's historical buildings, and creates a sense of place and identity to this space which is not exhibited in other parts of Cookstown. Some of the key buildings that contribute to this character include:

- 37 Queen Street, Cookstown United Church (1914)
- 9 Queen Street, Clement House (c.1850s)
- 1 Queen Street, Monkman's Store (1885)
- 2 Queen Street, "Dixon's Corner" (1910)
- 10 Queen Street, Hopper's Store (1862); and
- 25 Queen Street, former Post Office (c.1900s)



10 Queen Street



25 Queen Street



9 Queen Street

2. Buildings along Church and Queen Streets have a generally consistent height of two to three storeys and minimal setback from the sidewalk which creates a physically and visually continuous and consistent built form along this corridor.
3. Many of the buildings along Queen/Church Streets are of the Edwardian Classicism creating a consistent architectural style.



*Historical Four Corners of Cookstown (Source: Innisfil Historical Society)*



*Queen Street looking east showing consistency in height and setback*

### **3 Heritage District Objectives, Principles and Policies**

#### **3.1 Goals and Objectives**

The following goals and objectives establish what is to be achieved through the designation of the Cookstown Heritage Conservation District. They provide the framework for the protection and preservation of the unique heritage attributes over the long term, and are integral to the Cookstown Heritage Conservation District Plan and the guidelines contained within. These goals and objectives are intended to promote the broader public interest in Cookstown and the Town of Innisfil, while also balancing the interests of private property owners.



### 3.1.1 Buildings

**Goal:** To recognize, protect, and enhance Cookstown’s built heritage and cultural heritage landscape resources, and identify their collective significance in the community by:

- 3.1.1.1 Identifying a heritage conservation district boundary that incorporates the key historical, architectural and contextual attributes of Cookstown;
- 3.1.1.2 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;
- 3.1.1.3 Providing guidance on preservation, rehabilitation and restoration of existing buildings so that the essential architectural and built form character of the District is maintained and, wherever feasible, enhanced;
- 3.1.1.4 Providing guidance for new development that promotes growth and infill that is compatible and that maintains, enhances and appropriately incorporates the historical character of Cookstown;
- 3.1.1.5 Providing guidance for new development that is adjacent to the District to ensure that it is compatible and complementary to the defining characteristics; and
- 3.1.1.6 Identifying and building community awareness of unique or significant heritage attributes and appropriate means of preserving and/or restoring them.
- 3.1.1.7 Heritage preservation objectives outlined in this plan are intended to be compatible with and supportive of the desire to achieve improved energy efficiency for any building within the district.

### 3.1.2 Cultural Heritage Landscape

**Goal:** To maintain and enhance the visual, contextual and landscape character of Cookstown’s streetscape and public realm areas by:

- 3.1.2.1 Recognizing that Cookstown’s cultural heritage landscape includes street patterns, parks, trees, open spaces, monuments, built features and all manner of items that contribute to the visual experience of the village, whether publicly or privately owned;
- 3.1.2.2 Maintaining existing street trees, and vegetation, or developing replacement programs where necessary and appropriate;
- 3.1.2.3 Ensuring that new elements within the cultural heritage landscape are distinguishable, and that development periods and historical progression remains evident;

- 3.1.2.4 Establishing a common ‘language’ of streetscape elements that will complement the heritage attributes of the District, but do not contribute to a false sense of heritage, and create greater continuity where disparate land uses and built forms exist; and
- 3.1.2.5 Fostering an understanding amongst both public and private interests of the broader preservation context of the cultural heritage landscape encompassing the District, and acknowledging that landscape will endure long after ownership has changed, and that each owner or tenant should consider themselves stewards of this cultural heritage landscape for future owners as well as the general public.

### 3.1.3 Land Use

**Goal:** To maintain the mixed use character of the Cookstown Heritage Conservation District in order to foster and grow its role as a centre for specialty retail and tourism in the Town of Innisfil, its place as the social and historical heart of the community and its vibrant main street by:

- 3.1.3.1 Ensuring that appropriate Official Plan policies, designations and zoning regulations are in effect to support the mix of uses along Queen/Church Streets and King Street and to foster continued activity in the community core;
- 3.1.3.2 Establishing policies that will consider and mitigate the potential impacts of higher intensity uses on the heritage character and predominant built form of the commercial and residential areas;
- 3.1.3.3 Developing area or site-specific policies and guidelines that will protect key heritage attributes as well as the established cultural heritage landscape, and provide direction and guidelines for contemporary, but compatible, alterations and redevelopment; and
- 3.1.3.4 Ensuring that infill development or redevelopment is compatible with the heritage character and pedestrian scale of the District.

### 3.1.4 Economy, Tourism and Culture

**Goal:** To ensure that the Cookstown Heritage Conservation District promotes economic growth, increases tourism and further enhances cultural assets in Cookstown by:

- 3.1.4.1 Developing policies and guidelines that will further strengthen the economy while ensuring that the heritage assets are conserved, enhanced and promoted.
- 3.1.4.2 Identifying opportunities for the development of promotional materials and information online that highlight the unique heritage attributes and retail opportunities within Cookstown.



- 3.1.4.3 Promoting the pedestrian scale, walkability, liveability and a range of retail options within Cookstown, so as to maintain the mixed use focus and continue to draw new employment and commercial activities to the community core.

### 3.1.5 Process

**Goal:** To ensure that the Heritage Alteration Permit review process for the Cookstown Heritage Conservation District is effective, streamlined and can be easily implemented by both applicants and the Town by:

- 3.1.5.1 Clearly describing which types of alterations or classes of alterations will and will not require a Heritage Alteration Permit;
- 3.1.5.2 Ensuring that the Town provides property owners with relevant and sufficient information (e.g., – terminology, checklists/pamphlets, graphics, paint colours) and allows the opportunity for pre-consultation with the Town prior to submitting an application. This process will simplify and clarify the Heritage Alteration Permit application process, when required;
- 3.1.5.3 Identifying potential funding, grant or rebate programs that exist or should be considered that will assist property owners in completing heritage-appropriate restoration and alterations;
- 3.1.5.4 Clearly establishing the roles and responsibilities of those involved in the approvals and decision-making process;
- 3.1.5.5 Clearly identifying the information requirements for proposed development and Heritage Alteration Permit applications; and
- 3.1.5.6 Communicating the Heritage Conservation District Plan and process with future and/or potential property owners.

## 3.2 Principles

Heritage conservation requires that the desire to maintain and enhance existing heritage resources be balanced with the understanding that there will be situations where more significant changes and/or demolition may be required. The preferred approach to heritage conservation is to preserve, rehabilitate and/or restore the property before considering demolition. The Heritage Conservation District Plan provides policies and guidelines to lead property owners and the Town towards these solutions, and will discourage demolition, unless absolutely necessary. Demolition is an irreversible act and reserved in the Plan for buildings that have structurally deteriorated to a level that is beyond practical restoration or rehabilitation, or for buildings which are purpose built and have no current practical use. The HCD boundary delineated includes a complete collection of buildings and landscape features representing the story and history of Cookstown and contributes to what makes this place unique.

The policies and guidelines contained in this Plan will be used to manage change within Cookstown; however, they cannot be expected to account for all future development and infill scenarios. For that

reason, the following conservation principles will be applied to assist in guiding decisions and actions ensuring that the appropriate conservation approach is applied. The following conservation principles are based on generally accepted principles in Park's Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*, as well as the *Venice Charter for Conservation* (1964).

**3.2.1 Preserve Historical Context:** Detailed documentation of the defining built form and cultural landscape heritage characteristics have been outlined in this Plan. The individual and collective historical context and significance is the rationale for district designation. Preservation of these characteristic elements and ongoing documentation of changes to them will ensure that the history of Cookstown is maintained and enhanced through future necessary restorations, rehabilitations and alterations.

**3.2.2 Preserve Cookstown's Heritage Character:** The Cookstown HCD Plan is a physical record of the village's place, time and use as well as its character defining elements. Heritage conservation is not intended to encourage or promote false representations of historical development through the addition of elements or characteristics from other historical places or properties. The combination or addition of heritage features that never co-existed in Cookstown is discouraged.

**3.2.3 Repair, Rather than Replace:** All buildings and landscapes require ongoing maintenance and conservation. The first approach to maintenance should be repairing the original materials as much as is feasibly possible. In instances where character defining elements are too severely deteriorated to repair, elements that are to be replaced should match the forms and detailing of the original elements. Guidelines relating to the use of compatible materials are provided to ensure that the character remains, while allowing for more modern materials to be applied.

**3.2.4 Encourage adaptive reuse where appropriate:** Uses within Cookstown, particularly along Queen/Church Streets and King Street, will likely change over time as new businesses and residents reinvigorate vacant and/or underutilized buildings or sites. Ongoing maintenance and care may not have been consistently applied to these locations, regardless of historical or architectural merit. As a result, Town Council should encourage that such locations be adaptively reused in order to maintain and allow for future enhancement of the heritage character.

**3.2.5 Sensitive Building Interventions:** Additions or interventions to heritage buildings should be undertaken respecting the original heritage character of the structure and should help to enhance the character defining elements while being sensitive to the original structure and its significance in the District.

**3.2.6 Changes in Time:** Buildings and landscapes in Cookstown have evolved over time, some with sensitivity to the heritage character of the village, and others without. Those buildings and landscapes that have been updated and that are now considered to be character-defining elements of Cookstown, should be conserved.



### 3.3 Policies

The HCD Plan goals and objectives promote the protection and enhancement of Cookstown’s built and cultural landscape heritage. The Heritage Conservation District Plan policies provide statutory direction and further reinforce the Plan’s goals and objectives. The designation of Cookstown as a Heritage Conservation District is intended to preserve and enhance the character defining elements of the community while continuing to allow buildings and properties to evolve and react to changes that will occur over time. The Cookstown HCD Plan provides residents, Council and Town Staff direction on how to manage that change while not directly adversely affecting the broader heritage character and significance in the area.

This section outlines policies that relate to development pattern, additions and alterations to existing buildings, new buildings, demolition and properties adjacency to the heritage conservation district. The policies are to be considered by property owners, staff and Council when reviewing development proposals within the district. Architectural design and cultural heritage landscape guidelines contained in Sections 5.0 and 6.0 of this Plan further illustrate the intent of the policies.

#### 3.3.1 Development Pattern

Cookstown’s irregular lotting and street pattern resulted from the development of the community at the intersection of four separate townships. This unique and distinguishing factor contributes to the character and history of Cookstown. Despite the irregularities in lotting and street pattern, the built form, main construction period and architectural features remain consistent throughout the community. Further, the mix of uses along Queen/Church Streets and King Street create a vibrant and walkable community core. In order to maintain and further enhance these distinguishing development patterns in Cookstown, the following policies are recommended:

- 3.3.1.1 Lot pattern, and building scale and setback along the Queen/Church Streets and King Street shall be maintained. Significant changes to the existing building footprints along these street frontages shall be discouraged.
- 3.3.1.2 Maintain a mix of land uses along Queen/Church Streets and King Street consistent with the Town’s Official Plan policies and Zoning By-law. The mix of land uses contribute positively to the streetscape and the broader character of Cookstown.
- 3.3.1.3 Maintain and, where possible, enhance walkability within Cookstown, particularly along Queen/Church Streets and King Street.
- 3.3.1.4 Encourage adaptive reuse of existing heritage buildings to allow for intensification in areas where it is deemed appropriate.
- 3.3.1.5 New additions to buildings, particularly along Queen/Church Streets and King Street, shall be placed in a location out of view from the public realm.
- 3.3.1.6 Contributing properties within the HCD boundary shall be conserved and in reference to the guidelines of this Plan.

- 3.3.1.7 Provincial and municipal initiatives directed at reducing heavy vehicle traffic along Queen Street and Church Street shall be encouraged.
- 3.3.1.8 Buildings shall remain in-situ with their context; however, if relocation is determined as necessary due to threats of full demolition, the new site shall be as close as possible to its original site or shall be determined as the most appropriate alternative.
- 3.3.1.9 A threatened heritage building relocated to the HCD from another site shall be generally compatible in style and type to the existing development patterns in the HCD.

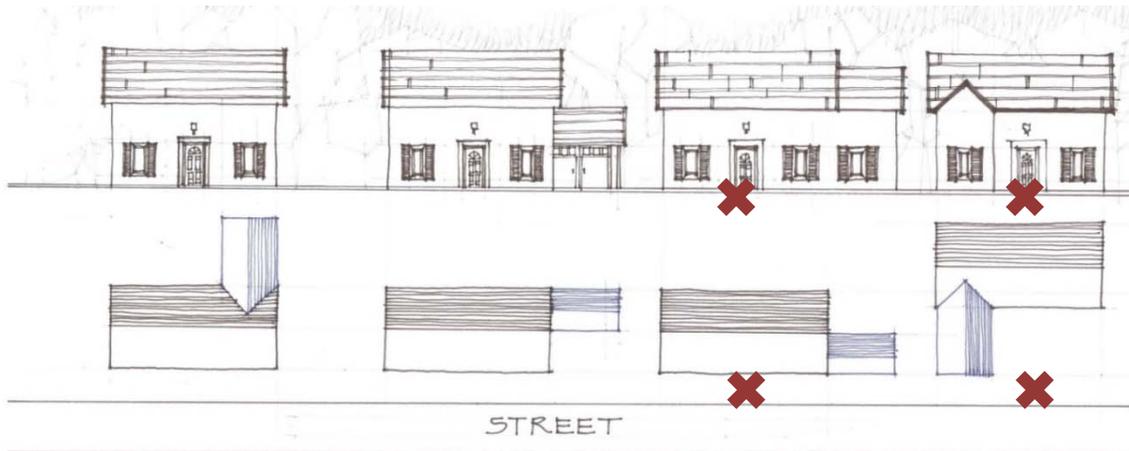
### **3.3.2 Additions and Alterations to Existing Buildings**

Buildings within the HCD will inevitably evolve and change through time. It is not the objective of this plan to limit or discourage that change, nor is it the objective to require that buildings be restored back to their original state. Rather, the goals, objectives and policies aim to ensure that additions and alterations to existing buildings are sensitive to the District's defining architectural and cultural landscape elements and do not detract from the overall heritage character of the area.

- 3.3.2.1 Primary conservation treatments shall be applied to all contributing properties when additions and alterations are being considered. Maintain and repair existing materials and assemblies before undertaking any irreversible work.
- 3.3.2.2 Use proven methods for maintenance and repair when undertaking additions or alterations to existing buildings. If new methods are required, test in an inconspicuous area on the building or property before proceeding further.
- 3.3.2.3 Should building materials and/or specific building architectural attributes require replacement, attributes being replaced shall be sympathetic and be undertaken in reference to the architectural design guidelines included in Section 5 of this Plan.
- 3.3.2.4 Minor exterior additions to existing buildings shall be permitted provided they are sensitive to the existing built form, heritage character and relationship to the street and streetscape.
- 3.3.2.5 Minor exterior additions to contributing buildings shall be subordinate to the existing historic architectural character and be sympathetic, but not artificially age the contemporary addition.
- 3.3.2.6 Minor exterior additions to existing buildings shall respect the property in terms of new colours, materials, and in the consideration of scale, proportions and directional emphasis.



- 3.3.2.7 Minor exterior additions to existing buildings shall be permitted provided they are located at the side and/or rear and do not significantly alter the building façade.



*Proper Location of Additions*

- 3.3.2.8 Materials, paints, and architectural detailing shall be selected in accordance with the guidelines in Section 5.0 of the HCD Plan and shall be sensitive to the original character of the building.
- 3.3.2.9 Encourage adaptive and sensitive reuse of existing buildings to maintain the character-defining architectural and landscape elements.
- 3.3.2.10 Additions and alterations to existing buildings shall be evaluated by Town staff, an approval authority delegated by Council and/or Council, and comply with the design guidelines identified in Section 5 of this Plan.
- 3.3.2.11 Universal accessible design shall be introduced to buildings in a manner that does not severely affect the character-defining elements of the heritage property.
- 3.3.2.12 The size and scale of signs on commercial buildings shall be compatible with and sensitive to the existing building. Signs that obscure architectural details are discouraged.
- 3.3.2.13 Conversion of use will be permitted, should the change in use be permitted in the Town's Zoning By-law and if the conversion does not significantly alter the street appearance of the building.

- 3.3.2.14 In the event of residential conversions, structural alterations to a building's exterior is not permitted. Exterior stairs or fire escapes are to be enclosed and kept away from the front-facing façade.
- 3.3.2.15 When building conversion or change in land use is permitted in the Town of Innisfil's Zoning By-law, modest building modifications, modest façade changes and/or modifications to meet the Ontario Building Code or *Accessibility for Ontarians with Disabilities Act* requirements, are permitted so long as the building's character defining elements remain visible.
- 3.3.2.16 Energy efficiency and "green design" is compatible with conservation principles in an HCD and are encouraged. Heritage conservation addresses the reuse and recycle activities of the "three R's" (i.e. recycle, reduce and reuse) in order to lessen and divert the amount of demolished building materials which would otherwise head to landfill sites. Other retrofit activities, which reduce energy use can be implemented while still conserving the building's character-defining elements.

### 3.3.3 New Buildings

Although the majority of properties within the HCD have existing buildings, policies for new buildings will be applied in instances where vacant land exists and infill opportunities arise or where buildings must be replaced. The following policies apply for all areas within the Cookstown HCD as well as for vacant properties that lie directly adjacent to the HCD:

- 3.3.3.1 New buildings shall contribute to the sense of place of the Cookstown Heritage Conservation District and shall not negatively impact the heritage character.
- 3.3.3.2 New buildings shall be designed to respect the character defining elements of the Cookstown Heritage Conservation District and be visually compatible with neighbouring properties and buildings in terms of scale, height, materials, setback from the street edge and relationship to the street.
- 3.3.3.3 New development is permitted on lands where:
- a) no previous building existed or a lot that is currently vacant,
  - b) an existing severely deteriorated and irreparable historic structure existed and was demolished in conformity with the policies and guidelines in the Cookstown Heritage Conservation District Plan;
  - c) a non-historic structure has been replaced; and



- d) a building replaces a demolished contributing building, the new building will respect the massing, setbacks and relation to the streetscape of the original building.

- 3.3.3.4 In respecting the character defining elements of the District, new buildings may be designed in the Edwardian and/or Victorian architectural styles most common in Cookstown and may also be designed in a more contemporary fashion so long as the building sensitively integrates with the surrounding buildings through appropriate massing, materials, door and window location and scale, and roof lines.
- 3.3.3.5 New buildings shall comply with the architectural design guidelines identified in Section 5 this Plan.
- 3.3.3.6 New buildings constructed on vacant lands within the Cookstown HCD shall comply with the architectural design guidelines in Section 5 of the Cookstown Heritage Conservation District Plan.

### 3.3.4 Demolition

It is recognized that there will be instances, such as, but not limited to, natural disasters or other catastrophe events, and severe structural instability, where building demolition may be necessary.

- 3.3.4.1 Contributing buildings in the Cookstown Heritage Conservation District shall not be demolished and shall remain in-situ within the existing context. Where a building has been severely damaged by fire or other calamity, or if a building is determined to be non-contributing to the heritage character of the District, the existing building may be considered for demolition or replacement in accordance with the policies and guidelines for new buildings.
- 3.3.4.2 Re-use or integration of existing structures shall be explored, prior to considering options for demolition, particularly of a contributing building, structure or landscape.
- 3.3.4.3 Incompatible extensions as part of existing buildings that are proven to be non-historic may be considered for demolition applications in order to restore the original features of property or building.
- 3.3.4.4 The Town of Innisfil will more vigorously enforce the regulations contained within the Property Standards By-law as they relate to properties within the Cookstown Heritage Conservation District to ensure that heritage assets are not diminished from or run the risk of demolition as a result of neglect.
- 3.3.4.5 Should full or partial demolition need to occur as a result of structural, safety, natural disasters and/or other unforeseen reasons, a demolition permit and, if deemed necessary a Heritage Impact Assessment, shall be required by the

Town of Innisfil. The Heritage Impact Assessment will demonstrate appropriate reasons for demolition.

- 3.3.4.6 In instances where demolition is approved by Council or a delegated approval authority, written and/or photographic documentation of any notable architectural features or construction techniques will be required to be provided to the Town. Documentation ensures that a record of the building and its key features remains.
- 3.3.5.7 Reclamation of suitable building materials such as windows, doors, moldings, columns, bricks, or other features is strongly encouraged to allow for potential reuse in a new building either on site or at another site within the Town of Innisfil.
- 3.3.5.8 A demolition permit will not be issued for a contributing building within the Cookstown Heritage Conservation District until a building permit application for the same property has been submitted to the Town of Innisfil.

### **3.3.5 Properties Adjacent to the HCD**

The Provincial Policy Statement, 2005, (PPS) provides direction on matters of Provincial Interest relating to land use planning and includes specific policies for properties adjacent to protected heritage properties (PPS policy 2.6.3). The following policy applies to alterations, additions and new buildings that are directly adjacent to the HCD:

- 3.3.5.1 Development on properties on adjacent lands (“adjacent lands” as defined by the Provincial Policy Statement – 2005) to the Cookstown Heritage Conservation District shall be sympathetic to the character defining elements of the district, specifically in terms of height, scale, setback, building type, use and view and vistas.

