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THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 7-2003

**A BY-LAW TO DESIGNATE THE GEORGE STREET HERITAGE
CONSERVATION DISTRICT.**

WHEREAS the Ontario Heritage Act, R.S.O. 1990, Chapter O.18,
Section 40(l) provides in part that the council of the municipality
may by by-law designate the municipality or any defined area or
areas thereof as a heritage conservation district;

NOW THEREFORE the Municipal Council of the Corporation of
the Town of Cobourg enacts as follows:

1. THAT the area of the Town of Cobourg located within
the boundary as shown on Schedule "A" attached to
and forming part of this By-law is hereby designated
as the George Street Heritage Conservation District.
2. THAT Schedule "B" attached to and forming part of
this By-law is hereby adopted as the George Street
Heritage Conservation District Plan.
3. THAT this by-law shall come into force and take effect
on the date of passing.

READ a first, second and third time and finally passed in Open
Council this 3rd day of February, 2003.



Mayor



Municipal Clerk

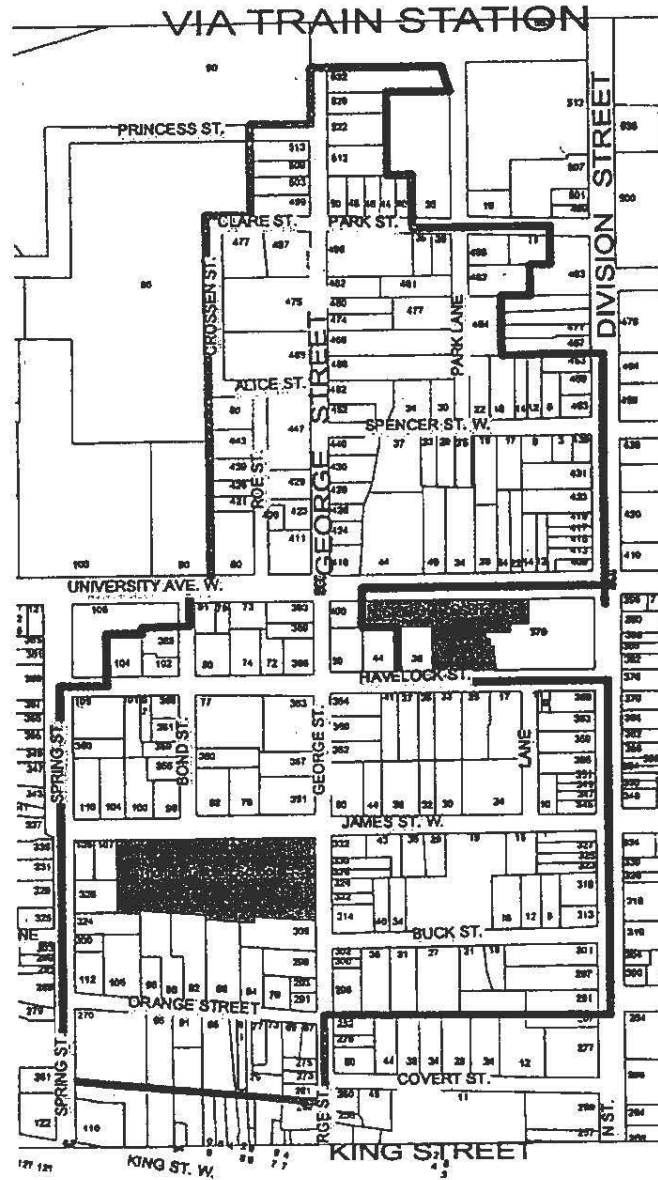
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SCHEDULE "A"



Cobourg L.A.C.A.C. Heritage District Guidelines
March 2002

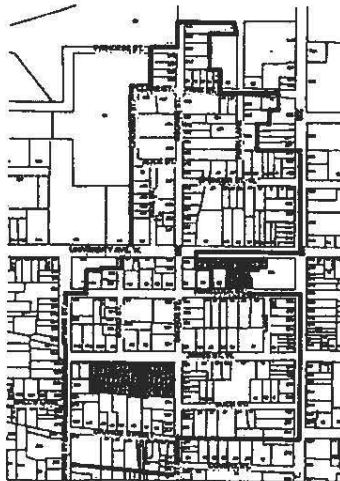
By-Law 7-2003

SCHEDULE "B"



GENERAL HERITAGE GUIDELINES
for the
TOWN OF COBOURG

**GEORGE STREET HERITAGE
CONSERVATION DISTRICT**



INTRODUCTION

What is a Heritage District?