### **3.3.6 Area Specific Policies**

Area specific policies have been identified for two properties within the Cookstown HCD. The policies are to be applied, in addition to the general policies and guidelines contained in this Plan.

#### **3.3.6.1 Fairgrounds**

While many of the physical elements within the Fairgrounds have been removed over time, the landscape still retains its generally open character, and its important cultural associations. Cultural associations at the Fairgrounds include: the location of the annual Agricultural Fair; army training for the war; harness racing for war veterans in 1918; and the site of Centennial Celebrations in 1967. Given these cultural connections, the Fairground lands should continue to be utilized for civic uses. The following policy is recommended with respect to this site:

- 3.3.6.1.1 Any proposed redevelopment on a portion of the property shall consider the historic visual relationships between site elements. In the event of redevelopment, the Town may require that a Heritage Impact Assessment be undertaken to thoroughly document existing conditions and evaluate the



proposed redevelopment. The existing judges tower associated with the Agricultural Fair shall be retained, preserved and interpreted for the public.

### 3.3.6.2 Veterans Memorial Park

Veterans Memorial Park is marked by the allées (lines) of sugar maples that surround the cenotaph. Named in 1915, the park, and many of the trees within it are dedicated to the soldiers of Cookstown who lost their lives in World War I and II. A number of trees were planted in memory of the men who enlisted in World War I. The following policy is recommended with respect to this site:

- 3.3.6.2.1 Veterans Memorial Park shall remain as a passive public open space with a focus on war memorial. Character defining elements such as the Cenotaph shall be preserved and maintained. The memorial trees shall be maintained to current International Society of Arboriculture standards, and replaced when the tree is deemed a hazard or is dead. Replacement trees shall be planted immediately following removal of existing trees, with a species of like habit.



*Photo of Veteran's Memorial Park circa 1965.  
Photo credit: Innisfil Historical Society*

### 3.3.7 Private Realm

Opportunities to further define and enhance the heritage attributes of the District are presented through spatial patterns, setbacks, vegetation, and viewsheds. The *Ontario Heritage Act* allows for the protection of 'property features' and associated limitations on alterations to such property features. While it is not the intent of this Plan to restrict private property owners in their landscaping activities, nor to require any permits for landscaping, the following policies are established to provide direction regarding certain elements of the landscape:

The following policies apply to private property:

- 3.3.7.1 Mature vegetation shall be protected and preserved unless it presents a safety hazard or is in a serious state of decline due to age or disease. When removal of mature vegetation is required, it shall be replaced with material of an appropriate size and species.
- 3.3.7.2 New developments, including alterations, are encouraged to include site landscape features that complement the existing cultural landscape of the District, respecting spatial organization, visual relationships, site circulation, ecological features, vegetation, landforms, water features and built features. Specific landscape elements will be governed by Site Plan Approval requirements.
- 3.3.7.3 Design guidelines provided in Section 6 of the Cookstown Heritage Conservation District Plan will be used to review and evaluate proposals for major alterations or additions to the landscape to ensure that new development is compatible with the adjacent context.
- 3.3.7.4 Commercial signs shall respect the heritage character of Cookstown and shall be designed in accordance with the Guidelines provided in Section 6 of this Plan.

### 3.3.8 Public Realm

The public realm includes streets and lanes, boulevards, 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 as a cultural landscape. 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 following policies apply to the public realm, as well as work proposed to public infrastructure:

- 3.3.8.1 Lot patterning and the street grid shall be maintained to retain the functional relationships, spatial organization and building settings of the Cookstown Heritage Conservation District and shall promote pedestrian movement throughout.
- 3.3.8.2 Visual relationships and viewsheds shall be maintained within the cultural landscape, respecting landmarks, horizon, viewpoint and view composition.
- 3.3.8.3 Mature street trees shall 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 shall be replaced with new trees of an appropriate size and species.



- 3.3.8.4 The Town shall implement a street tree planting program to fill in vegetation gaps that exist in the Cookstown Heritage Conservation District in order to maintain streetscape character and enhance canopy coverage.
- 3.3.8.5 Retention of spatial relationships and vegetation patterns throughout the Cookstown Heritage Conservation District is required 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, they shall be replaced upon completion of the work.
- 3.3.8.6 Existing road right-of-ways and paved surfaces shall not be increased unless required for public safety. All modifications that affect spatial organization shall be documented for future reference.
- 3.3.8.7 Street furnishings, including benches, garbage cans, bicycle racks and other components, shall be consistent throughout the Cookstown Heritage Conservation District and be of a style and material that is sensitive to the heritage attributes of the District without creating a false sense of history or authenticity.
- 3.3.8.8 Guidelines provided in Section 6 are to be considered in the design, selection and location of various elements of the public realm.

### **3.3.9 Part IV Designations**

Although there are currently no properties within the HCD that are designated under Part IV of the *Ontario Heritage Act* (OHA), the following policy has been provided in the event that properties are designated in the future. When such properties designated under Part IV of the OHA are included in a Heritage Conservation District, the requirements of Part V of the Act also apply to the Part IV property. The designation of an HCD under Part V of the Act, does not preclude the future designation of individual properties under Part IV. The designation of individual properties under Part IV of the Act would provide additional protection to features of the property that are not specifically protected by the Part V designation, such as interiors or features obscured by the street.

- 3.3.9.1 The policies and guidelines of the Cookstown Heritage Conservation District Plan are to apply to properties designated under Part IV of the *Ontario Heritage Act*.
- 3.3.9.2 Consideration of *Part IV Ontario Heritage Act* designation shall be given for historically significant properties within the Cookstown Settlement Boundary, that are outside of the Cookstown Heritage Conservation District Boundary.

## 4 Planning and Implementation

### 4.1 Introduction

Designating Cookstown as a heritage conservation district will ensure that the community's history and unique identity are respected, conserved and enhanced moving forward. The policies, guidelines and recommendations included in this Plan will provide residents and Town staff with clear direction and decision making processes to allow the community to meet its heritage conservation and stewardship objectives.

The planning framework and municipal planning process is the tool by which the HCD Plan will be implemented. The designation of a community as a heritage conservation district can result in recommendations for modification or amendments to Official Plan policies or other planning tools. The reason for such amendments is to ensure that the proper processes and permitting systems are in place. The Ministry of Tourism and Culture's Heritage Conservation District Toolkit states that one of the requirements of the HCD process is to identify a list of proposed changes to municipal by-laws and/or Official Plan provisions. Section 40(2)(d) of the *Ontario Heritage Act* also states that an HCD study 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".

The Cookstown Heritage Conservation District Study (April 2013) included a detailed review of the relevant Official Plan policies, Zoning By-law regulations and other planning mechanisms in the Town of Innisfil. The following will identify any recommendations for amendments to municipal planning tools to ensure that the appropriate policies and by-laws are in place to meet the heritage conservation objectives of this Plan.

### 4.2 Official Plan and Cookstown Secondary Plan

#### 4.2.1 Policies

The Town of Innisfil's Official Plan and Cookstown Secondary Plan (adopted 2006, OMB approved, 2009, 2010 and 2011) contain policies that support the conservation of heritage resources in Innisfil, and more specifically the preservation of Cookstown's village character, and its history and function as an antique and craft centre (s. 11.9.1). To further reinforce the village's character, Council is directed to utilize the provisions of the *Ontario Heritage Act* to designate and preserve the historical buildings (s. 11.9.2). These policies align with the objectives of the Cookstown Heritage Conservation District Plan.

Heritage conservation policies in the Cookstown Secondary Plan direct the Municipal Heritage Committee to define by By-Law an area or areas in Cookstown for study leading to the future designation of a heritage conservation district (s. 11.10.1). Secondary Plan policies outline how the heritage conservation is to be implemented and state that the HCD Study shall form the basis for the development of an HCD Plan (11.10.2.f). Modifications to these policies are not recommended at this time; however, should the HCD Plan be adopted by Council, these policies should be reviewed during the next Official Plan review process to determine whether policies need to be revised to reflect the adoption of the Cookstown Heritage Conservation District Plan.



The Secondary Plan also supports the continued development and redevelopment of the Core Commercial Area so long as development consists of like uses or uses supportive of the existing theme of the Area (s. 11.1.e). Although not referring directly to heritage conservation, the policies are consistent with the objectives of the HCD Plan by stating that Council, in considering the approval of development or redevelopment of commercial uses shall have regard for:

- The proposal's compatibility with adjacent uses; and
- The proposal's consistency with the nature and characteristics of the community and ensuring that it would not unduly detract from the amenities of any adjacent residential areas (s. 11.3.1.2).

The Secondary Plan contains policies relating to the staging of development to ensure that adequate servicing is provided within Cookstown. These policies will not be affected by or have a direct effect on the Cookstown Heritage Conservation District, and therefore no modifications to these policies are recommended.

As policies contained in the Cookstown Secondary Plan support heritage conservation and the objectives of this Plan, no specific modifications are recommended at this time. It is recommended that during the Official Plan review process, the Cookstown Secondary Plan policies relating to heritage preservation be reviewed in context of the Cookstown Heritage Conservation District Plan.

#### **4.2.2 Land Use Designations**

The Cookstown Heritage Conservation District is primarily comprised of Core Commercial and Residential Low Density I land use designations. Neighbourhood Commercial, Institutional and Parks and Open Space designations also exist within the District. Land use policies associated with these designations are supportive of many of the objectives of this Heritage Conservation District Plan.

As noted above, Core Commercial policies support the conservation and complementary development of Cookstown's historical central area. Policies acknowledge for the potential for development or redevelopment proposals and provide direction on how Council is to address them. Specifically, Council is to consider proposals for uses that are compatible with the characteristics and needs of the community. Proposals for development or redevelopment of properties that have historical or architectural significance may be considered; however special restrictions, by way of by-law may be enacted at the time of development to preserve the unique characteristics of such properties (s.11.3.2.2). The Cookstown Heritage Conservation District Plan policies provide additional direction on new development and alterations that will further preserve the unique characteristics of the properties in the District. No changes to the Official Plan policy are recommended now; however, during Official Plan Review, the policies should be reviewed in the context of the Heritage Conservation District Plan and its policies.

The Residential Low Density I designation includes policies that encourage new residential development to front onto local streets and that setbacks should be consistent with the Zoning By-Law (s. 11.2.4.4 and 11.2.4.3). Permitted densities of 12 units per net hectare support the continued format of residential built form that exists in Cookstown (s. 11.2.4.2).

A small portion of the District on the east side of King Street North is designated Neighbourhood Commercial. This designation permits grocery stores, convenience retail, restaurants, personal services, pharmacies, and coffee shops as well as institutions, recreation, health care clinics and offices, and places of worship. These areas are intended to serve the day-to-day convenience shopping needs of surrounding residents. The Neighbourhood Commercial properties include a gas station, and fire station.

The Institutional designation permits administration and public service uses, including schools, post offices, works department, cemetery, nursing homes, private club and/or museum. Institutional uses within the district include the three churches and a park area west of the Trans-Canada Trail.

The Parks and Open Space designation is applied to the recreational areas within Cookstown and permits playgrounds, parks, sports fields, picnic areas, fairgrounds, curling clubs, and general recreational facilities. Privately operated uses that are of a similar recreational nature, cemeteries and community service clubs are also permitted. There is one property within the district that is designated as Park and Open Space and it includes the Innisfil Public Library - Cookstown Branch, fairgrounds and curling rink.

No modifications to existing Residential Low Density I, Neighbourhood Commercial, Institutional or Parks and Open Space policies are recommended as the existing policies, combined with the policies and guidelines provided in this Heritage Conservation District Plan, are adequate to meet the conservation objectives.



### **4.3 Comprehensive Zoning By-Law 0808-13 (Council Adopted, July 2013)**

The majority of the properties within the heritage conservation district are zoned Residential 1 and Mixed Use 5. Residential Semi (RD), Community Service, Open Space and Neighbourhood Commercial Zones are also found within the district.

#### **4.3.1 MU5 – Mixed Use 5**

The Mixed Use 5 zone specifically relates to the mixed use central core of Cookstown and permits a range of commercial, institutional, and limited residential uses. Permitted commercial uses range from antique, gift and bake shops to financial institutions, medical and professional offices. Institutional uses permitted include government facilities, nursing homes, parking lots, schools and places of worship. Properties identified as being zoned MU5 are mostly located at the corner of King Street and Queen/Church Streets and on the north and south sides of Queen Street, west of King Street.

Duplex homes, single-detached, semi-detached, townhouses and group homes are not permitted in the MU-5 zone. Apartment and mixed use buildings are permitted but only as part of a building that contains at least 50% non-residential uses on the ground floor. Motor vehicle repair garages and gas bars are only permitted on properties where they already exist.

Accessory uses permitted in the MU5 zone include those identified in the General Provisions, accessory dwelling units, drive-through facilities, and outdoor patios.

The maximum lot coverage permitted in the MU5 zone is 50% and the maximum building height is 10.5 metres, if a 45 degree angular plane is maintained. The maximum building height permitted in this zone is consistent with the existing built form and will ensure that any new development is consistent with the existing height and building scale that are characteristic of this portion of Cookstown.

MU5 regulations require that buildings be setback from the property line by a minimum of 1 metre and a maximum 4 metres. These setbacks will help to reinforce the existing street edge for any new development as buildings are required to be situated close to the property line and sidewalk edge.

No modifications are proposed to the MU5 zoning as the existing provisions, combined with the policies and guidelines of this Heritage Conservation District Plan will adequately address the conservation of heritage elements.

#### **4.3.2 R1 – Residential I**

The Residential 1 zone permits single detached dwellings, public uses and group homes. Apartment dwellings, duplex dwellings, semi-detached dwellings and townhouse dwellings are not permitted. Accessory uses include bed and breakfasts. Garden suite dwelling, and home occupation are permitted, subject to general use provisions.

The maximum permitted lot coverage is 35% and maximum building height is 9 metres, unless the single detached dwelling has a flat roof where the maximum building height is 7.5 metres.

Properties exist within the District that have site specific zone regulations. These are summarized below.

Address	Zone	Overview of Site Specific Regulations
22 Wellington Street	R1-17	<p>In addition to uses permitted in the R1 zone, the following is permitted:</p> <ul style="list-style-type: none"> <li>• A day nursery as a home occupation use;</li> <li>• A maximum of three employees or volunteers who do not reside on the premises may assist in the operation of a day nursery and tutoring service;</li> <li>• The floor area of the day nursery may not exceed 50% of the floor area of the dwelling; and</li> <li>• A minimum of 4 parking spaces shall be required.</li> </ul>
42 Queen Street West	R1-18	<ul style="list-style-type: none"> <li>• Notwithstanding the regulations of the R1 Zone, this property may be used for a duplex dwelling.</li> </ul>
12 Victoria Street East	R1-20 (H)	<ul style="list-style-type: none"> <li>• All regulations for the R1 zone apply; however site specific regulations are applied to this property relating to lot frontage, lot coverage, yards and building height. Refer to the relevant Zoning By-law section for specific provisions.</li> </ul>
2 John Drive	R1-25	<ul style="list-style-type: none"> <li>• In addition to the uses permitted in the R1 Zone and subject to all other provisions of the R1 Zone, a nursery school/daycare for pre-school children shall be an additional permitted use. Only one (1) principal permitted use shall be carried on at the same time and the minimum exterior side yard shall be 1.46 m.</li> </ul>
8 George St. 4 John Drive. (4a) John Drive. (unnumbered property located at the south-east corner of George St. and John Dr.)	R1-33 (H)	<ul style="list-style-type: none"> <li>• Notwithstanding any other provisions of this By-law, the following zone regulations shall apply: <ul style="list-style-type: none"> <li>▪ The minimum front yard setback shall be 6.0 m.</li> <li>▪ The minimum exterior side yard setback shall be 4.2 m.</li> <li>▪ The minimum lot area shall be 550 m<sup>2</sup>.</li> </ul> </li> <li>• The Holding (H) symbol indicates that only legally existing uses shall be permitted and the (H) symbol cannot be removed until sewer and water allocation for the subject lands have been granted by Town Council in accordance with the application servicing allocation strategy.</li> </ul>

No modifications are proposed to the regulations in the R1 zone, as the provisions are consistent with the land uses and built form of the properties within this Zone and with the objectives, policies and guidelines contained in this Heritage Conservation District Plan.



### **4.3.3 CS – Community Service**

The Community Service CS zone permits a range of institutional, office and government uses, including: cemetery, community centre, conservation use, government facility, hospital, indoor, outdoor and passive recreation, library, long term care home, medical office, park, places of worship, public uses, religious retreats, retirement homes, schools and university's or colleges.

Dwelling units are permitted as an accessory use to the CS uses. The maximum building height within the CS zone is 12 metres and the maximum lot coverage is 40%. In instances where a rear or interior side yard in the Community Service zone abuts a Residential zone, the abutting minimum rear or interior side yard shall be 9 m which is greater than what is generally required in the CS zone.

Community Services properties within the Heritage Conservation District include the three churches, the former Town Hall at 1 Hamilton Street, the fire station at 23 King Street North, and a small community park directly west of the Trans Canada Trail (49 Queen Street).

No modifications to the CS zone regulations are recommended as the existing regulations, in combination with the policies and guidelines in this Plan address heritage conservation objectives.

### **4.3.4 OS – Open Space**

The Open Space zone permits a limited number of uses including conservation, outdoor and passive recreation, park and public uses. The maximum building height is 11 metres and a maximum of 40% lot coverage. Two properties within the District are zoned Open Space, and they include the Innisfil Public Library - Cookstown Branch, curling rink and fairgrounds, and a portion of the Trans-Canada Trail.

No modifications to the Open Space zone regulations are recommended as the existing provisions, combined with the policies and guidelines provided in this Plan address the cultural, landscape and built heritage objectives.

### **4.3.5 CN – Commercial Neighbourhood**

The Commercial Neighbourhood zone permits a range of retail and convenience uses, including grocery and convenience stores, bake shops, banquet halls, gift shops, financial institutions, professional offices, restaurants, retail stores, pharmacies, and government uses. The Commercial Neighbourhood zone permits buildings to a maximum height of 11 metres and requires a minimum setback of 6 metres from the property line, which is greater than the Mixed Use zone.

Commercial Neighbourhood zone properties are located at 17 and 19 King Street North, 2 East John Street, 10 King Street South, and 1 Dufferin Street. One property operates as a service station (17 King Street North), one property is vacant (19 King Street North), and three properties (2 East John Street, 10 King Street South, and 1 Dufferin Street) have site specific zone regulations that permit either specific uses or other site specific standards.

No modifications to the Commercial Neighbourhood zone are recommended.

### 4.3.6 R3-1 – Residential 3

One property within the Cookstown Heritage Conservation District is zoned Residential 3 with site specific regulations -1. The property is located at the south-east corner of George Street and Wellington Street. The site specific regulations increase the minimum frontage, minimum lot area and reduce the minimum front yard, minimum rear yard, minimum exterior side yard and minimum lot coverage. Regulations related to accessory buildings on this site are also modified. No modifications to this site-specific zone are recommended as these regulations do not have a direct implication on the objectives of this Plan.

## 4.4 Site Plan Control

Section 41 of the Ontario *Planning Act*, provides municipalities with the authority to review and approve development proposals, through the site plan control process. The site plan control process and requirements are established by municipalities to ensure that:

- new developments meet certain standards of quality and appearance;
- developments are built and maintained in the way that council approved;
- there is appropriate access for pedestrians and vehicles;
- building appearance, design features, sustainable principles are satisfactory;
- an adequate amount of landscaping, parking and drainage is provided; and/or
- nearby properties are protected from incompatible development (MMAH, 2008).

The Town of Innisfil Site Plan Control By-Law 076-05 designates all lands within Innisfil as site plan control areas. The Official Plan further defines the site plan control requirements and states that single detached and semi-detached dwellings and agricultural buildings and structures associated with a typical farming operation are exempt from site plan control (s. 9.4.1). The Plan also states that any expansions to buildings subject to site plan control involving an increase in floor area of at least 20% are to be subject to Site Plan control (s.9.4.4). Official Plan Section 9.4.2 identifies the Town's goals in exercising Site Plan Control, including:

- i) enhance visual attractiveness by an appropriate use of landscaping, lighting etc.;
- iv) control the placement and provision of required services and facilities such as driveways, parking, loading facilities, garbage collection and snow storage or removal;
- v) ensure that the conceptual design of a proposed development is compatible with the character or the intended character of the area;
- vi) minimize land use incompatibility or conflict between new and existing uses;
- viii) control the character, scale, appearance and design features and sustainable design of the exterior buildings as per the Urban Design and Architectural Control policies of Section 5.0;



- ix) control the streetscape design within the municipal right-of-way including matters such as landscaping, paving materials, sidewalk features, street furniture, waste and recycling containers, bicycle parking facilities and other similar matters as per the Urban Design policies of Section 5.0.

The “Core Commercial Area”, “Neighbourhood Commercial Area” and “Institutional Area” designations in the Official Plan contain specific policies that require that all development within those designations be subject to Site Plan Control (s.3.4.1.13, s.3.4.2.6, s.3.9.5). These land use designations exist within the Cookstown Heritage Conservation District.

The majority of the remaining lands within the District are designated in the Official Plan as Residential Low Density 1 and are zoned Residential 1 which permits single detached dwellings. Site reconnaissance undertaken as part of the HCD Study also confirmed that the majority of buildings within the HCD boundary are single-detached dwellings. These buildings are not subject to site plan control.

Municipalities use Site Plan Control as one of the tools for ensuring that the objectives, policies and guidelines of the Heritage Conservation District Plan are met for more significant alterations or alterations to existing buildings and for new buildings within the HCD. The existing site plan control requirements in the Town of Innisfil are considered to be sufficient to enforce the objectives, policies and guidelines of the Cookstown HCD Plan, and will be enhanced by the concurrent Heritage Alteration Permit process mandated by this Plan.

#### **4.5 Property Standards By-Law 075-02**

The Town of Innisfil passed by-law 075-02 that prescribes standards for the maintenance and occupancy of property. The by-law prohibits the occupancy or use of properties that do not conform to the standards, and requires that properties not in conformance with the standards be repaired and maintained to ensure conformity. The by-law outlines requirements for exterior property areas, including yards, planting, drainage, and buffering from adjacent properties. There are no requirements in the by-law relating to the exterior of heritage buildings; however, amendments to the by-law are not recommended. Policies and guidelines of this Plan, in combination with the existing Property Standards By-law is sufficient to protect heritage assets within the Cookstown HCD.

#### **4.6 Demolition**

Demolition of buildings within heritage conservation districts is strongly discouraged. One of the goals of the Cookstown Heritage Conservation District is to encourage the retention, conservation and adaptation of the District’s heritage buildings and attributes. Section 42 of the Ontario *Heritage Act* allows municipalities to prevent the demolition or removal of building within heritage conservation districts prior to obtaining a permit. The Town of Innisfil requires that demolition permit be obtained for the demolition of structures that are greater than 10 m<sup>2</sup> in gross floor area. The existing demolition permit process and requirements are sufficient to meet the objectives, policies and guidelines of the Cookstown HCD Plan.

## 4.7 Education and Promotion

One of the benefits of designating a heritage conservation district is the relationship between the designation and cultural tourism. The Ministry of Tourism, Culture and Sport emphasizes the opportunities to both encourage and manage tourism activities in urban and rural contexts. The designation of a heritage conservation district promotes the understanding and appreciation of an area's heritage values and attributes (MTCS HCD Toolkit, 2006).

Cookstown has a developed tourist industry. The Cookstown Chamber of Commerce and Innisfil Historical Society have developed marketing materials for the community, including a Historical Walking Tour. Building on the existing work that has been undertaken, additional educational and promotional materials could be developed to specifically market the Cookstown Heritage Conservation District and its unique architecture, built form and development history. Educational and promotional programs will also provide additional information to the residents of Cookstown.

The following are recommendations regarding promotional and educational programs that may be implemented by the Town:

- Following adoption of the Cookstown Heritage Conservation District Plan, a letter should be mailed to all residents and property owners indicating that the Plan has been adopted and directing residents to where additional information can be obtained.
- A dedicated Cookstown Heritage Conservation District webpage has been created regarding the HCD Study and Plan process; however, it is recommended that this webpage continue to be maintained as a source of information for residents and for visitors to Cookstown. Information contained on the webpage could include digital copies of both the HCD Study and Plan. Case studies of notable properties being restored or enhanced under the auspices of the HCD Plan and through funding from the Cookstown Community Improvement Plan, can further build community support and momentum for heritage conservation.
- Copies of the Cookstown Heritage Conservation District Study and Plan should be made available at the Innisfil Public Library - Cookstown Branch.
- Continue to provide information for self-guided heritage walking tours.
- In consultation with the Ministry of Transportation, and Ministry of Tourism, Culture and Sport, signage along Highway 400 north- and south-bound lanes could be established to advertise and notify drivers of the location of the Cookstown Heritage Conservation District.

## 4.8 HCD Plan Monitoring Program

A Cookstown Heritage Conservation District Plan monitoring program is recommended to assist in measuring and evaluating the long term results of the designation on the community and on the Town. The following factors should be considered as part of the monitoring program:

- Number and type of building permit applications in the Cookstown HCD;
- Number and type of Heritage Alteration Permits applied for and granted, and when not approved, the rationale;



- Timeframe required for review and approval of Heritage Alteration Permits; and
- Qualitative/photographic record of alterations and redevelopment undertaken.

#### **4.9 Heritage Preservation Incentive Programs**

Public consultation undertaken during the Cookstown Heritage Conservation District Study process revealed resident and property owner concerns relating to the potential costs associated with conservation or restoration works to properties within the Heritage Conservation District. As a result, the Cookstown HCD Study recommended that the Town undertake a Community Improvement Plan (CIP) process to identify grants and other financial assistance programs that may be applied in Cookstown. Programs identified in the CIP could assist property owners with conservation and/or restoration works to their buildings.

The Community Improvement Plan will identify specific incentive programs and relationships with the Heritage Conservation District Plan policies and guidelines. More specifically, it is recommended that the CIP include incentives that encourage the refurbishment and use of original materials when undertaking alterations or repairs to properties that are identified as “contributing” in this Plan.

## 4.10 Work Requiring Approvals

The following section outlines work that will require a Heritage Alteration Permit. Supporting documents may be required to complement a Heritage Alteration Permit Application in order to present the intent and scope of the work. The documents that may be required are listed in Table 4-1. Application documentation will depend on the type of application, as noted in Table 4-2, and will be confirmed through consultation with the Town prior to application submission.

**Table 4-1 Heritage Alteration Permit Application Documents**

Supporting Document	Typical Format	Description	
Architectural drawings <sup>1</sup>	Large paper format (11"x17", 24"x36", or 36"x48", etc.) folded into letter (8.5"x11"), or legal size (8.5"x14")	Typically required for applications that may impact the safety of the occupants and the heritage integrity of the property. The following drawings may be required:	
		<ul style="list-style-type: none"> <li>Legend and General Notes</li> </ul>	Illustrates the type of architectural assembly (wall framing, exterior and interior cladding, roof assembly) to be implemented on the proposal
		<ul style="list-style-type: none"> <li>Site Plan</li> </ul>	Shows existing and proposed structure/s within the property, setbacks from front, sides and rear, site features such as driveway/s, parking space(s), walls, gates, retaining walls, accessory buildings, etc.
		<ul style="list-style-type: none"> <li>Floor Plans</li> </ul>	Depict arrangement and use of interior spaces, location of walls, and window and door openings. Labelled with dimensions, and other relevant notes explaining type of architectural assemblies, etc.
		<ul style="list-style-type: none"> <li>Elevations</li> </ul>	<p>Include all sides of the building, depicting (a) building "as-built" and (b) proposed additions or alterations.</p> <p>Include building height, existing/proposed grade, finished floors, roof slopes, building materials, and other visible features from the exterior, such as walkways, signage, trims and accessories.</p>



		<ul style="list-style-type: none"> <li>Architectural Details</li> </ul>	Enlarged drawings of components forming building assemblies (e.g. wood-beam connections, details of eave and window sill, window installation details) used to clarify the construction process or to reveal small details in a large scale (e.g. dimension and profile of trims, such as crown mouldings).
Registered survey	Same as architectural drawings	Registered in the local Land Registry Office. Prepared by a licensed Ontario Land Surveyor. Includes the following information: <ul style="list-style-type: none"> <li>Reference number of Land Registry Office</li> <li>Surveyed boundary and dimensions, including physical features that may affect title to property, such as fences, retaining walls, hedges, wires, easements, right-of-way, etc.</li> </ul>	
Photographs	Printed photos, preferably coloured, with captions	Includes the following: <ul style="list-style-type: none"> <li>General view of the street with subject property and adjacent properties</li> <li>Photos of each side of the building</li> <li>Close-up photo of features that will aid in explaining the proposal</li> </ul>	
Outline of materials	Letter size, simple table format, and/or appendices	May also include manufacturer's brochures, material specifications, and samples, if possible.	
Additional Supporting Information	Letter size	The Heritage Alteration Permit application may require the submission of the following additional documentation: <ul style="list-style-type: none"> <li>Heritage Impact Statement,</li> <li>Heritage Conservation Plan Drawings,</li> <li>Building Restoration Specifications,</li> <li>Streetscape improvements, and/or</li> <li>Other documents deemed necessary by staff, delegated authority, and/or Council.</li> </ul>	
<p>Notes:</p> <p><sup>1</sup> Also consult the following reference:  Wakita, O. and Linde, R. <i>The Professional Practice of Architectural Working Drawings</i>. Canada: John Wiley and Sons, 2003.</p>			

The following describes the type of and circumstances requiring a Heritage Alteration Permit application (HAP):

No Application	<p>No Heritage Alteration Permit application is required from the Town of Innisfil for the following works, regardless of the heritage grading assigned to the property.</p> <ul style="list-style-type: none"><li>• Interior renovations,</li><li>• Alterations or refurbishment located at the rear of a building, not viewable by public;</li><li>• General maintenance and repairs, with same materials, existing cladding, weather stripping, eaves troughs, roofs, chimneys, fences;</li><li>• Paving or re-paving of an existing driveway;</li><li>• Small (under 10 m<sup>2</sup>), rear yard outbuildings, stand-alone garages, or accessory buildings;</li><li>• All types of exterior re-painting (using heritage colour schemes<sup>1</sup> is preferred but not required); and</li><li>• Minor landscaping and gardening plans in any part of the yard</li></ul> <p>Other planning and/or building permit requirements should be reviewed in consultation with Town Staff to determine applicability based on the works being proposed.</p>
Minor Application	<p>Minor Heritage Alteration Permit Applications are required for smaller construction and alteration work. These applications are reviewed and approved by the approval authority delegated by Council. If dissatisfied with the decision, property owners can request that these applications be reviewed and approved by Council.</p>
Major Application	<p>Major Heritage Alteration Permit Applications are required when undertaking more significant works to a property within the HCD. Major applications are reviewed by Town staff and forwarded to Town Council for final approval.</p>

Notes:

<sup>1</sup> Heritage colour schemes can be found, for example, in Benjamin Moore's *Historical Colour Palette* and can be accessed online using their *Colour Gallery > Show Options > Historical Colour Palette* <[www.benjaminmoore.ca](http://www.benjaminmoore.ca)>



**Table 4-2: Work Requiring Heritage Alteration Permit Approval and Supporting Documents Required**

(Legend: Y = Yes, N = No, I = Determined on individual basis<sup>1</sup>, N/A = Not Applicable)

Type of Work	Supporting Documents that may be required along with Heritage Alteration Permit Application	Heritage Grading of Building				Others
		A	B	C	D	Vacant Lot
<b>Major Application</b>						
<b>New Construction, including:</b>						
<ul style="list-style-type: none"> <li>▪ Additions to existing buildings; and</li> <li>▪ New buildings</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural drawings</li> <li>• Registered Survey</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	Y	Y	Y
<b>Demolition of building, and building assemblies</b>	<ul style="list-style-type: none"> <li>• Architectural drawings</li> <li>• Registered Survey</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	Y	Y	N/A
<b>Minor Application</b>						
<b>Exterior alterations that may affect the heritage integrity of site, building and assemblies</b> (refer to Table 5-2 for Primary Conservation Treatments):						
<ul style="list-style-type: none"> <li>▪ New windows/doors<sup>2</sup></li> <li>▪ Changes to windows/doors<sup>2</sup></li> <li>▪ Removal of windows/doors<sup>2</sup></li> <li>▪ Relocation of windows/doors<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Architectural drawings</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	Y	N	N/A
<ul style="list-style-type: none"> <li>▪ New driveway, or parking area reducing existing landscaped open space</li> </ul>	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Photographs</li> </ul>	Y	Y	Y	I	Y

(Legend: Y = Yes, N = No, I = Determined on individual basis<sup>1</sup>, N/A = Not Applicable)

Type of Work	Supporting Documents that may be required along with Heritage Alteration Permit Application	Heritage Grading of Building				Others
		A	B	C	D	Vacant Lot
<ul style="list-style-type: none"> <li>▪ Painting of previously <b>unpainted</b> masonry<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	Y	I	N/A
<ul style="list-style-type: none"> <li>▪ Alteration of wall cladding material</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural Drawings</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	I	N	N/A
<ul style="list-style-type: none"> <li>▪ Alteration to roofing and roof accessory element<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Architectural Drawings</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	I	N	N/A
<ul style="list-style-type: none"> <li>▪ Removal and/or alteration of porch or verandah</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural Drawings</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	I	N	N/A
<ul style="list-style-type: none"> <li>▪ Removal and/or alteration of trim details</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural Drawings</li> <li>• Photographs</li> <li>• Outline of materials</li> </ul>	Y	Y	I	N	N/A
<b>Removal of Mature Vegetation</b> <sup>5</sup> (refer to definition of Mature Vegetation in Section 8.1)	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Photographs of tree</li> </ul>	Y	Y	Y	Y	Y
<b>Wall mounted signs</b> , including new signs or replacement of existing signs.	<ul style="list-style-type: none"> <li>• Sign Design and dimensions</li> <li>• Photographs of existing sign</li> </ul>	Y	Y	Y	N	N/A

Notes:

<sup>1</sup> Buildings categorized under “C” grouping (and for some work, under “D” grouping) may be assessed on a case-to-case basis. Typically, if the reason for “C” grading is architectural, the character-defining attributes, and the property’s prominence within the Town may need to be considered before any irreversible alteration is undertaken. In reviewing proposed developments to determine whether a Heritage Alteration Permit will be required, the Town will refer to the Built Heritage Inventory included in Appendix A of the Cookstown Heritage Conservation District Plan.

<sup>2</sup> These alterations to windows and doors may involve (a) the openings within the walls and/or (b) the elements (windows, doors) in those openings. These alterations may affect one or both of



(Legend: Y = Yes, N = No, I = Determined on individual basis<sup>1</sup>, N/A = Not Applicable)

Type of Work	Supporting Documents that may be required along with Heritage Alteration Permit Application	Heritage Grading of Building				Others
		A	B	C	D	Vacant Lot

these architectural attributes.

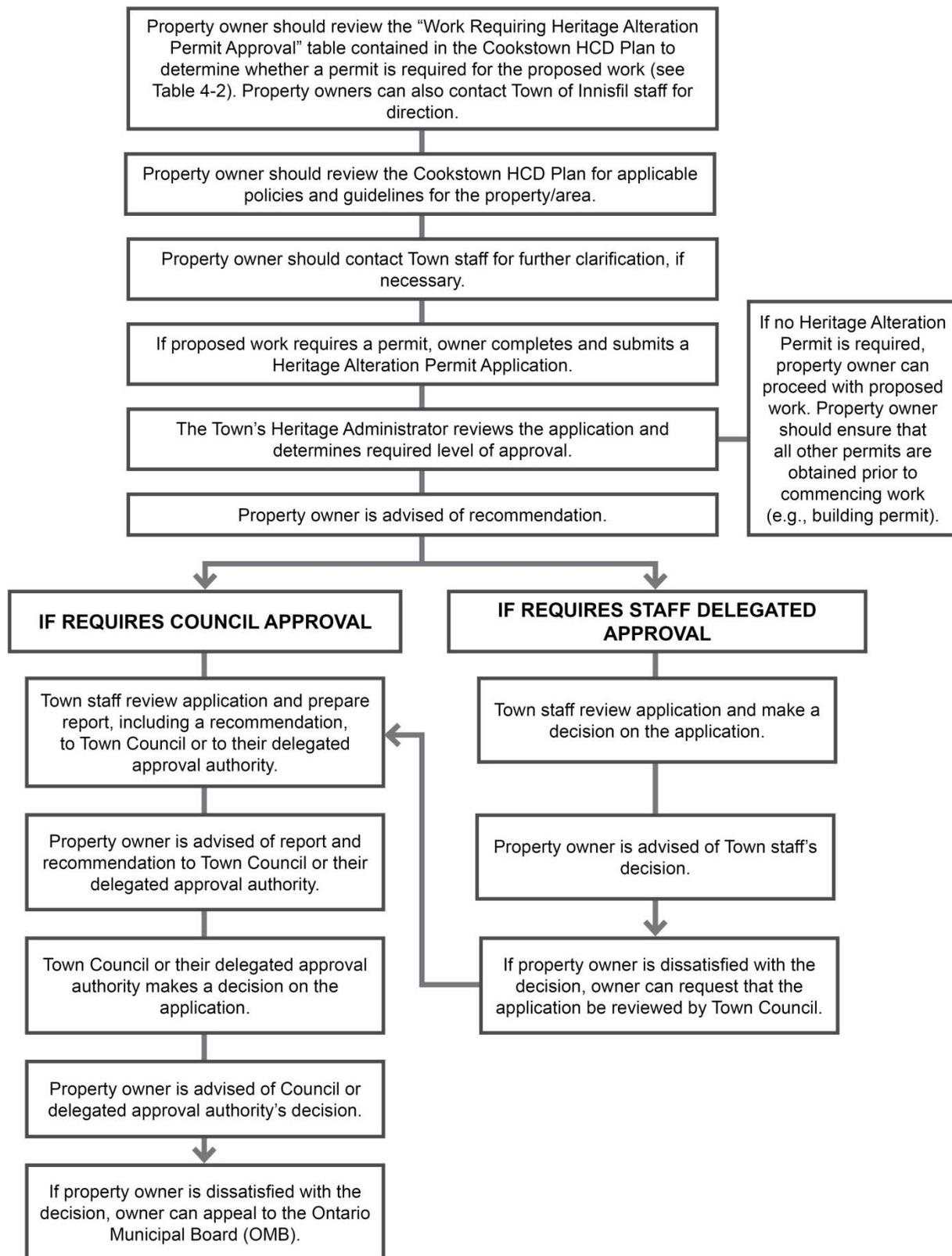
<sup>3</sup> Masonry involves brick, stone, and other units laid in and bound together by mortar.

<sup>4</sup> Roof accessory elements include vents, skylights, drainage components (eavestroughs, downspouts, etc.), and projections, or building elements that extend above the principal roof line (finials, chimneys, etc.) which can have heritage significance.

<sup>5</sup> A tree that is confirmed by Town Staff to be dead, terminally diseased or imminently hazardous does not require a permit.

#### 4.11 Heritage Approvals Process

The following flow chart illustrates the typical steps that a property owner would go through when contemplating alterations, additions or other work to their buildings within the Cookstown Heritage Conservation District. It is recommended that the property owner discuss the development proposal with the Town early in the process to determine whether additional planning approvals are required (i.e. Site Plan Application). Should a Site Plan application be required for the proposed development, the Heritage Alteration Permit application process should be coordinated and undertaken concurrently to ensure that the development proposal is consistent with the objectives, policies and guidelines of the Cookstown Heritage Conservation District Plan. Section 4.4 of this Plan summarizes the Site Plan Control provisions in the Town of Innisfil. Pre-consultation with the Town will ensure that the Heritage Alteration Permit application process, if required, is streamlined with any other necessary planning approvals, building and/or demolition permits.





## 4.12 Roles and Responsibilities

### 4.12.1 Heritage Administrator

The Town's Heritage Administrator should be the first point of contact for anyone contemplating renovations, restoration or other building/property alteration and maintenance projects. The Heritage Administrator will have the knowledge, skills and resources to assist residents in on whether a proposed project requires a Heritage Alteration Permit, and the type of approvals process to be followed.

### 4.12.2 Council

Town of Innisfil Council is responsible for the adoption of policies and plans relating to heritage, in general, and for the designation of heritage conservation districts and buildings. Official Plan policies and the Council adopted Inspiring Innisfil 2020 Strategic Plan illustrate the existing support for and commitment to heritage conservation within the Town of Innisfil. Council should continue to recognize the historical, architectural, landscape and cultural value of Cookstown as documented in the Heritage Conservation District Plan when making future policy and land use decisions that affect the District. Council should also be guided by the principles, goals, objectives and guidelines of the Cookstown Heritage Conservation District Plan. At the same time, Council 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 implementing the principles, goals, objectives, guidelines and policies of this Plan, Council should be encouraged to allocate appropriate budgets to ensure that sufficient staff resources exist to handle the heritage alteration approvals process for the District. In combination with the Plan, infrastructure projects should be appropriately funded so as to retain, or enhance, the Heritage Conservation District, where feasible. Infrastructure projects could include sidewalk or public realm improvements, roadwork and improvements, signage, street furniture, tree planting programs, lighting replacement and/or refurbishment.

Town Council or an approval authority delegated by Council will make decisions regarding the approval of Heritage Alteration Permit applications.

## 4.13 Emergency Preparedness for Heritage Conservation Districts

Recent events in the Province of Ontario and internationally have highlighted the threats that result from natural and human made disasters, not only to human life and safety, but also to sensitive built heritage resources and cultural heritage landscapes. In 1998, the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), published “Risk Preparedness: A Management Manual for World Cultural Heritage” hereinafter referred to as the ‘Manual.’ This document was prepared as a thoughtful result of comprehensive thinking about the threats to cultural heritage worldwide. While the Town of Innisfil, or community of Cookstown have not recently experienced the type of armed conflict or disaster that has befallen other world-wide communities with rich cultural built heritage resources and cultural heritage landscapes, preparing for such an event will help to ensure that appropriate contingencies are in place.