A heritage conservation district is an aggregate of buildings, streets, and open spaces that, as a group, is a collective asset to a community. It has a special character that distinguishes it from its surroundings. An established heritage district provides a means for protecting that character in the course of change.

How Does the Heritage District Effect a Property Owner?

District designation enables the community to embark on several courses for the district's improvement and conservation. Funds to assist improvements are possible.

Council may control alterations and proposed demolitions plus the compatibility and design of new construction may be reviewed.

Where Does a Citizen Find Detail?

The Town's Building Department in Victoria Hall provides complete information.

When Do I Need Approvals?

General maintenance of an existing structure is permitted providing it is not changing the appearance of the front of the building.

Approval is required from the Building Department and L.A.C.A.C. if making a structural change or applying for financial assistance. Council gives the final approval regarding changes and funding.

Why and When was the District Established?

The Town of Cobourg's objective is to conserve significant elements of its past to enhance the quality of life in the community today and in the future. It was established by Municipal By-Law # 27-90 dated February 19, 1990, and an amending By-Law dated November 25, 1991, By-Law # 118-91.

6.0 DISTRICT PLANNING GUIDELINES

6.1 Introduction:

6.1.1 Overview:

The intent of the guidelines which follow is to preserve the special heritage character of the various areas of the Heritage Conservation District.

As these guidelines are applied to each owner-initiated alteration, addition or new construction project, a gradual, incremental improvement in the heritage character of the district will occur.

Only over a long period of time will the full results become evident, but a trend toward restoration, is established by the guidelines. This trend replaces a negative trend which included the gradual dilution of the heritage resources of Cobourg.

6.1.2 General Notes on the Applications of the Guidelines:

The guidelines are only to be applied when new construction, alterations and additions are proposed by the building owner. There is no onus on a property owner to make improvements simply because of the establishment of a Heritage Conservation District.

The guidelines are only to applied to the portion of the building being altered.

The guidelines are only to be applied to the exterior portions of the building which are visible from the street.

The guidelines are not to be applied to interior renovations unless the interior features are designated.

Special consideration may be given to buildings which represent significant examples of later architectural styles. The following special buildings include:

➤ Park Theatre, King Street

Alterations of newer buildings in the residential areas are to be in keeping with the style and detail of the particular building.

The guidelines generally encourage the use of traditional materials. This does not prohibit the use of newer materials which are similar in size, proportion and design to the traditional materials.

The intent of the guidelines is to preserve the special heritage character of the district. Proposed materials should be measured against this general intent.

The boundary of the Heritage Conservation District and the King Street Commercial Area are indicated on the Heritage Conservation District boundaries map (attached hereto as Appendix "A").

6.1.3 Format of Guidelines

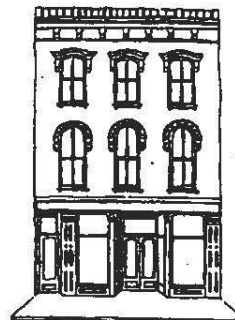
The guidelines which follow are subdivided into the following three sections:

6.2 PRESERVATION AND RESTORATION OF EXISTING HISTORIC BUILDINGS ON KING STREET

Application: These guidelines apply to all existing historic buildings in the King Street Commercial Area.

6.3 INFILL DEVELOPMENTS AND ALTERATIONS TO CONTEMPORARY BUILDINGS IN THE KING STREET COMMERCIAL AREA.

Application: These guidelines apply to all other buildings and properties in the King Street Commercial Area.



6.4 RESIDENTIAL PRESERVATION AND RESIDENTIAL ADDITION AND INFILL

Application: These guidelines apply to all areas of the Heritage District other than the King Street Commercial Area.

6.2 DESIGN GUIDELINES FOR THE PRESERVATION AND RESTORATION OF EXISTING HISTORIC BUILDINGS ON KING STREET

Application

These guidelines apply to all existing historic buildings in the King Street Commercial Area. (See list of buildings in Appendix III – See Boundary on Map # 8).

Introduction

Cobourg has a large stock of historic commercial buildings in a unique urban setting. Much of the original architectural detail remains but it is in need of preservation and repair.