Chapter 10 of the Manual provides general guidelines pertaining to emergency preparedness in categories including advanced planning, reaction during disaster and post-disaster. These guidelines can be used by the Town for consideration in the municipal Emergency Response Plan, other emergency preparedness planning measures, and in the unfortunate event of an actual disaster. The guidelines outlined below are listed from Chapter 10 of the Manual and represent best practices in emergency preparedness as it relates to cultural heritage conservation:

#### **4.13.1 Guidelines for Advance Planning**

- Documentation, inventory and survey of properties
  - designation of cultural properties requiring special care in emergency;
  - analysis of the heritage values and qualities of designated properties;
  - up-to-date documentation of the current state of properties (both interior and exterior), sufficient to permit reconstruction or replacement;
  - ongoing education of architects and engineers in traditional techniques of construction useful in disaster response, and on the benefits of performance-based analysis; and
  - disaster-response history of the property including, where possible, clarification of lessons emerging from such experiences
- Risk Analysis
  - nature of threats (hazards), degree of threat (vulnerability) and related risk (hazard vulnerability);
  - evaluation of areas where the property might be vulnerable to damaging weather phenomena and accompanying recommendations to reduce potential damage;
  - assessment of risk to building substructure, drainage systems, water lines, gas lines, electricity, telephone and other installations, and recommendations concerning how these can be better protected in emergencies;
  - a list of the more common emergencies to be expected on the properties;
  - thematic maps of risks, illustrating likely areas or impact for specific hazards; and
  - insurance to cover risk: insurance should cover all hazards in order to cover liability for emergency-response activities and any necessary reconstruction work.
- Developing a response plan for emergencies
  - list qualified conservation specialists, available for salvage or conservation rescue operations, should be developed and maintained current.
- Mitigation activity in advance of disasters
  - retrofitting measures to strengthen structures (roofs in hurricane areas, seismic reinforcement);
  - provision for storage, transport and protection of threatened objects and sites;



- emergency conservation preparations, including ensuring availability of a refrigerated vehicle for freezing collections damaged by water, and for transfer of damaged objects to freeze-dry facilities for repair; and
- improving access to mitigation expertise and models.
- Financing framework
  - ensure availability for emergency funds for immediate needs; and
  - long-term financing provisions for necessary repair and reconstruction.

#### **4.13.2 Guidelines for Reaction During Disaster or Conflict**

- Assessment and documentation. Conservation professionals on the emergency team, or acting independently, should be involved in assessment to clarify:
  - measures required for short-term stabilization, security and safety;
  - priorities for long-term repair;
  - instances of loss and imminent loss; and
  - need for further detailed survey.

#### **4.13.3 Post-Disaster or Post-Conflict Guidelines**

- Rebuilding and reconstruction;
  - understanding of applicable conservation principles and standards;
  - involvement of local authority in issuing permits and establishing design standards;
  - education and training programs for the public, contractors, designers, politicians and others involved;
  - identifying sources and availability of appropriate replacements materials and suppliers;
  - determining those areas of damaged properties which are safe to use;
  - thorough inspection of utility systems after emergencies, to check for damaged live electrical wiring, broken gas lines, steam and water piping, and damaged sewerage and drainage systems; and
  - evaluation of the effectiveness of the response plan and recommendations for improvement of existing preparedness systems and implementation manuals.

## 5 Architectural Design Guidelines

The overarching goal of the Architectural Design Guidelines is to conserve and to enhance Cookstown's heritage character. Approximately 250 existing properties were comprehensively assessed in the Cookstown Heritage Conservation District (Cookstown HCD) Study. These properties, located within the initial Cookstown HCD Study Area, were refined to 226 properties within the proposed HCD boundary (see Appendix A: Cookstown HCD Built Heritage Inventory). Evaluation of the original 250 properties was required as part of the process to delineate the proposed HCD boundary. The 226 properties were then sub-divided into categories: "Contributing Properties" (Subsection 5.2) and "Non-Contributing Properties" (Subsection 5.3). Properties in both categories are subject to the guidelines in this section of the Cookstown Heritage Conservation District Plan.

The architectural design guidelines represent best practices from several documents, including the *Standards and Guidelines for the Conservation of Historic Places in Canada* (SGCHPC), a federal, pan-Canadian set of conservation principles and guidelines, and *Well-Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*.

### 5.1 Evaluation of Contributing and Non-Contributing Properties

By using established criteria, each property within the Cookstown HCD boundary was evaluated with respect to their aesthetic, historic, scientific, cultural, and social or spiritual significance. The evaluation resulted in 123 buildings (58.02%), of the 212 buildings evaluated, being classified into Groups 'A', 'B', or 'C' (see Table 5-3). These buildings "contribute" to the heritage character of Cookstown. The remaining 89 buildings (41.98%) are classified as Group 'D'. Buildings classified as Group 'D' together with an additional 14 vacant properties, are considered to be "non-contributing" to the heritage character of Cookstown.

The terms "contributing" and "non-contributing" are used to distinguish between properties within an HCD, which respectively either do or do not possess the character defining elements (CDE) of Cookstown, as described in Section 2.3 - Heritage Character Statement of this Plan.

The Canadian Register of Historic Places (CRHP) defines CDEs as (with underline added for emphasis): materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value. This terminology can therefore be defined as follows:

- "Contributing properties" incorporate character-defining elements which support the heritage character of the Cookstown HCD.
- "Non-contributing properties" do not possess sufficient, or any of the character-defining elements, and therefore do not support the heritage character of the Cookstown HCD.



The heritage grading for buildings within Cookstown was evaluated based on the Ontario *Heritage Act* (OHA) Ontario Regulation 09/06 which establishes *Criteria for Determining Cultural Heritage Value or Interest*. These criteria are typically applied when determining whether an individual property and/or building should be designated under Part IV of the *Act*. The same criteria have been used, on a broader scale, as a benchmark for determining the groupings of buildings, as well as the boundary of the Cookstown HCD. The OHA O.Reg 09/06 states that a “property may be designated under section 29 of the Ontario *Heritage Act* if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest.” The following table outlines these criteria in the OHA regulation:

**Table 5-1 Criteria for Determining Cultural Heritage Value or Interest (OHA)**

Criteria	Definition
<p><b>1</b> Design Value or Physical Value</p>	<ul style="list-style-type: none"> <li>i. is a rare, unique, representative or early example of a style, type, expression, material or construction method</li> <li>ii. displays a high degree of craftsmanship or artistic merit, or</li> <li>iii. demonstrates a high degree of technical or scientific achievement.</li> </ul>
<p><b>2</b> Historical Value or Associative Value</p>	<ul style="list-style-type: none"> <li>i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,</li> <li>ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or</li> <li>iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</li> </ul>
<p><b>3</b> Contextual Value</p>	<ul style="list-style-type: none"> <li>i. is important in defining, maintaining or supporting the character of an area,</li> <li>ii. is physically, functionally, visually or historically linked to its surroundings, or</li> <li>iii. is a landmark.</li> </ul>

This OHA Regulation is widely accepted and utilized by architects, planners, historians, and other authorities. In the recently concluded Cookstown Heritage Conservation District Study (Phase 1), the OHA Reg 09/06 criteria were used as a group of absolute values to which every building within Cookstown is screened by means of photographic documentation, architectural evaluation, and archival research.

This screening method instantly differentiates cultural heritage resources as “excellent” (Group ‘A’), “very good” (Group ‘B’), and “good” (Group ‘C’) that must be protected, from those prescribed as “not

of heritage significance” (Group ‘D’ and vacant properties) that could allow new construction in discussions with the Town.

### **5.1.1 Built Heritage Inventory Categories**

In the recently concluded Cookstown Heritage Conservation District Study (Phase 1), dated April 30, 2013, approximately 250 existing properties were assessed. The assessment resulted in the inclusion of 226 properties within the HCD boundary. Of the 226 properties within the HCD, 212 properties contained buildings and 14 properties are vacant. Each property was photographically documented. The architectural style was also determined, including features that make each property unique. Archival research was reviewed and distilled based on secondary resources, outlined in Section 7.0 of this HCD Plan. Of the 212 buildings assessed, a total of 123 buildings, representing 58.02% of the buildings within the inventory, are deemed to be ‘contributing,’ to the heritage character of the Cookstown HCD.



**Table 5-2 Heritage Grouping in Cookstown Using OHA O.Reg 09/06 Criteria**

Group	Criteria <sup>+</sup>
'A'	Meets all three criteria 1, 2, 3
'B'	Meets a combination of at least two criteria 1 & 2 or 1 & 3 or 2 & 3
'C'	Meets at least one criteria 1 or 2 or 3
'D'	Does not meet any of the three criteria
'Vacant'	Not evaluated as OHA Regulation 09/06 is not applicable to vacant lots

Notes: For the definition of each criteria, refer to Table 5-1

**Table 5-3 Number of Properties for Group A, B, C, D, and Vacant Lots**

Group	Quantity	%
'A'	14	6.60%
'B'	45	21.22%
'C'	64	30.19%
'D'	89	41.98%
<b>Subtotal Buildings (Groups 'A' + 'B' + 'C' + 'D')</b>	<b>212</b>	<b>100%</b>
'Vacant'	14	
<b>Total Properties (Subtotal Buildings + Vacant Lots)</b>	<b>226</b>	

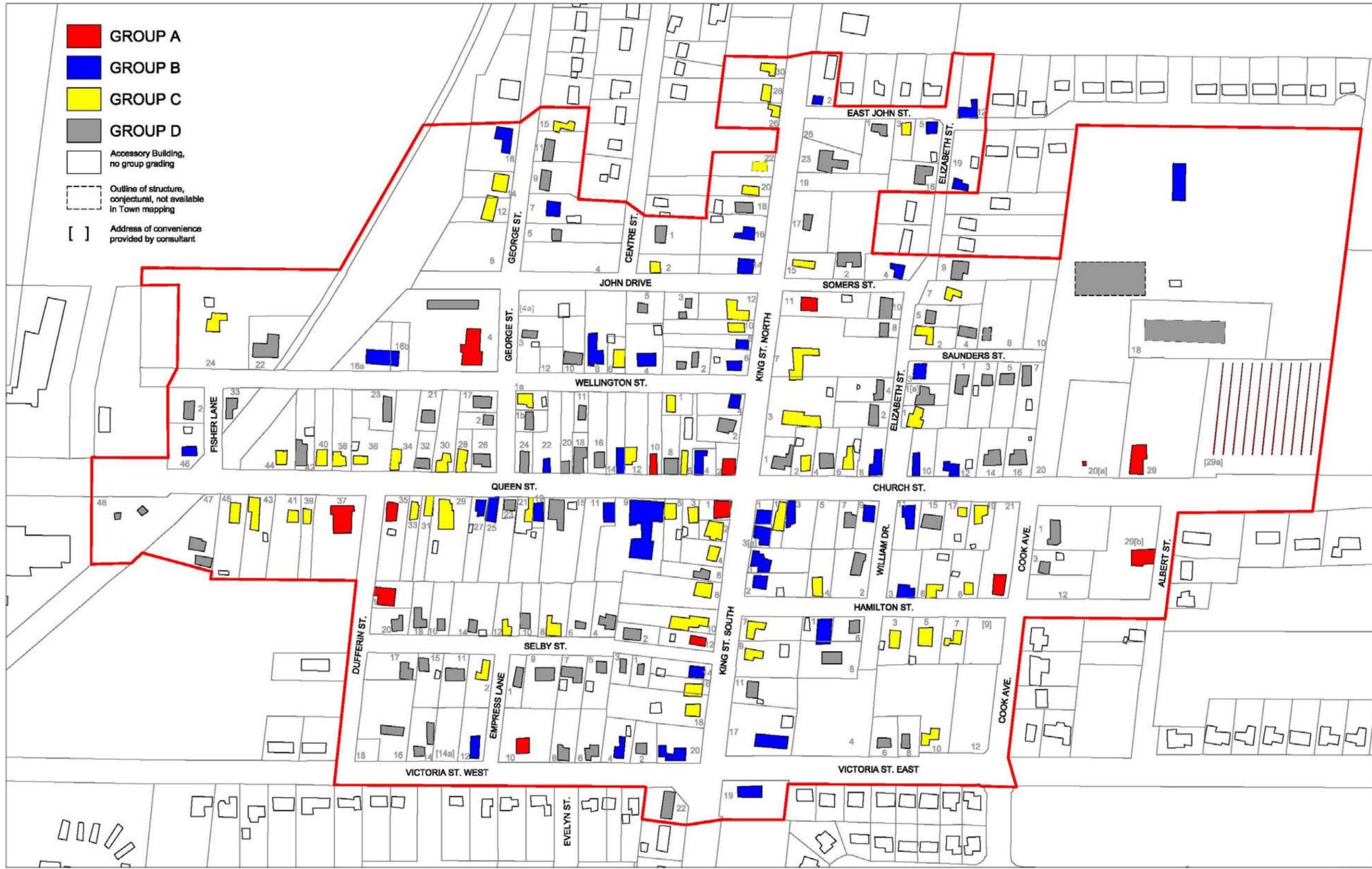
Groups 'A', 'B', and 'C', are categorized as 'Contributing Buildings' (discussed further in Section 5.2.) as they support the overall heritage character of Cookstown, while group 'D', as well as vacant properties are included in 'Non-Contributing Buildings' (discussed further in Section 5.3.)

Group 'A' buildings may require the most protection, compared to Group 'D' buildings; however, all buildings within the HCD are expected to promote the objectives, principles, and policies outlined in Section 3.0 of the Cookstown HCD Plan. Each building, despite its heritage grading, should support the existing and continuing heritage character that defines Cookstown. Likewise, each architectural

assembly including roofing, wall cladding, window and door openings, porches, trims and accessories contributes to the historic character, as well as to the structural soundness of a building. This relationship unites assemblies to buildings, buildings to the District, and essentially, individuals to communities.

The detailed Built Form Inventory that was undertaken during the Phase 1 Cookstown HCD Study (April 2013) process is included for the properties that are within the Cookstown HCD boundary in **Appendix A** of this Plan.

The Figure 5-1 map illustrates the groupings of buildings within the Cookstown Heritage Conservation District.



01/23/2014

Figure 5-1 Groupings of Buildings within the Cookstown Heritage Conservation District

## 5.2 Contributing Properties

### 5.2.1 Approach for the Conservation of Contributing Properties

Conservation is described as: all actions or processes aimed at safeguarding the character-defining elements of an historic place to retain its heritage value and extend its physical life (Standards and Guidelines, p. 15). To promote the welfare of contributing properties, they need to be conserved.

A primary conservation treatment should be chosen that will best conserve the historic building (see Table 5-4). In certain scenarios, aspects of the different conservation treatments may be applied and combined, but should be perceived as specific and secondary.

**Table 5-4 Primary Conservation Treatments**

	<b>Preservation</b>	<b>Rehabilitation</b>	<b>Restoration</b>
Use	Continued use to avoid alterations	Continued use or compatible new use	Continued use or historic use
Research and Approach	Depiction during a particular period in its history is not appropriate	Incorporation of all periods of the building's history	Substantial physical and documentary or oral evidence exists to accurately depict a specific time period
Conservation Work	Does not require extensive alterations or additions	Alterations or additions are planned	No alterations or additions except to reinstate a specific historic condition
	Materials, features and spaces of historic place are essentially intact and do not need extensive repair	Repair or replacement of deteriorated features is necessary	Revealing, recovering, or representing state from a historic period

*Source:* Derived from 2010. Parks Canada. Standards and Guidelines for the Conservation of Historic Places in Canada. 15-17. Print.

Several preliminary activities should be undertaken prior to the Conservation to the commencement of work on a contributing building. These preliminary activities are outlined in the sections below relating to “Planning and Organizing” and “Documentation.”



### 5.2.1.1 *Planning and Organizing*

The following activities are not required, but are provided as guidance and as a resource for applicants during the planning and organizing phases that precede the actual works (maintenance, replacement or alterations) to a contributing property.

- |                            |  |
|----------------------------|--|
| Planning                   | <ul style="list-style-type: none"><li>• Planning must precede all other conservation activities before any irreversible work is done.</li><li>• Conservation work must be implemented in order and at the right pace to avoid jeopardizing the property.</li><li>• Coordinate and integrate conservation work with other developments and activities that may impact the subject heritage property.</li></ul>  |
| Research                   | <ul style="list-style-type: none"><li>• Research your property to evaluate its heritage value. You may consult:<ul style="list-style-type: none"><li>▪ Town of Innisfil Heritage Register</li><li>▪ Cookstown Heritage Conservation District Study</li><li>▪ Innisfil Heritage Committee (contact the Town's Clerk's Dept. at: 705-436-3710 or refer to the Town's webpage: <a href="http://www.innisfil.ca/heritage-committee">http://www.innisfil.ca/heritage-committee</a>)</li><li>▪ National Archives of Canada in Ottawa</li><li>▪ Archives of Ontario in Toronto</li><li>▪ Land Titles, Registry Office, Assessment Rolls</li></ul></li></ul> |
| Employ Qualified Personnel | Employ professionals from qualified disciplines and trades, who understand and are experienced in conservation work. Match the skills to the job.  |
| Viable Use                 | Sometimes, buildings outlast their original use. When this occurs, determine a new compatible and appropriate use that will ensure the retention of most of the character-defining elements, to allow the conservation of its physical fabric into the future.   |

### 5.2.1.2 *Documentation*

The following activities are not required, but are provided as guidance and as a resource for applicants wishing to undertake work (maintenance, replacement or alterations) to a contributing property.

- |               |  |
|---------------|--|
| Documentation | <ul style="list-style-type: none"><li>• Documentation is the gathering of information at hand and is integral to the conservation mandate, and should be conducted before, during, and after the undertaking of works.</li><li>• References to consult include:<ul style="list-style-type: none"><li>▪ Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural</li></ul></li></ul> |
|---------------|--|

Conservation, Third Revised Edition, by Mark Fram, Chapter 4, Good Practice Section 2, Inspection.

Assess: Documentation before Conservation

The activity takes the form of:

- fault diagnosis (see Figure 5-2 below for questions that are to be asked during fault diagnosis);
- archeological inspections;
- record of found state depicted through measurements, photographs, sketches and drawings, texts, and other formats;
- historical research of a building or site; and
- any information that contributes to the archive of the heritage property.

Protection: Documentation during Conservation

- The building should be approached as a fragile and irreplaceable artifact, and therefore, requires care to ensure its physical stability and wholeness throughout the process; and
- A record of changes during the project should be kept, and should be clearly documented in appropriate formats through an archiving system that can be maintained, updated, and retrieved.

Keeping: Documentation after Conservation

- Information should be delivered to public repositories for the benefit of the Town of Innisfil, the Province of Ontario, and Canada; and
- The qualified researcher should relay his understanding regarding the quality and character of the built heritage resource.

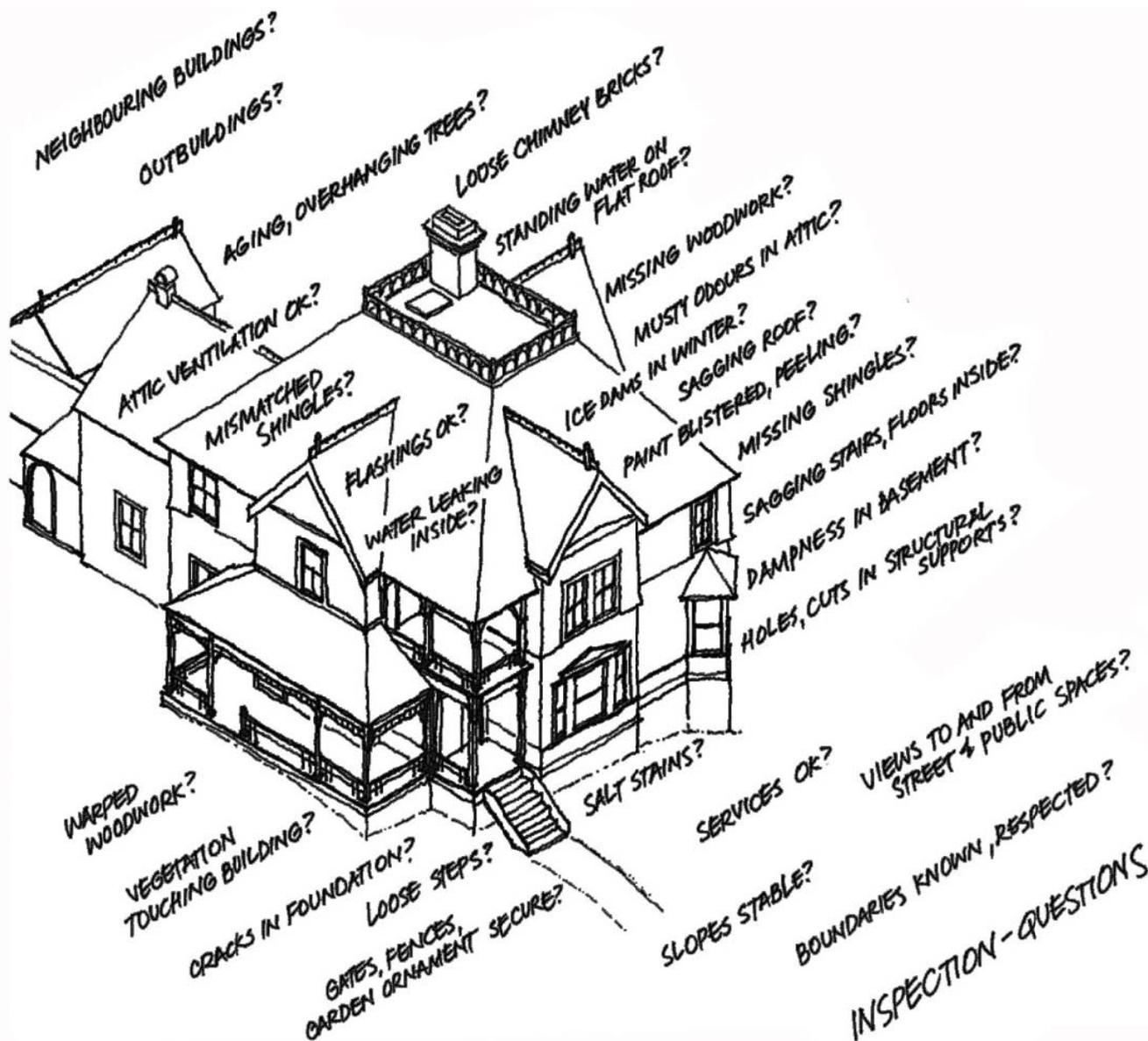


Figure 5-2: Questions to Ask During Building Inspection  
 (Source: Fault Diagnosis. 2003. Ontario Heritage Foundation, Canada. Well-Preserved. by Mark Fram. 69.Print)

### 5.2.2 Classification of Contributing Properties

Properties classified as Group ‘A’, ‘B’, and ‘C’ include buildings considered to possess heritage significance by meeting one or more of the three criteria established by the OHA O.Reg 09/06. These contributing buildings are the best architectural representatives that define the heritage character of Cookstown, and must be conserved to achieve the following objectives:

- To avoid jeopardizing the Town’s remaining cultural heritage resources;
- To adopt minimal intervention and maximum retention by not removing, replacing, or substantially altering intact or repairable heritage attributes, unless necessary to avoid deterioration;
- To apply appropriate methods, materials, techniques, skills and treatment to ensure the preservation of a building’s physical integrity; and
- To proceed with conservation work sequentially and cautiously, in accordance with codes and as approved by authorities, before any irreversible work is done.

The contributing buildings within the three classification Groups ‘A’, ‘B’, and ‘C’ are listed below together with their photograph and are subject to the architectural design guidelines in this subsection.

**5.2.2.1 Group A Buildings**

The following 14 buildings are “Group A”.



*20[a] Church St*



*21 Church St*



*29 Church St. and*



*[29a] Church St*

*St. John’s Anglican Church, north side of Church St., opposite Albert St.*

*(Legal Description: PLAN 1331 PT BLK C RPL 513481 PT PART 1)*



*29[b] Church St.*



*1 Dufferin St*



*4 George St*



*11 King St N*

*(Legal Description: PLAN 99 LOTS 2 3 13 14)*



12 King St S



1 Queen St



35 Queen St



37 Queen St



2 Queen St



10 Queen St



10 Victoria St W

### 5.2.2.2 Group B Buildings

The following 45 buildings are "Group B".



3 Church St



9 Church St



11 Church St



8 Church St



10 Church St



12 Church St



20 Church Street  
Fairgrounds



5 East John St



2 East John St



12 East John St



3 Elizabeth St



19 Elizabeth St



7 George St



16 George St



1 Hamilton St



2 Hamilton St



4 King St N



6 King St N



8 King St N



14 King St N



16 King St N



1 King St S



3 King St S.



3[a] King St S



17 King St S

(Plan 99 S PT LOT 1  
RP;51R26474 PART  
1 & 2)



19 King St S



14 King St S



20 King St S



9 Queen St



11 Queen St.



19 Queen St



25 Queen St



27 Queen St



4 Queen St



14 Queen St



22 Queen St



46 Queen St



4 Somers



4 Victoria St W



12 Victoria St W



3 William Dr



16a Wellington St and 16b Wellington St



4 Wellington



8 Wellington St

### 5.2.2.3 Group C Buildings

The following 64 buildings are "Group C":



1 Church St



17 Church St



19 Church St



2 Church St



6 Church St



3 East John St



1 Elizabeth St



7 Elizabeth St



2 Empress Lane



1a George St.  
(Legal Description:  
Plan 32 PT Lot 6 RP  
51R17303;Part 1)



12 George St



14 George St



15 George St



3 Hamilton St



5 Hamilton St



7 Hamilton St



4 Hamilton St



6 Hamilton St



8 Hamilton St



2 John Drive



7 King St S



9 King St S



2 King St S



4 King St S



8 King St S



10 King St S



16 King St S



18 King St S



3 King St N



7 King St N



15 King St N



10 King St N



12 King St N



20 King St N



22 King St N



26 King St N



28 King St N



30 King St N



3 Queen St



5 Queen St



21 Queen St



29 Queen St



31 Queen St



33 Queen St



39 Queen St



41 Queen St



43 Queen St



45 Queen St



6 Queen St



12 Queen St



28 Queen St



30 Queen St



34 Queen St



36 Queen St



38 Queen St



40 Queen St



44 Queen St



2 Saunders St



8 Selby St



12 Selby St



10 Victoria St E



1 Wellington St



6 Wellington St



24 Wellington St

### 5.2.3 Architectural Design Guidelines for Contributing Properties

The following guidelines apply to Group A, Group B and Group C buildings. The guidelines outlined for roofs, exterior cladding, windows and doors, porches and verandahs, and trim details would, in most instances, apply to buildings used both for residential and commercial purposes. Additional guidelines for the treatment of the front façade or street frontage of commercial properties are identified in Section 5.2.3.6 of this Plan.

Building Assemblies are complex elements composed of distinct parts and materials that work together to help the building fulfill its purpose (Standards and Guidelines, 128). These assemblies include roofs, exterior cladding, windows and doors, porches and verandahs, trim details, and commercial street frontages, and additions. The following sections discuss conservation approaches in their repair and replacement.

### 5.2.3.1 Roofs and Roof Accessory Elements

The following guidelines are to be applied to the maintenance, repair and replacement of roofs. Refer to Table 5-5 for guidance on repairs and replacement of historic roofing materials.

- 5.2.3.1.1 Conserve the original roofing material, configuration, and other associated roofing accessories, including drainage elements (eavestroughs, downspouts, flashing) and projections (chimneys, finials), that are historically associated with the building.
- 5.2.3.1.2 If existing roofing material is original, restore damaged components by repairing before replacing.
- 5.2.3.1.3 If irreparable, replace original material, only on heavily deteriorated areas, with material that is compatible. Refer to Table 5-3 Repairing and Replacement of Historic Roofing Materials for further guidance on appropriate materials.
- 5.2.3.1.4 If existing roofing material is not original, restoring the original roofing is encouraged when based on physical and archival evidence. If such evidence is not available, the replacement of roofing could be selected subject to conjecture of the traditional material from the period of its construction.
- 5.2.3.1.5 If other reasons (e.g., unavailable material) prevent using a historically authentic material, consider alternatives that will not only enhance the architectural character of the property, but will also promote its longevity, such as good quality multi-layer asphalt shingles



*Fish scale shingles, cap round turrets and define Queen Anne Revival Style*

5.2.3.1.6 Projections, building elements that extend above the principal roof line, such as chimneys, finials, etc., are character defining elements of almost every style, and must therefore be conserved where they still remain. If projections are to be newly constructed, locate them away from public view.

5.2.3.1.7 If chimneys are non-functioning, cover with metal cap and repoint rather than removing. If chimneys are proposed to be reconstructed or to be removed due to structural issues, such an application will be subject to a Heritage Alteration Permit, and possibly, a building permit.



**Table 5-5 Repairing and Replacement of Historic Roofing Materials**  
*(Applicable to General Upkeep, Alterations and Replacement)*

Types and Characteristics		Typical Problems	Recommended Repairs and/or Replacement Material/s
Wood Shingles	Commonly installed on high-slope roofs, and shaped to a uniform thickness to present a consistent appearance. A variation of this is shake, which is thicker and less uniform.	<ul style="list-style-type: none"> <li>Exposed ends</li> <li>Curling and splitting</li> <li>Decay, moss growth, water stains</li> </ul>	<ul style="list-style-type: none"> <li>Wood shingles or shakes are encouraged first and foremost.</li> <li>Specialty asphalt shingles with a weathered wood appearance are appropriate as an alternative to wood shingles.</li> </ul>
Slate	Metamorphic stone split and cut into a variety of shapes in uniform thickness, laid in overlapping offset courses and secured using wood peg, wire, or copper nail.	<ul style="list-style-type: none"> <li>Weathering</li> </ul>	<ul style="list-style-type: none"> <li>Slate shingles, salvaged to repair some slopes and new matching for heavily-deteriorated slopes, are encouraged first and foremost.</li> <li>Other simulated materials, (e.g. cement board, fiberglass) are appropriate alternatives to slate shingles.</li> <li>Simulated shakes with shadow lines, (e.g.,: made of metal, or other materials), can be applied as another alternative to slate shingles.</li> </ul>
Asphalt	Lightweight roofing felt treated with bituminous asphalt and covered with small stone or coloured ceramic granules. Configurations include 3-tab shingle, architectural shingle, and rolled asphalt.	<ul style="list-style-type: none"> <li>Inappropriate fasteners</li> <li>Wind uplift</li> <li>Weathering</li> </ul>	<ul style="list-style-type: none"> <li>Asphalt shingles, easily attainable, to match existing are encouraged first and foremost.</li> <li>Asphalt shingles are likely not the original material and a simulated multi-layer shingle should be selected which replicates a historically authentic roofing material.</li> </ul>

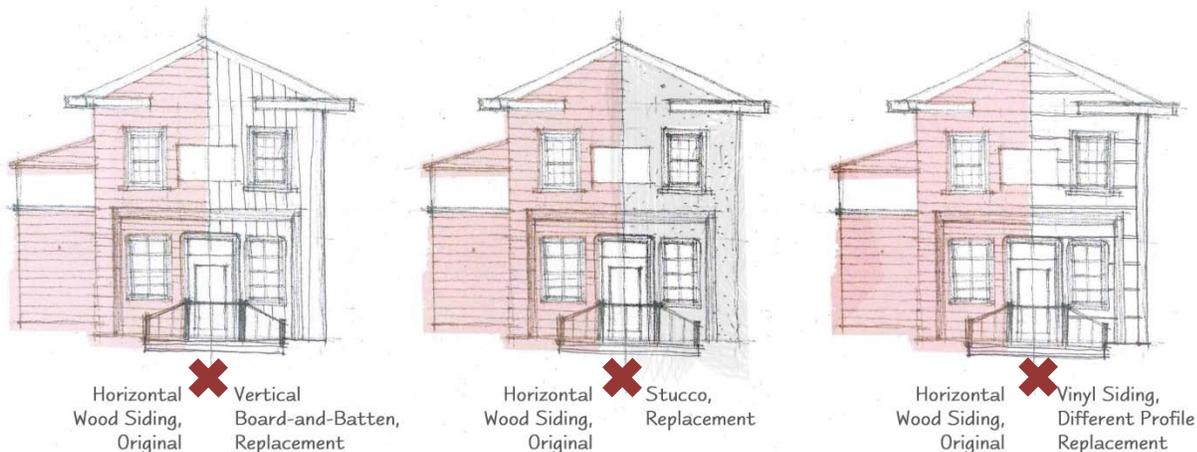
### 5.2.3.2 Exterior Cladding

Exterior cladding is defined as a component of the wall assembly that forms the outer, exposed layer of a building. The following guidelines are to be applied to the maintenance, repair and replacement of exterior cladding.

- 5.2.3.2.1 The original exterior cladding is always preferred to be retained and conserved, not only to protect the heritage character of the property and the District, but also to preserve its structural soundness.
- 5.2.3.2.2 Conduct proper maintenance to detect early signs of deterioration and to reduce further surface damage. Correct the source of typical problems (see Table 5-4 Typical Problems).
- 5.2.3.2.3 Repair before replacing. Use proper and tested repair methods (see Table 5-4: Recommended Replacement Materials).
- 5.2.3.2.4 When replacing, use in-kind materials, conforming to or simulating the form, colour, and profile of the original, and only on areas experiencing heavy deterioration, rather than replacing the entire wall or building.
- 5.2.3.2.5 The application of new, 'modern' surfaces of coatings on top of original materials may not only alter the character of the property, but may also be structurally incompatible or damaging. Table 5-6: Recommended Replacement Materials provides further guidance. Also refer to the Figure 5-3 for guidance on exterior cladding that is not supported.



*Dichromatic brickwork achieved by using red and buff bricks.*



*Figure 5-3: Inappropriate replacements of exterior cladding*

**Table 5-6 Repairing or Replacement of Historic Exterior Cladding**

Types and Characteristics	Typical Problems	Recommended Repairs and/or Replacement Materials
<p>Wood</p> <p>Assembled in three configurations: clapboards that were laid up in successive overlapping courses, and were butted to the timber frame; shingles that were variably cut to create character-defining features; and, boards and sidings that were vertically or horizontally mounted to create a flat surface that is typically painted or stuccoed for protection.</p>	<ul style="list-style-type: none"> <li>• Rotting</li> <li>• Infestation</li> <li>• Moisture penetration</li> </ul>	<ul style="list-style-type: none"> <li>• Same wood species with matching profile</li> <li>• Reproduction cladding in simulated materials such as cement-board siding with wood grain (e.g. Hardie board)</li> <li>• Maintenance-free cladding products such as aluminum and vinyl siding are <u>not</u> supported.</li> </ul>
<p>Brick</p> <p>Durable, flexible, and fireproof. Loadbearing masonry walls are composed of two wythes and are secured by 'headers' at every 5th or 6th run. Brick veneer walls are constructed using a single wythe of brick, secured atop a framed and sheathed wood.</p>	<ul style="list-style-type: none"> <li>• Staining, discolouration, efflorescence</li> <li>• Moisture penetration from rising damp and driving rains.</li> <li>• Spalling from moisture turning into ice through freeze-thaw cycle.</li> <li>• Structural damage</li> <li>• Weathered mortar</li> </ul>	<ul style="list-style-type: none"> <li>• Matching brick, either new or salvaged from inconspicuous part of building</li> <li>• Compatible mortar (typically time-based) with correct colour and tuck-pointing technique</li> <li>• Matching brick</li> <li>• Painting and sandblasting of brick masonry is <u>not</u> supported.</li> </ul>
<p>Stucco</p> <p>Historical finish made of slaked lime, sand aggregates, and water, sometimes with reinforcing materials such as plant fibres. Applied as a three coated mixture on wood lath, or occasionally, directly on brick.</p>	<ul style="list-style-type: none"> <li>• Weathering</li> </ul>	<ul style="list-style-type: none"> <li>• Replicate original stucco</li> <li>• The following stucco treatments are <u>not</u> supported: silicone caulking for hairline cracks; stucco comprising mostly of Portland Cement could add thickness and may not bind.</li> </ul>

**Table 5-6 Repairing or Replacement of Historic Exterior Cladding**

Types and Characteristics	Typical Problems	Recommended Repairs and/or Replacement Materials
Stone Originally used as rubble walls for foundations, but were developed later with luxurious appearances through the quarrying of natural stones like granite.	<ul style="list-style-type: none"> <li>• Inappropriate fasteners</li> <li>• Wind uplift</li> <li>• Weathering</li> </ul>	<ul style="list-style-type: none"> <li>• Easily attainable, replicate original material</li> </ul>

**5.2.3.3 Windows and Doors**

The following guidelines are to be applied to the maintenance, repair and replacement of windows and doors.

5.2.3.3.1 Architectural styles are often defined by window and door fenestrations. Their design, size, proportions, and layout reflect the style's fundamental aesthetics and technological advancements, and must therefore be conserved. See Figure 5-4 for further guidance.



Figure 5-4: Unsympathetic changes in fenestration are not supported

5.2.3.3.2 Repair rather than replace. Limit repairs to damaged portions of the window or door assembly.



- 5.2.3.3.3 For wooden sash windows, patch using linseed-oil based putty, stabilize using semi-rigid epoxies, applied, sanded, and painted. Splice new wood (Dutchman repair) on irreparable areas.
- 5.2.3.3.4 For metal sash windows, patch with steel fibre and epoxy binder. Spot repair by removing rust or correcting minor distortions.
- 5.2.3.3.5 If historic windows and doors are beyond repair, replacement with in-kind material is preferable.
- 5.2.3.3.5 For windows and doors, replicas could be installed. These replicas shall, as much as possible, have the same material, style, and proportions as the original. Custom windows or doors can be produced by a local millwork shop. Alternatively, a new standard window or door that is a close match to the original is acceptable. Vintage windows and doors, in an incompatible style, with inauthentic detail or different from the original period, are not acceptable.
- 5.2.3.3.7 If thermal performance needs to be improved for historic doors and windows that are still in good condition, storm doors and windows are appropriate and consistent with traditional historic buildings. Properly designed and fitted storm windows and doors can provide the same thermal resistance (R-Value) as double-glazed units.
- 5.2.3.3.8 For improved thermal resistance, consider retrofitting existing wood frames with double-glazed sealed units.
- 5.2.3.3.9 Alternatively, replacement double-glazed fenestrations shall maintain profile and muntin pattern of original window or door framing. Wood frames are encouraged over non-historic materials (e.g., vinyl), which although not preferred, is acceptable if it sufficiently replicates the appearance of the original fenestration.
- 5.2.3.3.10 Low initial cost and so-called “low-maintenance” replacement windows and doors (e.g., vinyl, or aluminum) have shorter life-spans than those made of wood, which can be continuously repaired and re-glazed. The life-cycle cost of windows and doors made of wood is therefore greater than a synthetic material which will be obsolete in 10 or 20 years.
- 5.2.3.3.11 With regards to the fenestration pattern, new openings shall be introduced on the rear or other inconspicuous elevations. Blocking of existing openings on the principal (street) façade and the relocating of the primary, principal entrance is not supported.



*A primary entrance assigned with visual distinction, demonstrates how entrances establish a protocol for use*



*Wooden millwork is typical of 19th Century Ontario architecture. Timber is a capable material to hold glass for operable windows, and with proper maintenance, can endure harsh weather conditions*

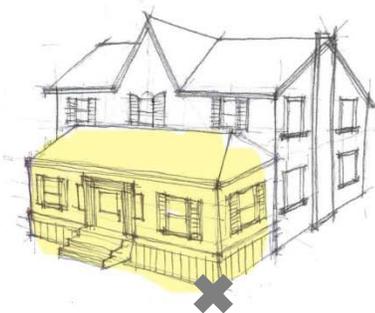
#### **5.2.3.4 Porches and Verandas**

The following guidelines are to be applied to the maintenance, repair and replacement of porches and verandas:

- 5.2.3.4.1 Porches and verandahs are reflective of changing social customs. They are important design features that must be conserved.
- 5.2.3.4.2 Repair before replacing. When repairing, use original materials and detailing. Ensure their safety and accessibility during repair.
- 5.2.3.4.5 If a component of the porch has deteriorated, replace with a replica element.
- 5.2.3.4.4 The removal of porches, additions to porches that are not compatible to a property's architectural style, and the enclosing of porches are not supported where they constitute conspicuous alterations on the principal (street) façade. See Figure 5-5 for further guidance.



Heritage building with character-defining porch



Character-defining porch, enclosed not supported



Character-defining porch, removed not supported

*Figure 5-5: Porches, Enclosed or Removed, Examples not Supported*



- 5.2.3.4.5 When contemplating the addition of a non-original porch, it is recommended that it be located at the side or rear of the building and located away from the principal building façade.
- 5.2.3.4.6 Reinstating original porches, based upon archival or physical evidence, is supported and encouraged.



*Example of a Porch in Cookstown*

### **5.2.3.5 Trim Details**

The following guidelines are to be applied to the maintenance, repair and replacement of trim details.

- 5.2.3.5.1 Architectural details testify to the abilities of master carvers and craftsmen, as well as the economic disposition of the original owner. Ornamental woodwork was initially used, and was later replaced with molds for cast iron, plaster, and terra cotta, as a result of mechanization and industrial production. They are typically applied as: shutters, trim moldings, brackets, eaves, fascia, soffits, bargeboards, vents, paneling, railings, and steps.
- 5.2.3.5.2 Architectural trim details must be conserved. Repair of the original material is always preferred over replacement.

5.2.3.5.3 Check and remediate sources of hidden damages, such as fungal infestation. Allow new patching materials, wood or compounds, to adjust in existing moisture and temperature conditions, in a timely and appropriate manner.

5.2.3.5.4 If the trim details are heavily deteriorated, replace with compatible materials that emulate the original. Remove original material gently from its backing, with as little as impact possible to adjacent plaster or woodwork. Utilize materials such as wood, fiberglass, and metal as long as they are designed to match. For trim fasteners, ensure they do not cause galvanic reaction.