Many buildings have been renovated over the years and often the nature of the alterations has obscured the original design or the alterations are not compatible with the original design. The philosophy of the following guidelines is to preserve the remaining historic architecture and to restore that which has been altered. This approach is a long term proposition as commercial renewal takes place gradually. As development and renewal begins the benefits to the Town

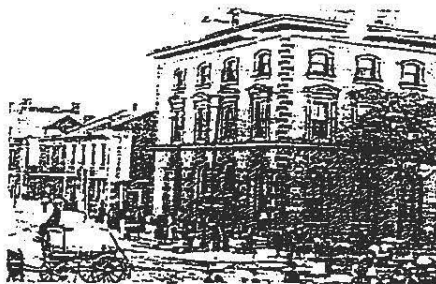
and to the merchants will be obvious. It is hoped that t momentum can be generated to drive the process of preservation and restoration.

The Heritage Shopping District of Cobourg will improve as a civic asset, drawing more business and visitors to the Town from the surrounding region.

The King Street Commercial District is best preserved through restoration of the original buildings to their original design and condition. Although changes in building use will continue, the existing stock of commercial buildings adapts well to new uses.

6.2.1 Design Guideline:

- .1 Original building design is to be carefully researched by means of historic photographs and descriptions. Assistance in this research may be obtained from the Local Architectural Conservation Advisory Committee.



6.2.2 Design Guideline:

- .1 Applied façade materials which obscure the original design should be removed. Original building features covered by later additions should be uncovered and restored.

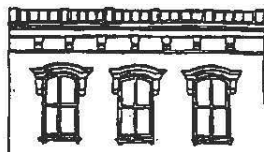


6.2.3 Design Guidelines – Signage:

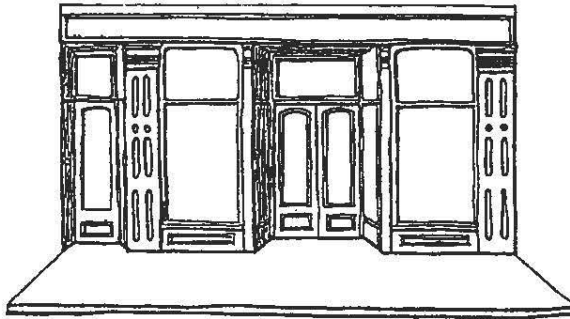
- .1 Large, projecting and illuminated signage which obscures the original design is to be removed.
- .2 New signage is to be carefully designed to suite the historic façade and be restricted to the horizontal band over the storefront and to the storefront glazing. Internally illuminated signs are to be avoided.

6.2.4 Design Guideline – Cleaning & Repair:

- .1 Restoration to the original materials and design is the preferred course of action when building improvements are proposed. Repair and replacement of materials and detail to the original design is to be done where the condition of the building makes it necessary. Redesign of the façade or components of it in a manner compatible with the heritage nature of the building is to be performed only when original features are lost or damaged beyond repair.



- .2 Original architectural detail and materials is to be cleaned and repaired. When replacement is necessary, new materials are to match the original in size proportion and design.
- .3 Damaged architectural details are to be repaired with materials compatible with the original design. *Custom* fiberglass castings of original cast iron or wood carving may be acceptable.



.4 Masonry: Cleaning, Repointing and Repair

As with all historic materials, frequent evaluation, and careful maintenance of historic masonry can solve minor problems before they become large expensive repairs.

CLEANING

In general, cleaning of historic masonry is **NOT** recommended, as it has the potential to cause damage. Cleaning should be undertaken only when dirt or other material obscures significant architectural features or is causing or has the potential to cause

damage to masonry materials. Cleaning should not remove the patina which is evidence of a building or structure's history and age, and should never be performed for the sole purpose of achieving a "new" appearance. When planning to clean an historic building or structure, the initial assessment should evaluate the historic material, the reason for cleaning and the cleaning method. Cleaning methods should be carefully selected to do the job without harming the historic material.

Acidic cleaners or highly alkaline cleaners can cause damage to historic materials and are generally inappropriate. Only non-acidic neutral pH detergents should be used in conjunction with non-metallic brushes or scrapers. Water pressure for cleaning should not exceed 150-200 psi., since higher pressures can damage historic masonry units and mortar.

Abrasive methods such as grit blasting or "sandblasting" should never be used. They are extremely damaging to historic materials in that they accelerate the deterioration of historic masonry materials and can greatly change a building or structure's appearance.