*Apply traditional joining details. The use of dovetail, tenon and mortise, dowels, and splines is more preferred over metal fasteners during repair*

### **5.2.3.6 Commercial Storefronts**

As a proportion of the contributing buildings are found along Cookstown's main commercial streets of Queen/Church Streets and King Street, the following guidelines specifically address commercial storefronts:

5.2.3.6.1 The storefront is a key distinguishing feature of the HCD's commercial buildings, distinct from the remainder of the building, but otherwise sharing the same palette of building materials.

5.2.3.6.2 When repairing or renovating storefronts, the restoration of the original storefront is preferred if supported by archival research and evidence. When archival evidence is not



*Commercial Storefront on Queen Street*



available, implement a compatible design that respects the style, proportions, and assemblies of the building.

### 5.2.3.7 Additions to Contributing Properties

The following guidelines apply when undertaking an addition to a contributing property. Refer to the design guidelines in the preceding sections for specific guidance on materials and design if related to the addition proposed.

- 5.2.3.7.1 **Scale:** Attached exterior additions for both commercial and residential contributing properties should be limited in scale to avoid overwhelming the appearance of the heritage property.
- 5.2.3.7.2 **Design:** Respect the heritage property in the choice of new colours, materials, and in the consideration of scale, proportions, and directional emphasis. New interventions should be subordinate to the existing historic architectural character. Be sympathetic to the original, but do not artificially age the contemporary addition.
- 5.2.3.7.3 **Accessibility:** Introduce a universal design without severely affecting the character-defining elements of the heritage property.
- 5.2.3.7.4 **Orientation:** Doors and windows that are added to a contributing building, where they did not previously exist, should be inconspicuous and placed on non-street facades. The new doors and windows should be subordinate to the existing historic counterparts.
- 5.2.3.7.5 **Location:** Attached exterior additions for both commercial and residential contributing properties should be located at the rear or on an inconspicuous side of a historic building. See Figures 5-6 for further guidance.



Existing heritage building without dormers



New dormers at front, not supported



Dormers added at the rear, supported



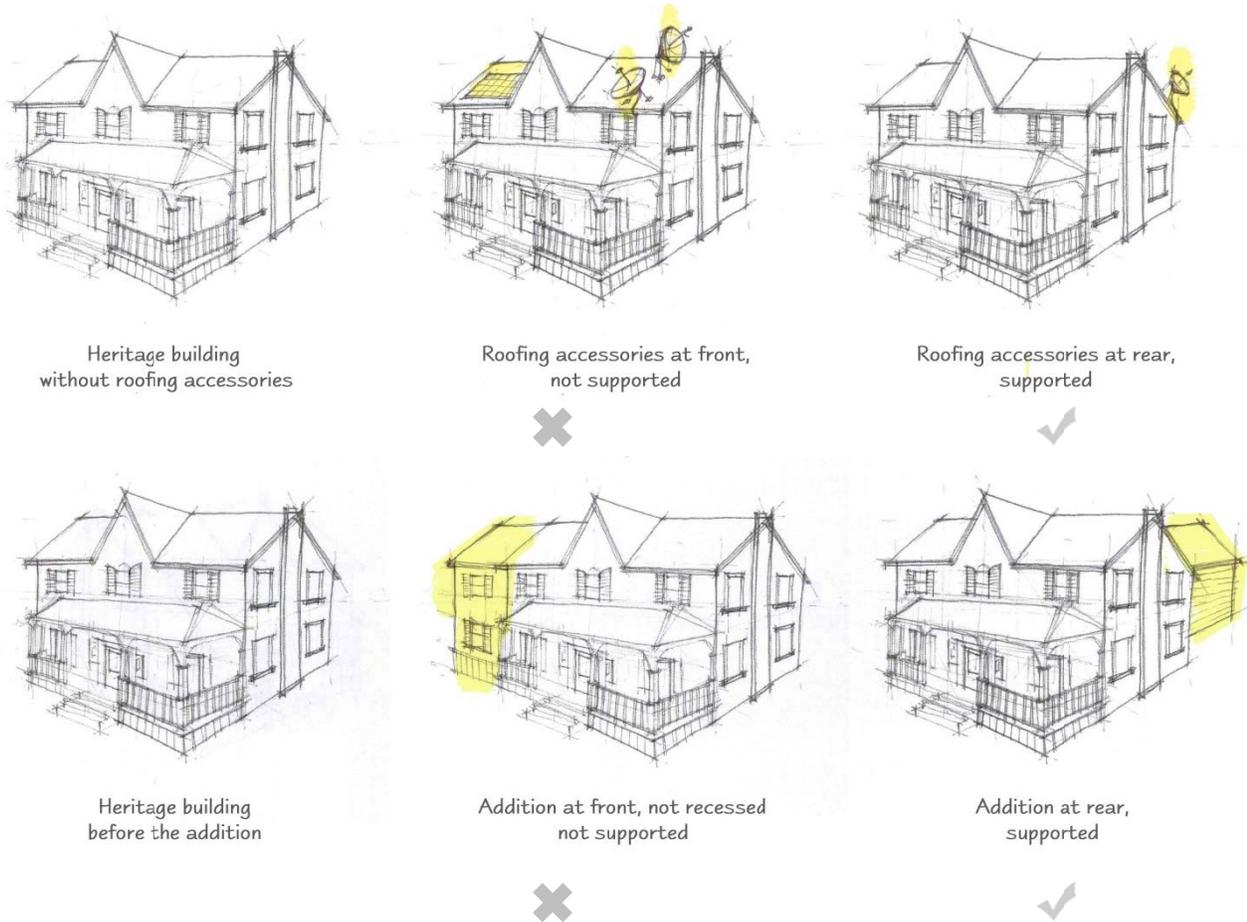


Figure 5-6: Additions, Dormers, and Roof Accessories, Examples not Supported

### 5.3 Non-Contributing Properties and New Buildings

#### 5.3.1 Approach for Interventions on Non-Contributing Properties and New Buildings

Non-contributing properties comprise 103 of the 226 properties (includes 89 Group ‘D’ properties and 14 Vacant properties) within the Cookstown HCD boundary. Non-contributing properties may not define the heritage character of Cookstown, but they could impact it. These properties are still located within the HCD boundary, and in most cases are adjacent to, or neighbouring, contributing properties.

Because of their location amongst historic buildings, non-contributing properties should be developed in a conscientious manner through the consideration of context. Applying a conscientious intervention is a discriminating activity that should only be implemented with an assessment of its impact on the adjacent HCD. Any property should be perceived in context with other buildings and the surrounding landscape. Consideration should also be given to the history, the architectural period or style of its setting, and other related contextual issues.

Furthermore, non-contributing properties are venues for opportunities. They allow for a wider spectrum of interventions that should be supportive of the heritage value of the District. It is not the objective of



the guidelines outlined in this section to restrict change and development. The primary goal is to promote sympathetic “infill buildings”, which are a common driver for good urban design.

### 5.3.2 Classification of Non-Contributing Properties and New Buildings

“Non-Contributing Properties” and “New Buildings” are expected to achieve four objectives, when subject to interventions.

- They should provide added value to the character of HCD.
- They should not negatively impact the character of the HCD.
- They should respect the character-defining elements of the HCD, especially of those contributing properties with Groups A, B or C heritage grading.
- They should comply with the outlined design guidelines, as well as with applicable municipal and provincial codes and standards.

“Non-Contributing Properties” are comprised of buildings belonging to Group ‘D’, and those classified as ‘Vacant Lands.’

#### 5.3.2.1 Group ‘D’ Buildings

Existing non-historic buildings still contribute to the overall heritage character of Cookstown. In the Cookstown HCD Study Report, these buildings are categorized as Group ‘D’, bearing no critical heritage associations. Group ‘D’ buildings do not meet any of the three criteria established by Ontario Regulation 09/06, which include (1) design or physical value, (2) historical or associative value, and (3) contextual value. These buildings do not have sufficient heritage value because they were non-existent during the district’s periods of significance: the Victorian and Edwardian periods (1880 to 1919) as well as the significant architecture of the period prior to World War II. While some of these buildings may be old, they have been so severely altered that they have lost their original integrity.

Eighty-nine (89) buildings are included in this category, and are also listed below:

- |   |                          |                     |
|---|--------------------------|---------------------|
| • 1 Centre Street                             | • 11 George Street       | • 32 Queen Street   |
| • 7 Church Street                             | • 2 George Street        | • 42 Queen Street   |
| • 15 Church Street                            | • 23 King Street North   | • 15 Queen Street   |
| • 4 Church Street                             | • 1 King Street North    | • 23 Queen Street   |
| • 14 Church Street                            | • 17 King Street North   | • 47 Queen Street   |
| • 16 Church Street                            | • 2 King Street North    | • 1 Saunders Street |
| • 18 Church Street                            | • 18 King Street North   | • 3 Saunders Street |
| • 20 Church Street<br>(Library <sup>1</sup> ) | • 11 King Street South   | • 5 Saunders Street |
| • 1 Cook Avenue                               | • 6 King Street South    | • 7 Saunders Street |
| • 3 Cook Avenue                               | • 22 King Street South   | • 4 Saunders Street |
|   | • 6 Victoria Street East | • 8 Saunders Street |

- 1 East John Street
- 1[a] Elizabeth Street  
(Legal Description: PLAN 1331 PT LOT 5 RP; 51R16965 PARTS 1 & 4)
- 5 Elizabeth Street
- 9 Elizabeth Street
- 2 Elizabeth Street
- 4 Elizabeth Street
- 8 Elizabeth Street
- 10 Elizabeth Street
- 16 Elizabeth Street
- 1 Empress Lane
- 2 Fisher Lane
- 3 John Drive
- 5 John Drive
- 1[b] George Street  
(Legal Description: Plan 32 PT LOT 6 RP 51R17303; PART 2 & PART 3)
- 3 George Street
- 5 George Street
- 9 George Street
- 8 Victoria Street East
- 2 Victoria Street West
- 6 Victoria Street West
- 8 Victoria Street West
- 14 Victoria Street West
- 16 Victoria Street West
- 11 Wellington Street
- 17 Wellington Street
- 21 Wellington Street
- 23 Wellington Street
- 33 Wellington Street
- 2 Wellington Street
- 10 Wellington Street
- 22 Wellington Street
- 2 William Drive
- 6 William Drive
- 8 William Drive
- 8 Queen Street
- 16 Queen Street
- 18 Queen Street
- 20 Queen Street
- 24 Queen Street
- 26 Queen Street
- 32 Queen Street
- 1 Selby Street
- 3 Selby Street
- 5 Selby Street
- 7 Selby Street
- 9 Selby Street
- 11 Selby Street
- 15 Selby Street
- 17 Selby Street
- 2 Selby Street
- 4 Selby Street
- 6 Selby Street
- 10 Selby Street
- 14 Selby Street
- 16 Selby Street
- 18 Selby Street
- 20 Selby Street
- 2 Somers Street

<sup>1</sup> 20 Church Street: Innisfil Public Library – Cookstown Branch shares the same legal description as Fairgrounds Platform/Stand, and is therefore considered as part of it. Although building is technically a ‘D’, it does not add to the total number of ‘D’ properties.



### 5.3.2.2 Vacant Properties

'Vacant Properties', are unused properties that do not currently contain any permanent building, and for various reasons have not been developed, but are capable of supporting the HCD heritage character with their future development. Fourteen (14) vacant properties were identified within the Cookstown HCD boundary and are listed below:

- 19 King Street North
- 10 Saunders Street
- 4 John Drive
- [4a] George Street  
(Plan 32 N PT Lots 5 & 6)
- [9] Hamilton St.  
(Plan 99 Pt Lots 4 & 5 Rp;51r20442 Part 2)
- 12 Hamilton St. (Plan 99 Pt Lots 4 & 5 Rp;51r20442 Part 2)
- 5 Church Street
- 8 George Street
- 4 Victoria Street East
- 12 Victoria Street East
- 18 Victoria Street West
- 12 Wellington Street
- 25 King Street North
- [14a] Victoria Street (Plan 252 Lot 4, Part 3)

### 5.3.2.3 New buildings

The introduction of new buildings reflects the continuing development of the Cookstown HCD. New development must meet standards included in the Ontario Building Code, as well as the Town of Innisfil's Official Plan and Zoning By-Law, while also reinforcing the heritage character of the Cookstown HCD. They may be considered under the following conditions:

- On non-contributing properties of both Group 'D' buildings (being replaced) and vacant lots;
- On contributing properties where sufficient site area exists in addition to the retained heritage building; and
- To replace part or all of severely deteriorated and irreparable historic structure(s) on a contributing property, where demonstrated by a structural engineering assessment.

The new buildings in the Cookstown HCD are anticipated to occur primarily on Non-Contributing Properties, those vacant and those containing Group 'D' buildings, and therefore design guidelines for these properties are included in subsection 5.3.3.3 New Buildings.

### 5.3.3 Architectural Design Guidelines for Non-Contributing Properties and New Buildings

The architectural guidelines for non-contributing properties are primarily concerned with the effect of non-contributing buildings and vacant properties on adjacent or neighbouring contributing properties, and on the overall heritage character of the Cookstown HCD. Alterations, additions, demolition and new construction scenarios anticipated by the guidelines in this section are outlined below, and are also defined for the purposes of this Plan:

- |  |  |
|--|--|
| Alterations to a non-contributing building | <ul style="list-style-type: none"><li>• Maintains building form, but modifies material, colour, and profile of existing building assembly;</li><li>• ‘Building form’ is referred to by this Plan as the overall shape and massing of a building envelope; and</li><li>• ‘Building assemblies’, as defined in Section 5.2.3, are complex elements composed of distinct parts and materials that work together to help the building fulfill its purpose.</li></ul> |
| Additions to a non-contributing building   | <ul style="list-style-type: none"><li>• Adds to the building form by constructing an adjoining structure to the existing non-contributing building.</li></ul>  |
| Demolition of a non-contributing building  | <ul style="list-style-type: none"><li>• Removes some or all of the components that define the building form.</li></ul>   |
| New construction                           | <ul style="list-style-type: none"><li>• Involves: 1) new buildings on vacant properties; or, 2) new replacement buildings.</li></ul>   |

#### 5.3.3.1 Alterations and Additions to a Non-Contributing Properties

The following guidelines should be applied when undertaking alterations and/or additions to buildings on non-contributing properties:

- |                           |  |
|---------------------------|--|
| Do not falsify history    | <ul style="list-style-type: none"><li>• Do not use inappropriate “vintage” materials and assemblies that do not belong to the period or style of the building; and</li><li>• Additions and alterations shall be sympathetic but distinguishable from the original building.</li></ul>  |
| Preserve existing context | <ul style="list-style-type: none"><li>• Do not introduce alterations or additions that violate the historical planning of the district;</li><li>• Avoid obstructing significant views (see Section 6.2.6 ‘Views and Vistas’) in the district:<ul style="list-style-type: none"><li>▪ View of district from Albert Street to its center is visible on Highway 89; and</li><li>▪ View of farmlands at East John Street (north), Victoria Street East (south), and John Street, Queen Street, and</li></ul></li></ul> |



### Victoria Street West (west)

- Continue using historic means of pedestrian and vehicle access to a property when they are already provided by the established public roads, laneways, driveways, etc.; and
- Maintain the already defined streetscape character by considering and respecting the neighbouring properties' height, setback, and scale.

Deriving other design cues is supported

- Derive other design cues, such as the materials and colour palette of its surroundings; and
- To help preserve the context, parking facilities at grade are discouraged except when they can be located in an inconspicuous part of the property, and is not visible from the street front.

Maintain façade height when doing alterations or additions\*

- Maintaining the existing façade height of the non-contributing building is supported; and
- Modifications of the (street) façade height of the non-contributing building, if necessary, shall consider the average façade heights of neighbouring properties, which may or may not be contributing.

Control the overall height of the development\*

- Where parts of the additions are proposed to be taller than the existing front façade height, recess taller parts by at least 3 meters from the front façade;
- Assess the visibility of the addition from street level, from viewing points, 1.7 meters above natural ground level on the opposite footpath. Where a property occupies a corner street, assess visibility on either side of the street; and
- Additions or alterations shall not overwhelm the character-defining elements of the neighbouring properties and the District.

**\* also subject to the Town of Innisfil's Zoning By-Law provisions**



*Example: Vinegar Co. Lofts, Toronto  
Greater setback for parts that are taller than the front  
façade height of historic building*

### **5.3.3.2 Full and Partial Demolition of a Building on a Non-Contributing Property**

The following guidelines should be applied when undertaking a full or partial demolition of a building on a non-contributing property within the HCD:

#### Conditions for approval

- A building permit for a proposed development is required prior to submitting an application for Heritage Alteration Permit and Demolition Permit for the full demolition of a building on a non-contributing property;
- Partial demolition of an attached or ancillary structure on a non-contributing building may not require a building permit;
- Site Plan approval may also be required; and
- Also refer to Section 4.11 Work Requiring Approvals for additional guidance on the documents required in support of a demolition permit application.

### **5.3.3.3 New Buildings**

The following guidelines should be applied when designing and constructing a new building within the HCD:

#### Conditions for approval

- New construction within the HCD may be permitted and requires a Heritage Alteration Permit to demonstrate that it meets the guidelines established by the Cookstown Heritage Conservation District Plan, as well as the other applicable codes and regulations. Also refer to policies identified in Section 3.3.3 New Buildings.



Do not falsify history

- New buildings, including those established on vacant properties, and those replacing currently existing buildings, should be compatible but should also be ‘of its time.’ It should consider design cues found from neighbouring properties, while also being distinguishable from older, historic structures.

Preserve the existing context

- Do not introduce alterations or additions that violate the historical planning of the district;
- **Views:** New buildings should preserve significant views (see Section 6.2.6 Views and Vistas) determined in the district.
  - View of the District from Albert Street to its center is visible on Highway 89; and
  - View of farmlands at East John Street (north), Victoria Street East (south), and John Street, Queen Street, and Victoria Street West (west)
- **Access:** Continue using historic means of pedestrian and vehicular access into and out of a property as already provided by the established public roads, laneways, driveways, etc.
- **Streetscape Character:** Maintain the already defined streetscape character by considering and respecting the neighbouring properties’ height, setback, and scale. These factors are also outlined separately in this section

Simplified traditional architectural styles

- Conservative contemporary approaches may be found appropriate, where it is justified, properly reviewed and evaluated; and
- “Conservative contemporary” is used to imply the broad possibilities of design approaches that still maintain and defer to the heritage character of the HCD. These include approaches that borrow from the composition, materials, or details found in historic architectural styles, while still appearing “of its time.”

Incompatible uses are not supported.\*

- New development on vacant properties or new development replacing currently existing structures may not be approved if the proposed use is detrimental to the heritage character of the district (e.g. proposing that a parking lot be put on an entire vacant lot or as a replacement to an existing use).

Traditional materials are supported.

- Using common building materials found on properties in the District is supported. For example, the traditional materials of masonry for exterior cladding and wood for window framing, implies that these materials have efficiency, longevity, and can be maintained (as opposed to replaced).
- The use of these traditional materials in a contemporary composition determines the success of a new building’s

compatibility within the district.

Ensuring good proportional relationships is supported.

- Good proportional relationships have been achieved, historically, in various ways, by considering, for example, the relationship of the building and its surrounding, or the relationship of each building assembly. For example, symmetry, window fenestration, rhythm, regular floor-to-floor heights, and gable roofs have defined most traditional architectural styles. See figure below for additional guidance;
- To maintain the streetscape's existing rhythm, blank street façades, (i.e. without any fenestration), are discouraged in new construction; and
- "Blank façades" are defined as wall surfaces that do not incorporate any window and door opening. If openings are not feasible, faux artistic fenestration or murals are encouraged as they could enhance the building's relationship to the public street.

Maintain the façade height already established by other neighbouring properties.\*

- Where new development is on adjacent lands to a contributing property, the overall new building height, including the roof, must not exceed the height of the existing heritage building. Adopt existing façade height of the adjacent heritage property. See figure below for additional guidance; and
- When a new building proposes a height, which exceeds the adjacent or nearby structures, a sun/shadow analysis may be required to assess its impact on other properties within the District.

Setbacks\*

- Setbacks should be the same as one adjacent property (i.e. corner lot) or the average of two adjacent properties (i.e. within the block). Maintain the front, side, and rear setbacks common to the street block. See Figure 5-7 below for additional guidance.

**\*also subject to the Town of Innisfil's Zoning By-law provisions**

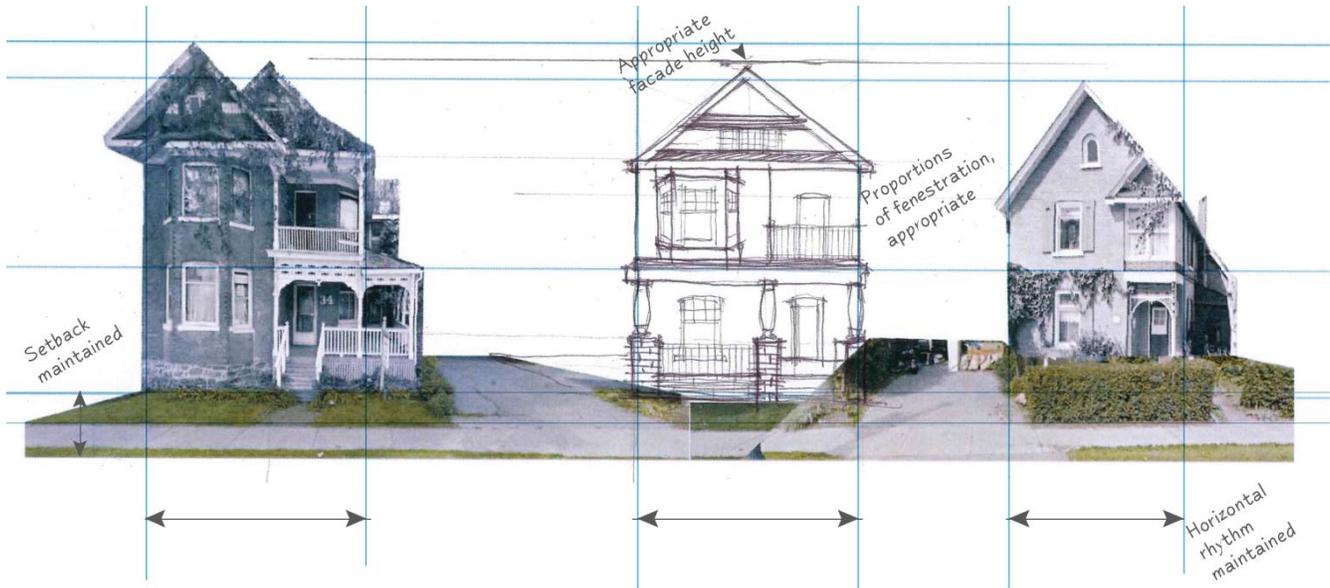


Figure 5-7: New Building Proportions, Height, Setback, and Style, Example is Supported. Example of new building that uses details from Edwardian Style, while also considering and respecting existing setbacks, pedestrian and vehicular access points, neighbouring buildings' façade height and composition and proportions of fenestrations.

#### 5.3.3.4 Reference to Architectural Design Guidelines for Contributing Properties

The alterations and additions to, and demolition or replacement of buildings on non-contributing properties, as well as the introduction of new construction, should take into consideration the Architectural Design Guidelines for Contributing Properties in Section 5.2 of the Cookstown Heritage Conservation District Plan.

The Architectural Design Guidelines for Non-contributing Properties (sub-sections 5.3.3.1 to 5.3.3.3) provide design strategies for material specifications, and determination of appropriate height, scale, massing, proportions, style, access points, etc., to promote a contextual approach for interventions within the Cookstown Heritage Conservation District. Together with these design strategies for infill buildings, the Architectural Design Guidelines for Contributing Properties (Section 5.2.) constitute the “design cues” of the surrounding heritage context, which should inform any new interventions on non-contributing properties.

## 5.4 Case Studies

### 5.4.1 Hazelton Avenue Heritage Conservation District Study

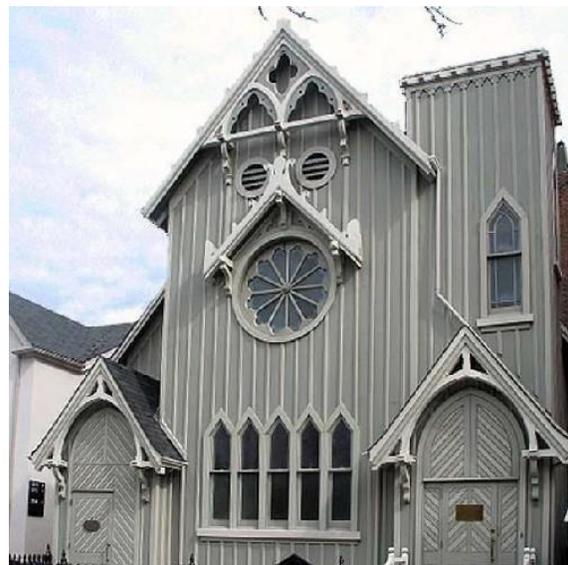
This well-established neighbourhood, better known as the “Village of Yorkville” in Toronto, was established as a Heritage Conservation District containing 230 residential and commercial properties that incorporate a variety of mid to late 19th century house styles. Its designation under Part V of the OHA was successfully completed with a Study and Plan prepared by a multi-disciplinary team in 2002.

A follow-up assessment of this HCD was conducted by Dr. Robert Shipley (Heritage Resources Centre, UW) in December 2012 and concluded that property values were not impacted by the heritage designation and “are much the same as the surrounding areas.” This case study is instructive because of its size (230 properties), its combination of residential and commercial uses, and its predominantly two- and three- storey heights of house-form structures.

This sample HCD demonstrates the broad range of approaches to conserving a district’s heritage character including preservation, rehabilitation, and compatible intervention

**5.4.1.1 Preservation: Heliconian Hall, 35 Hazelton Avenue**

The Heliconian Hall at 35 Hazelton Avenue, also included in the Yorkville-Hazelton HCD, was recognized in 2008 as a National Historic Site (see images below). It was constructed in 1876 as a church in Carpenter’s Gothic Style, and in 1923, housed the Heliconian Club, for professional women in the arts. In 1994, restoration work was completed to meet the highest conservation standards to fulfill the requirements of the provincial funding arrangement and a Heritage Easement Agreement. The project was awarded a Toronto Historical Board Certificate of Commendation.



**5.4.1.2 Rehabilitation: 108-110 Hazelton Avenue**

The two properties located at 108 and 110 Hazelton Avenue, were considered properties contributing to the Heritage Character of the Yorkville-Hazelton HCD (see before and after images below). These semi-detached houses had character-defining elements, such as the decorative bargeboards and dichromatic brick work cladding that were altered over time, but were subsequently rehabilitated by the owner back to the original condition in 2007.

The original brick face was restored by manually removing paint with low pressure water wash and diluted chemical solution where paint could not be removed. The selective application of new, breathable stain matched the original masonry colours. Woodwork found on bargeboard, moulded



frieze, eaves, and fascia were also restored by replacing deteriorated portions, utilizing proper paint stripping techniques, and repainting in historic colours.

These character-defining elements were conserved by retaining all of the façades, while introducing completely new construction on all the portions behind it.



*108-110 Hazelton Avenue - Before*



*108-110 Hazelton Avenue - After*

#### **5.4.1.3 Compatible Intervention: 114-116 Hazelton Avenue**

The townhouse development located at 114-116 Hazelton Avenue was added to the neighbourhood in the late 1980's. It was designed with dichromatic brick work cladding and flat arch window voussoirs that were not necessarily in conformance to a period architectural style (see image below).

Although the composition is contemporary, the design was influenced by the transitional styles of Georgian, Second Empire, and Victorian architecture, which are found in the District. The development is compatible with the heritage character of the HCD, while clearly being distinguishable as contemporary and of its time.



*New Townhouse Development Designed to be Compatible with the heritage character of the HCD*



## 6 Cultural Heritage Landscape Guidelines

### 6.1 Key Elements

The character of a streetscape is defined by both the private and public realm. The experience of the collective whole is what defines it as a place, and offers its sense of identity. In Cookstown, the composition of the lotting and streets, particularly the two main cross roads, as well as the sweeping views at the verges of the town that extend along their lengths, play significant roles in terms of defining the character of the landscape. Features within the private realm such as signage, fencing and hedging, and most notably mature trees, also lend character-defining elements to the streetscapes.

The following guidelines for the conservation of landscape features are intended to promote the understanding and legibility of heritage resources, anticipate and plan for alteration or enhancement, and guide change in a sensitive manner.

### 6.2 Public Realm

#### 6.2.1 Streets and Boulevards

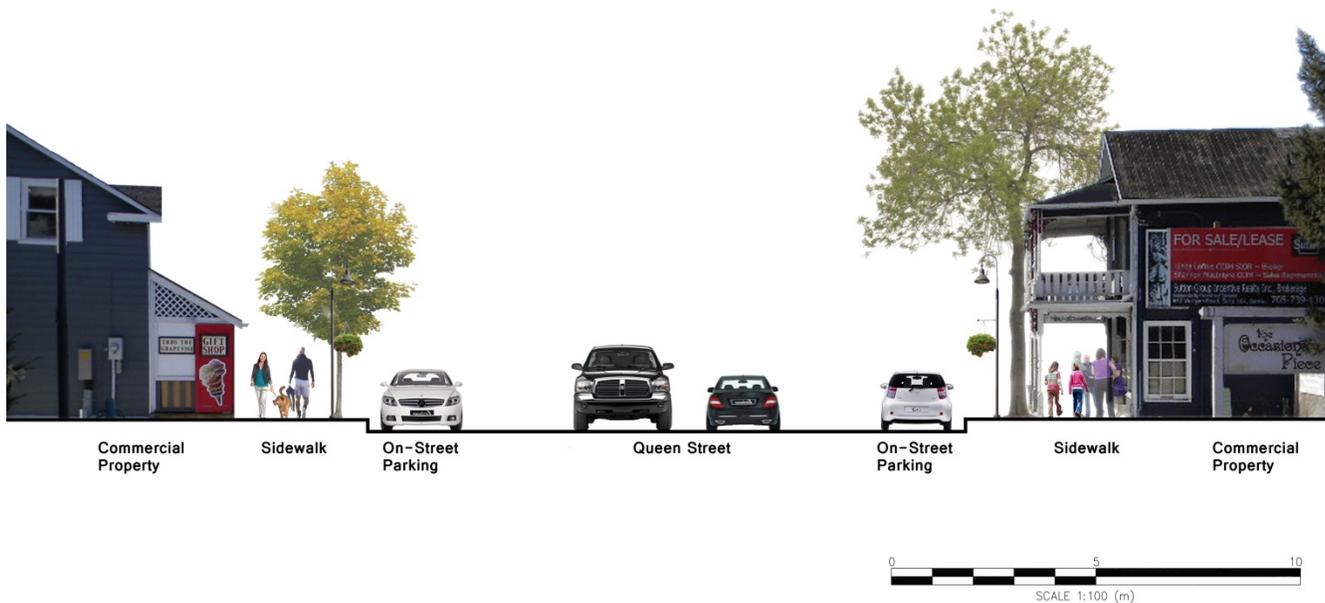
The public life of a community is often played out on its streets, and as such, streets often play defining roles in the vitality of the public realm.



*Streets often play defining roles in the vitality of the public realm. Credit: Innisfil Historical Society.*

As is revealed in historical photos, Queen/Church Streets and King Street have always been the centre of activity in Cookstown. The crossroads of the two roads, and the streetscapes that extend out from the centre serve as an important pedestrian and vehicular linkages. In recent years as the dominance of vehicular traffic has prevailed, the streets have lost some of their identity as destinations, with the traditional green grocer or outdoor displays disappearing from the sidewalk, retreating to the interior of many buildings. The following guidelines apply to commercial streetscapes.

- 6.2.1.1 Maintain the overall proportions of the street, boulevard, and sidewalk so that setbacks and the relationships between built form and the street remain consistent.
- 6.2.1.2 Increase the signaled crossings within the central commercial area in order to reinforce the pedestrian character of the streetscape.
- 6.2.1.3 Encourage the establishment of an enhanced pedestrian realm through the use of unified paving materials that are sensitive to the heritage character of the streetscape.
- 6.2.1.4 Encourage sidewalk cafes and patios, to create visual character and vibrancy along the street which is consistent with the historical use of the street.
- 6.2.1.5 Encourage the establishment of distinct and unified street furniture and lighting along King and Queen Streets that is sensitive to the heritage character of the streetscape, but does not create a false sense of heritage.



*Queen Street Road Cross-Section Depicting the Public Realm, Setbacks and Re-Introduction of Trees into the Boulevard*

The following guideline applies to those streets with more intimate residential landscape character, such as Hamilton Street, Somers Street and East John Street.

- 6.2.1.6 Maintain the overall proportions of the street so that setbacks and the relationships between built form and the street remain consistent.



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. Boulevards provide an element of continuity to the streetscape and also offer an area for street trees and other vegetation to grow, further enhancing the street. They provide the space for street trees, are a continuation of the paved sidewalk, or offer the provision of a softer textured green ribbon that contributes that softens the built and hardscape elements in the landscape. While boulevards are within the public right-of-way, in residential areas the responsibility for their maintenance lies with the adjacent property owner. Within commercial areas, or where the boulevard is paved, the Town assumes responsibility for the maintenance of the paving material as well as any plant material, including street trees.

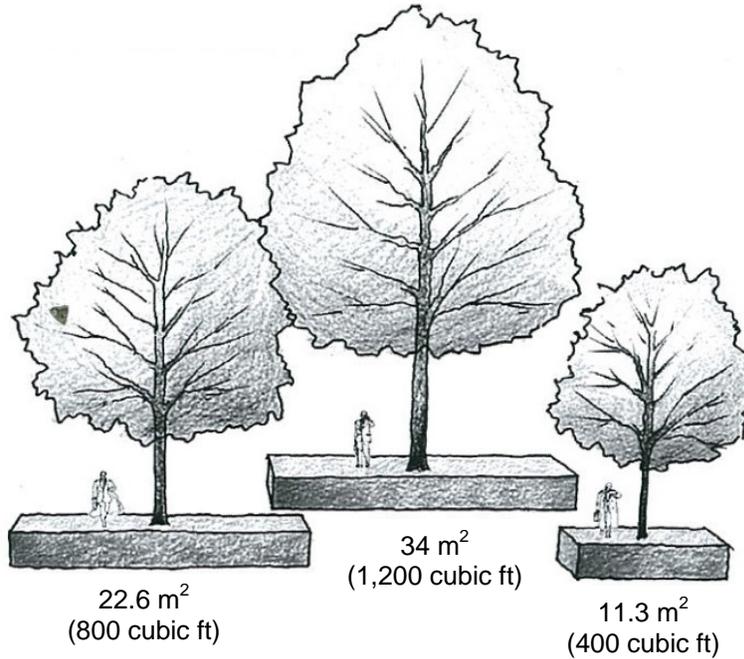


*Boulevards provide an element of continuity to the streetscape and also offer an area for street trees and other vegetation to grow, further enhancing the street. Credit: Innisfil Historical Society.*

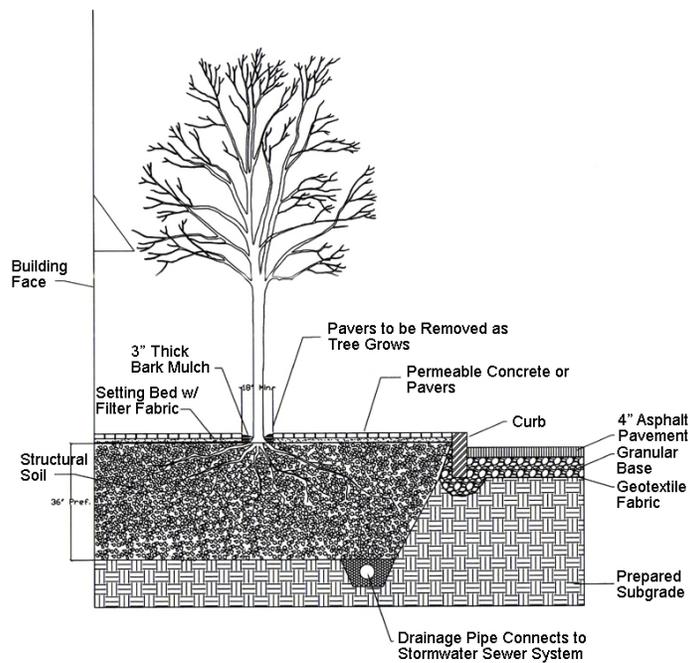
Maintaining the visual appeal and functional characteristics of boulevards can be enhanced through consideration of the following guidelines.

- 6.2.1.7 Property owners are required to maintain grassed boulevards as part of their overall lawn care responsibilities (i.e. watering, fertilizing, weeding, mowing, as required).
- 6.2.1.8 If plant materials other than turf grass are being considered within planted boulevards, ensure that they are located within any boundaries set out and defined within existing or future Town by-laws, and ensure that the areas are maintained so as to avoid becoming a nuisance or danger to vehicular or pedestrian street users.
- 6.2.1.9 Within the commercial areas of the District, encourage the use of decorative paving treatments for boulevards which reference historical spatial relationships. This provides a visual contrast to the sidewalk treatment to

increase usable, pedestrian space, while at the same time, providing a visual buffer along the street edge.



*Street Tree Soil Volume Recommendations as Related to Conceptual Tree Heights (Credit: James Urban);*



*Urban Street Tree Planting Detail (Credit: Cornell University)*



## 6.2.2 Parks and Open Space

There are several large open spaces within Cookstown that are character defining. The Veterans Memorial Park, as well as the historic Fairgrounds provide an important touchstone to the community's collective history. Their spatial layout, as well as the design elements within them, are part of the Town's development fabric, and provide contrast and balance to the established grid street layout. The parks and open spaces reflect the intersection of Cookstown's natural and cultural history and provide citizens and visitors with scenic grounds for passive recreation. The following guidelines have been established to ensure the maintenance and longevity of parks and public open spaces of Cookstown.

- 6.2.2.1 Mature vegetation should be maintained within parks and open spaces, adhering to current International Society for Arboriculture Standards and practices for tree preservation and care. A tree replacement program should be undertaken to ensure that proper succession planning is undertaken, and that the tree canopy persists.
- 6.2.2.2 The original layout and design of Veterans Memorial Park and the fairgrounds will be respected. Should further redevelopment occur within the fairgrounds, the original spatial organization should be regarded, and the organization of elements, pathway and site circulation, views and topography should be preserved.
- 6.2.2.3 Character defining features that have fallen into disrepair should be restored or repaired.
- 6.2.2.4 When adding new features, respect historic visual and physical relationships, and employ materials that are sensitive to the heritage character of the landscape.
- 6.2.2.5 Place park signage at the entrance to provide a sense of place and local pride through the interpretation the history of the site.



*The Veterans Memorial Park, as well as the historic Fairgrounds provide important touchstones to the Town collective history. Credit: Innisfil Historical Society.*

### 6.2.3 Lighting and Street Furniture

Several of the most influential design elements within the streetscape are often the street furniture and lighting. These elements are often the most legible within the public realm, and they can be character defining within a district, and visually enhancing and unifying streetscape. It is important that these elements are sensitive to the heritage character of the neighborhood, while at the same time, not replicating a historical element or remnant of the streetscape, creating a pastiche.

The effect that street lighting has on a streetscape can result from both the quality and quantity of light provided. The quality of light emitted from luminaires can affect colour rendering depending on the type (e.g., metal halide, high pressure sodium or LED), which can change the visual appearance of elements within the nighttime streetscape. The physical form of the light standard itself can also significantly affect the character of a street during the day. As part of the natural course of street lighting repairs and upgrades, and subject to funding availability, the following guidelines should be considered.

- 6.2.3.1 Cookstown should move towards establishing a lighting hierarchy that is sensitive to the heritage character of the District in terms of both the character of the light standard as well as the quality of light emitted by the luminaire.

Typically street furniture is not an historic element within a streetscape, and as such, it should be sensitive to the heritage character of the area, while at the same time, not replicating a historical element or remnant of the streetscape, creating a pastiche. The placement of street furniture should be undertaken with regard for all relevant needs assessments and should be coordinated with the Town of Innisfil's Parks, Recreation and Facilities Department as well as the Infrastructure Department. The following are guidelines regarding street furniture within the District.

- 6.2.3.2 Street furniture should be coordinated, and if possible, sourced from the same supplier in order to achieve visual coherence and economy of scale. All of the street furniture should be coordinated in terms of style and colour, so that it provides a unifying element, and can be used to assist in wayfinding for visitors to the area.
- 6.2.3.3 Street furniture should be sensitive to the heritage character of the District, and not contribute inauthentic heritage elements to the streetscape.

### 6.2.4 Parking Lots

The large expanse of asphalt and often vast empty spaces that are created by parking lots make parking a key urban design consideration in most urban areas. At the time of original settlement, the crossroads of Cookstown, and the street network that spread out along the grid developed with road right-of-ways and public spaces was designed for horse and buggy, or pedestrian use. The space within the modern right-of-way needed for vehicular use often leaves little for pedestrians and street trees.



The challenge within the Heritage Conservation District is to balance the demand for vehicular traffic, and parking with the visual impact that larger parking lots can have on the streetscape character. The following guidelines address parking issues as they relate to Cookstown.

- 6.2.4.1 Continue to encourage parking to the sides of buildings or within rear lot areas. Locate parking away from the street frontage.
- 6.2.4.2 Encourage the screening of larger parking areas with vegetation to minimize the impact on the streetscape, without impeding pedestrian safety or visual sightlines for traffic.
- 6.2.4.3 The use of large, monotonous expanses of one hardscape material is discouraged. Where feasible, permeable paving should be utilized and appropriate patterning should be employed to reflect the heritage character of the area.
- 6.2.4.4 Avoid the siting of parking lots at corner properties;
- 6.2.4.5 Where expansive parking areas exist, encourage the incorporation of landscape islands and a distinct pedestrian circulation route within the parking lot, to visually break up the space and minimize the impact on the streetscape. Enhancements shall not impede pedestrian safety or visual sightlines.