If masonry surfaces were painted historically, they should remain painted. This coating could have a specific protective function or play a part in the historic design and appearance. If the covering is non-historic and deemed appropriate for removal, it should be removed as gently as possible. Test patches should be performed prior to selecting a removal product or method, beginning with the lowest recommended concentration of product and working upward to find the appropriate level; water pressures should not exceed 150-200 psi.

REPOINTING

Repointing, the term used for repair of deteriorated mortar joints, is done by removing any old, deteriorated mortar and replacing it with new. Repointing can be important to the continued sound physical condition of a building and has the potential to affect the appearance of historic masonry.

The removal of deteriorated mortar should be undertaken only when absolutely necessary, usually where mortar is eroded or crumbling. Most structures built until the early 20th century used lime mortar with little or no cement binder. Removal of these low-strength mortars should be performed using hand-held, non-power tools, since power tools such as masonry saws have the potential to damage masonry units. Mortar made of hard Portland cement is much more difficult to remove from joints, and use of hand-held chisels is likely to damage the masonry units. Here, carefully controlled pneumatic chisels or small grinders may be appropriate, but these require extensive experience and quality control to assure that the masonry units are not damaged. Complete repointing is seldom necessary, nor is it a sound preservation treatment.

New mortar should match the historic in strength, composition, color, texture, aggregate distribution and all other qualities as determined by a laboratory analysis. Prepackaged "masonry cements" generally contain large amounts of Portland cement, and therefore produce a very strong mortar that can be damaging to softer historic bricks and terra cotta. If mortar analysis is not undertaken to determine the composition of the original mortar, the following soft, lime-rich mortar mix is appropriate for use on most historic masonry:

- 1 part white Portland cement
- 3 parts Type S hydrated lime
- 6 parts sand with no admixtures

Because color additives can weaken masonry if used in large quantities, a color match is best achieved using only appropriate colored aggregates (sand, brick dust, etc.)

Equally important to mortar content is the appearance of new mortar joints. New joints should match the historic in width, tooling, texture and profile. Special character-defining joints such as "ruled" or "grapevine" should be repaired or reproduced carefully.

REPAIR

Masonry materials may require repair as well as repointing and appropriate techniques will vary according to the specific material. Because damaged brick units are difficult to repair, replacement may be most appropriate and may involve using new or salvaged brick. If repair is not possible and replacement is necessary, new units should match the existing in size, color, texture and all other qualities.

Historic stone materials that are damaged should be treated carefully. In keeping with the preservation Standards, the best approach is repair. Replacement should only be considered if the material is deteriorated beyond repair. Where cracked, spalled or exfoliated, limestone, sandstone, marble, terra cotta, cast stone or concrete materials should be repaired to prevent further damage. The type of stone, and type and extent of damage should be

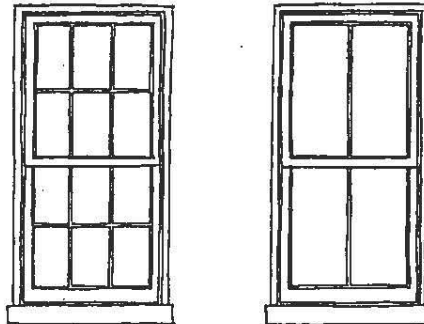
determined before the repair method is chosen. The repair should be carefully executed to match the damaged material. Information on appropriate specific treatments for historic masonry materials can be obtained from the SHPO.

6.2.5 Design Guideline – Modern Equipment:

- .1 Modern building equipment such as satellite dishes and air conditioners, electrical masts and service ducts, and meters are to be relocated away from the King Street façade.

6.2.6 Design Guideline – Windows:

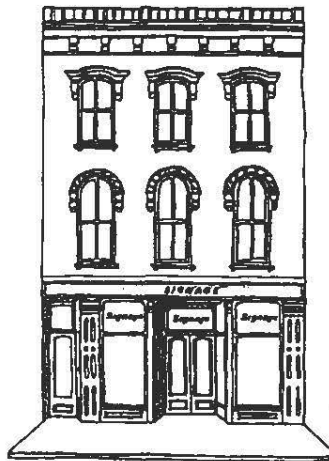
- .1 Original windows are to be repaired rather than replaced. Interior storm windows can make them more energy efficient without affecting their appearance.



- .2 If windows are beyond repair, new windows are to match the original in size, proportion and design.

6.2.7 Design Guideline – Colours:

- .1 Historic paint colours are to be determined by sampling from building surfaces, and incorporated in renovation work. Assistance may be obtained from the building department and LACAC. Colours of other materials are to be approved by LACAC. A palette of historic colours is to be developed by LACAC.