*The challenge is to balance the demand for vehicular traffic, and parking with the visual impact that larger parking lots can have on the streetscape character.*

### **6.2.5 Gateways**

The approach to Cookstown from the east along Highway 89 is currently a pronounced access point due to the natural gateway created by topography. Approaching from the west along Queen Street, the verge of Cookstown is also well defined by the consistent streetscape. While the built form along the length of King Street leaves the approach less defined, there is shift in scale and form that indicates the entry into the district.



*Gateways in Cookstown from the East and the South*

With regard to gateways, the following guidelines apply.

- 6.2.5.1 Gateways should be marked with defining elements that are sensitive to the heritage character of the District.
- 6.2.5.2 Inauthentic heritage elements should be avoided.



*Examples of Sensitive Gateway Features*

### **6.2.6 Views and Vistas**

Views and viewsheds can be defined as scenes, a visual axis or sight line connecting objects and places. Views can take on a number of forms; long or short, open or closed, each of which contribute differently to the character of a place. Views to a landmark feature can provide a sense of unity within the surrounding neighbourhood by providing a central focal point to which the neighbourhood can connect to. Views can often serve as one of the defining features of a place, if it is significant or memorable. Along a streetscape, a viewshed may also function as a primary organizing feature when encountering a succession of focal points.

The topography surrounding Cookstown creates significant views both within and to the surrounding rural landscape. One of the most significant defining views of Cookstown is the view west towards the centre of the community from Albert Street on Highway 89. The Trans-Canada Trail also provides uninterrupted views to the north and south. The outer edges of the built-up area in Cookstown provide views to the farmland beyond. Significant views to the rural landscape exist from: East John Street to the north, from Victoria Street to the south, and from Victoria, Queen and John Streets to the west.



*Views, clockwise from top left: View approaching Cookstown from the East; facing North to farm fields; facing West; and view looking north along the Trans Canada Trail.*

To address views and viewsheds as they relate to the Cookstown Heritage Conservation District, the following guidelines have been established. Refer to Figure 6-1 for the key viewsheds into and out of the Cookstown HCD.

- 6.2.6.1 Preserve and maintain existing views and sightlines along Highway 89 when approaching Cookstown from the east and west.
- 6.2.7.2 Preserve and maintain existing views and sightlines to and from significant built heritage and cultural heritage landscape elements.
- 6.2.7.3 Protect and maintain features that define views and viewsheds.
- 6.2.7.4 Restore or repair character defining elements within the viewshed by reinstating historic vegetation patterns or built form that framed the view.



Figure 6-1: Viewsheds Into and Out of the Cookstown Heritage Conservation District

## 6.3 Private Realm

### 6.3.1 Mature Vegetation

There are many mature trees on private property throughout the District that contribute to the character of the streetscape. Just as the privately owned buildings are considered contributing built heritage resources to the character of the neighbourhood, mature trees in public view, located within private property on front yards can be considered a heritage resource, or specifically certain trees with well-defined criteria can be considered or designated a heritage tree.

The conservation and/or management of trees on private lands are generally at the discretion of the property owner. Mature trees located on front yards, in association with the street trees planted within the right-of-way contribute to the visual character of the streetscape, and the viewshed along its length. They can often be part of the organising structure of the streetscape, and can compensate where boulevard space is insufficient or non-existent for public plantings.



*Mature vegetation on private property that contribute to the character of the streetscape.*

Currently there is no Town 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. Options for the preservation of larger or significant trees located on private property are described below, along with a recommendation for the Town of Innisfil.

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 *Ontario Planning Act* states: “Significant built heritage resources and significant cultural heritage landscapes shall be preserved.” In evaluating 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 inherent. Community input, as part of the HCD process, demonstrated a clear appreciation and high regard for street trees. A community’s visible heritage includes more than just the built structures. As



the language of the *Act* is “property”, natural features of landscape, including the trees and open space 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 the *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 Plan that the Town considers a heritage tree designation, and at the request (or nomination) of the Town, or local heritage groups consider the following.

- 6.3.1.1 Assess trees on private property to determine if they contain a distinct heritage value to warrant heritage tree designation.
- 6.3.1.2 Follow the definition of a heritage tree as adopted by the OHTA.
- 6.3.1.3 Nominate trees for heritage tree designation using the ranking system taken from the Ontario Heritage Tree Alliance (refer to Appendix C).
- 6.3.1.4 Submit to the Town’s Heritage Administrator a trees or trees that warrant listing (as it may include a row, avenue or grove of trees) within the Cookstown Heritage Conservation District on the municipal registry of properties of cultural heritage value, and that the a determination be made on what level of protection could be provided for trees selected for heritage protection, and which legislative tools are relevant for protective measures.

### **6.3.2 Front Yards**

Although many of the original homes in Cookstown were built in the Victorian and Edwardian style, they vary in terms of their individual expression of architectural styles and character, as did the approach that was taken to front gardens and landscape. Many of the historical photographs of the homes of Cookstown demonstrate that the front gardens often incorporated design styles influenced principally by the late Victorian Era. A common design feature of this period is the simple round bed 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 Ontario residential landscapes is encouraged. Suitable species are listed in Table 6.1 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.

**Table 6-1: Typical Plant Material Selection for Front Or Side Yard Landscaping**

<b>Botanical Name</b>	<b>Common Name</b>
<b>PERENNIALS</b>	
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
Hemerocallis 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
<b>SHRUBS, TREES AND VINES</b>	
Abies concolor	White Fir
Acer palmatum	Japanese Maple
Acer saccharum	Sugar Maple
Acer saccharinum	Silver Maple
Acer pseudoplatanus	Sycamore Maple
Aesculus hippocastanum	Common Horse Chesnut
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



**Botanical Name**

Liriodendron tulipifera  
 Magnolia cordata  
 Magnolia obovata  
 Magnolia X soulangiana  
 Malus sp.  
 Philadelphus coronarius  
 Picea glauca  
 Pinus mugo  
 Prunus triloba  
 Quercus robur  
 Rhododendron sp.  
 Rosa Sp.

Syringa amurensis japonica  
 Syringa vulgaris  
 Tilia americana  
 Viburnum lantana  
 Weigela florida var. variegata  
 Wisteria floribunda

**Common Name**

Tulip Tree  
 Yellow Cucumber Tree  
 Whiteleaf Japanese Magnolia  
 Saucer Magnolia  
 Dwarf Flowering Crab  
 Sweet Mock-Orange  
 White Spruce  
 Mugho Pine  
 Flowering Almond  
 Red Oak  
 Rhododendron  
 Cecile Brunner, Henry Hudson, Morden  
 Snow Beauty, Nearly Wild, Pink  
 Grootendorst, Pink Pavement,  
 Japanese Tree Lila  
 Common Lilac  
 Common Basswood  
 Wayfaring Tree  
 Varigated-leaved Weigelia  
 Japanese Wisteria



*Front gardens often incorporated design styles influenced principally by the late Victorian era.  
 Credit: Innisfil Historical Society.*

**6.3.3 Fencing**

Within the context of front and side yards, fencing is often a design element that defines a space, and separates the public realm from the private realm. The styles of existing fences found in Cookstown

that tend to be more traditional are typically post and rail, and picket fence, common in the 19th century. The following guideline is made with respect to the fences within Cookstown.

- 6.3.3.1 When adding new fences, respect historic visual and physical relationships in terms of visual connection and spatial arrangement, and employ materials that are sensitive to the heritage character of the landscape.



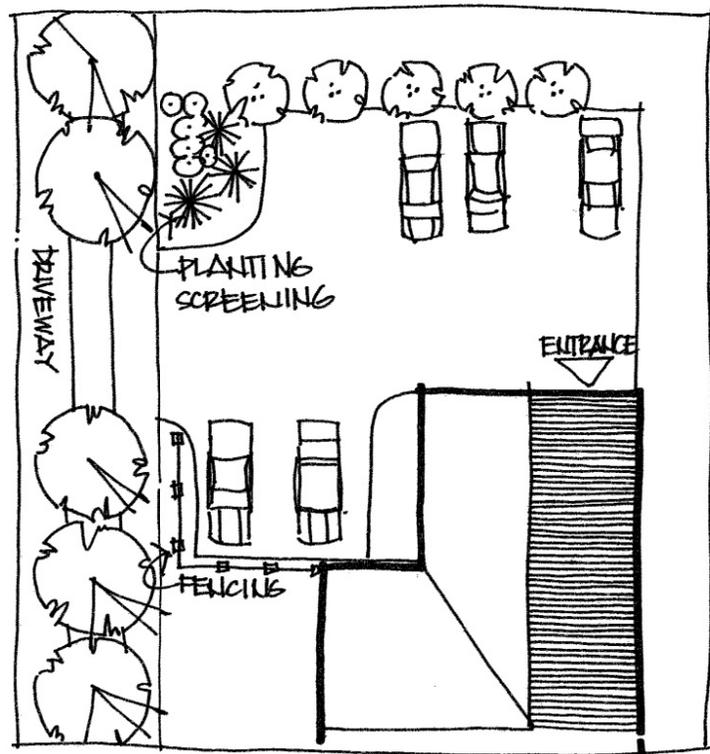
*Fences such as post and rail and picket fence, were common in the 19<sup>th</sup> century and are appropriate fencing types to define property boundaries.*

#### **6.3.4 Vehicle Parking**

Vehicle parking, as in the public realm, has potential to dominate space within the private realm, in both commercial character areas as well as residential properties of the District. Both front and side yard landscapes can all be affected when dominance is given over to the automobile, which in turn detracts from the heritage character of the built form and associated landscape. The streetscape as a whole can also be affected by the dominance of the automobile. Careful consideration should be given to the layout of a site in these instances, to ensure that the integrity of the built heritage and cultural heritage landscape resources are maintained.

The following guidelines are made with respect to vehicle parking on private property within Cookstown.

- 6.3.4.1 Parking located on residential properties should be located to the side or rear of the lot.
- 6.3.4.2 Parking should be screened, where feasible, through the use of fencing or landscaping.



*Recommended Parking Layout*

### 6.3.5 Sidewalks

Historically the life of the street was animated by green grocers and sidewalk displays. As the space allocated to vehicles has increased within the right-of-way over the years, much of the activity of the streets of Cookstown has retreated indoors.



*Historically the life of the street was animated by green grocers and sidewalk displays.*

The approach to these spaces will be to find a balance between the functional considerations of parking and building access with the development of vibrant community spaces such as patios and sidewalk cafes while at the same time creating a safe environment for all users.

- 6.3.5.1 Encourage the maintenance of pedestrian spaces along the streetscape, to enhance visual character and vibrancy along the streetscape.
- 6.3.5.2 Encourage the introduction of enhanced paving materials and landscape elements, such as street furniture and lighting, to further define the pedestrian realm and further identify the courtyards as public space.
- 6.3.5.3 Ensure exterior spaces associated with commercial, office, or institutional buildings are complementary to the indoor amenity areas.
- 6.3.5.4 Ensure exterior spaces meet or exceed accessibility standards.
- 6.3.5.5 With sensitivity to the heritage character of the District, use Crime Prevention through Environmental Design (CPTED) principles when designing and organizing these internal spaces. CPTED includes principles of natural surveillance, delineating public and private spaces, and fostering a sense of ownership of public space.

### **6.3.6 Building and Streetscape Signage**

The streetscapes of Church/Queen Streets and King Street are primarily commercial, particularly at the core. The nature of the commercial streetscape means that building signage is a significant contributing factor to its character. Signs are eye-catching features that should be colourful,



decorative, distinguished and legible. Their individuality can bring vibrancy to the streetscape and they can offer viewers an expression of the business to be found within.

The Town of Innisfil developed a Municipal Identity Signage System and Wayfinding Signage Implementation Report in March 2013 that includes a complete inventory of municipal signage within Cookstown, as well as recommendations for sign replacement. In addition to adhering to the standards identified in that Report should be adhered to for municipal and wayfinding signage.

In the event that a new establishment requires signage, or when an owner wishes to improve upon existing signage, the following guidelines are provided:

- 6.3.6.1 Wall-mounted signs should not exceed the height of the building cornice.
- 6.3.6.2 Sign 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.
- 6.3.6.3 Ideally, sign designs will be based upon design that is contemporary with the building itself.
- 6.3.6.4 Spotlighting that enhances the visibility of the sign, as well as the architectural character of the building is encouraged.
- 6.3.6.5 Vending machines dispensing food or drinks should not be permitted on the exterior of buildings within the Cookstown Heritage Conservation District, particularly along Queen/Church Streets and King Street.
- 6.3.6.6 Sandwich-board style signs that are placed onto sidewalks during the day and removed after hours shall also be complementary to the adjacent building. Sandwich-board style signs shall not be of a size that impedes pedestrian traffic or visual sightlines along the street.

## 7 Sources

### ***Standards, Guidelines, Principles, Practices***

*Eight Guiding Principles in the Conservation of Historic Properties*. Architectural Conservation Note No. 1. Toronto: Ontario Ministry of Culture, 1997. Web. October 2013. <<http://www.culture.gov.on.ca>>

Fram, Mark. *Well-Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*. Erin, Ont.: The Boston Mills Press for the Ontario Heritage Foundation, third revised edition, 2003.

Ministry of Culture. *Ontario Heritage Toolkit*. Queen's Printer of Ontario, 2006. Web. October 2013. <<http://www.mtc.gov.on.ca/>>

*Standards and Guidelines for the Conservation of Historic Places in Canada*. A Federal, Provincial, and Territorial Collaboration, second edition, 2010. Web. 15 October 2013. <<http://www.historicplaces.ca>>

Stovel, H., *Risk Preparedness, A Management Manual for World Cultural Heritage*. International Centre for the Study of Preservation and Restoration of Cultural Property (ICCROM), Rome, Italy 1998.

### ***Related Documents***

MMM Group and AREA Architects. *Cookstown Heritage Conservation District Study*. Town of Innisfil, 30 April 2010. Web. 15 October 2013. <<http://www.innisfil.ca>>

Sorensen Gravely Lowes Planning Associates Inc. *Town of Innisfil Official Plan*. Town of Innisfil, adopted 26 July 2006. Web. October 2013. <<http://www.innisfil.ca>>

### ***Case Studies***

IBI Group and AREA Architects. *Yorkville-Hazelton Conservation District Plan*. The City of Toronto, April 2002. Web. 15 October 2013. <<http://www.toronto.ca>>

Office for Urbanism, Goldsmith Borgal and Company Architects. *Woodbridge Heritage Conservation District Study and Plan*. The City of Vaughan, April 2009. Web. 15 October 2013. <<https://www.vaughan.ca>>

### ***Architectural Terms***

Hopkins, Owen. *Reading Architecture: A Visual Lexicon*. London: Laurence King Publishing, 2012.



## 8 Helpful Resources

### 8.1 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.

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

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**Bargeboard** A board, typically ornamental, (sometimes called gingerbread trim) fixed to the gable end of a roof to hide the ends of the roof timbers, often carved or ornamented.

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**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.

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**Brick Corbelling** A series of masonry courses, each stepping progressively outward from the face of a building to create a decorative element.

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**Building Assemblies** Complex elements composed of distinct parts and materials that work together to help the building fulfill its purpose. These assemblies include roofs, exterior cladding, windows and doors, porches and verandahs, trim details, and commercial street frontages.

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**Capital:** The decorative head of a column or pier

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**Casement Window** A window by which is attached to its frame by one or more hinges along one of its sides

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**Character-Defining Elements** Materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value

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

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**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	All actions or processes aimed at safeguarding the character-defining elements of an historic place to retain its heritage value and extend its physical life
Corbel:	Stone or wood projections from a wall or chimney for support or decoration.
Contributing Properties	Properties that incorporate character-defining elements which support the heritage character of the Cookstown HCD. Also see definition for Non-Contributing Properties.
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.
Cultural Landscape	<p>Cultural landscapes are characterized by the activities and processes which have shaped them. A cultural landscape represents our shared sense of the values and representations that make them significant. Defined by the World Heritage Committee, they are distinct geographical areas or properties uniquely "...representing the combined work of nature and of man..."</p> <p>The World Heritage Committee has identified and adopted three categories of cultural landscape:</p> <ul style="list-style-type: none"> <li>• Designed landscapes: those which have been intentionally designed</li> <li>• Organically evolved landscapes: those which have grown organically including those which continue to evolve (continuing landscape); (relict landscape) where an evolutionary process has come to an end</li> <li>• Associative landscapes: those with powerful religious, artistic, or cultural associations of the natural element rather than material cultural evidence, which may be insignificant or even absent</li> </ul>
Cupola	The structure, usually circular or octagonal in plan, set atop a dome, heavily glazed so as to admit light into the space below



Dentil	Closely spaced, rectangular blocks set in a row, often as a decorative feature in a cornice.
Dormer Window	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.
Engaged Column	A column which is not free-standing but is built into a wall or surface
Exterior Cladding	Component of the wall assembly that forms the outer, exposed layer
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).
Heritage Alteration Permit (HAP) Application	A Heritage Alteration Permit will be required for new construction, demolition, alterations and additions to properties within the Cookstown Heritage Conservation District, as outlined in the Cookstown Heritage Conservation District Plan. The permit is obtained by submitting a Heritage Alteration Permit Application, and necessary supporting documentation, to the Town of Innisfil. Refer to Section 4.10 of the

Cookstown Heritage Conservation District Plan for full details on the HAP process. The following outlines the three potential permit scenarios: 1) No Heritage Alteration Permit, 2) Minor Heritage Alteration Permit Application, and 3) Major Heritage Permit Alteration Applications:

- **No Heritage Alteration Permit** application is required from the Town of Innisfil for the following works, regardless of the heritage grading assigned to the property:
  - Interior renovations,
  - Alterations or refurbishment located at the rear of a building, not viewable by public;
  - General maintenance and repairs, with same materials, existing cladding, weather stripping, eaves troughs, roofs, chimneys, fences;
  - Paving or re-paving of an existing driveway;
  - Small (under 10 m<sup>2</sup>), rear yard outbuildings;
  - All types of exterior re-painting (using heritage colour schemes<sup>1</sup> is preferred but not required); and
  - Minor landscaping and gardening plans in any part of the yard

Other planning and/or building permit requirements should be reviewed in consultation with Town Staff to determine applicability based on the works being proposed.

- **Minor Heritage Alteration Permit Applications** are required for smaller construction and alteration work. These applications are reviewed and approved by the approval authority delegated by Council. If dissatisfied with the decision, property owners can request that these applications be reviewed and approved by Council.
- **Major Heritage Alteration Permit Applications** are required when undertaking more significant works to a property within the HCD. Major applications are reviewed by Town staff and forwarded to Town Council for final approval.

Hipped Roof	A roof with sloping faces on all four sides
Lintel	The horizontal support at the top of a door or window.
Interventions	Interventions are considered any new building activity which impacts the heritage-defining elements of the Cookstown HCD.
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.
Mature Tree	Any deciduous or coniferous tree that measures 30 cm or greater in diameter as measured at 1.4 m above ground level.
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 vertical bar or member dividing an aperture within a window.
Non-Contributing Properties	Properties that do not possess sufficient or any of the character-defining elements and therefore do not support the heritage character of the Cookstown HCD.
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, mainly for decorative purposes.
Quoins	The cornerstones of a building, often composed of larger rusticated blocks and are sometimes, different in colour and profile to the rest of the building
Restoration	Major rebuilding and repair processes to restore a building to its former condition.
Roof Accessories	Roof accessory elements include chimneys, vents, drainage components (eavestroughs, downspouts, flashings, etc.)
Sash	Wood or metal frame that holds the glass in a window.
Sash Window	A window consisting of one or more sashes – glazed wooden frames containing one or more glass panes – which are set into grooves in the jambs and slide vertically up and down.
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.
Sign	An advertising device or notice and means any medium, including its structure and other component parts, which is used or capable of being used to attract attention to a specific subject matter, other than itself, for identification, information or advertising purposes. This includes wall mounted signs, but does not include signs indicating only the building address. (Definition has been adapted from Town of Innisfil Property Standards By-law definition).
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.
Voussoirs	Wedge-shaped blocks, usually masonry, from which an arch's curve is formed.
Window Lintel	The supporting, usually horizontal member that surmounts a window
Window Sill	The horizontal base on which a window rests
Window Surround	The general term used to denote the often decorative framing of an aperture



## **8.2 Information and Reference Sources**

### ***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>

### ***Federal Government Publications***

Historic Sites and Monuments Board of Canada – An Introduction

Directory of Designations of National Historic Significance

- [http://www.parkscanada.gc.ca/parks/main\\_e.htm](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/progs/plp-hpp/plp-hpp1_E.asp)
- [http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index\\_e.asp](http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_e.asp)

### ***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/>

### ***Other Publications***

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

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

### ***Web Sites and Links***

- <http://www.cahp-acecp.ca/>
- <http://oala.ca/>
- <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
- <http://www.hort.cornell.edu/uhi/outreach/csc/graphics.html> - Urban Arboriculture Graphics
- <http://www.innisfilhistorical.ca/images> - Innisfil Historical Society Image Database

### ***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 and Roses: A History of Canadian Gardening, 1900-1930. Markham: Fitzhenry & Whiteside, 1984.