6.2.8 Design Guideline – New Storefronts:

- .1 New storefronts are to be carefully designed with the original design and character of the building in mind.
- .2 Materials used in storefronts are to be compatible with the architecture of the building.

6.3 DESIGN GUIDELINES FOR INFILL DEVELOPMENT AND ALTERATIONS TO CONTEMPORARY BUILDINGS IN THE KING STREET COMMERCIAL AREA

Application

These guidelines apply to all other buildings and properties in the King Street Commercial Area. (within the boundary shown on Appendix "A").



Introduction

When a new building is designed for King Street, the composition of the whole street as an urban space must take precedence over any individual building. New buildings should conform to certain urban standards and to the design principles established by the street. The design of a new building façade should carefully consider the hierarchy of elements established by the existing building stock.

From small detail, up to the overall building mass, each architectural component creates a whole, which is experienced at the public realm of the street. **Design elements such as material choice, finish, detail, proportion of solid and void, rhythm,**

composition, massing and siting, all contribute to the perceptions of whether a building fits its context.

The following design guidelines address the complex process of ensuring this correct fit in the framework of King Street.

The design guidelines often refer to coordination with neighbouring buildings. If for any reason the neighbouring building is an inappropriate building or an unrepresentative building, the new building design can refer to the neighbour's once removed.

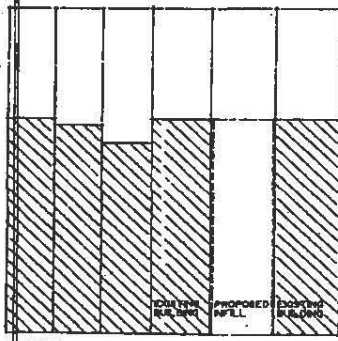
6.3.1 Siting

Background

The established pattern of siting of the commercial core of King Street has two variations:

- Commercial buildings are built to the street line with no set back and no side yard
- Public buildings are given special significance with a more generous setback from the street.

Design Guidelines



New buildings are to be built to the street line. Side yards are to be avoided in order to preserve the continuity of the street. Corner buildings are to be built to both street lines.

6.3.2 Building Height

Background

The existing urban space of King Street is defined by a strong, continuous cornice height. This forms a sense of containment and organization which characterizes King Street. It is important to ensure the continuity of the cornice line.

Design Guidelines

New buildings are to be three stories tall to the cornice line. Roofs can be flat or slope away from the street line.



6.3.3 Façade Division

Background

There is an established pattern of façade division on King Street. The proportions of the major façade components of storefront, upper façade and cornice are consistent with only minor variations for the length of the street. The effect of this consistency is continuity of storefronts, a continuous horizontal band of signage, a rhythm of openings in the upper façade and a continuous cornice line.

The vertical division between storefronts is a secondary concern but these divisions are to respect the architectural composition of individual building facades.

Design Guidelines

New buildings should respect the established pattern of façade division by ensuring the horizontal alignment of façade elements with neighbouring buildings.

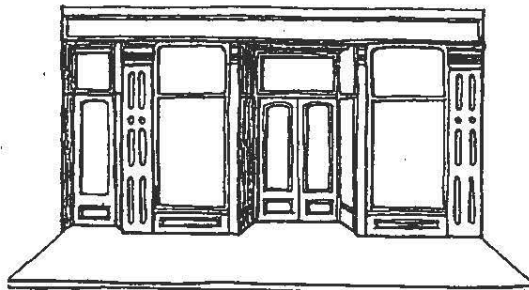
6.3.4 Display Windows

Background

The display of windows offer a colourful, ever changing backdrop to the activity of the street. They encourage people to stop, look and converse, making the street more than a means of getting from place to place.

Design Guidelines

All new buildings are to have continuous display windows. Building occupancies not requiring display can use other means for obtaining privacy such as curtains or blinds.



6.3.5 Building Entry

Background

The established pattern of King Street has numerous entry points to the storefronts spaced very 20 – 30 feet along the street. This contributes to the variety and vitality of this shopping street.

Recessed entries provide for outswinging doors and for viewing display windows out of the flow of pedestrian traffic.

Doors to the shops are of prime importance whereas doors to the upper floors are of secondary importance.

Design Guidelines

New buildings should have entries at regular intervals in accordance with the established pattern. These entries are to be recessed. Store entries are to be accentuated in contrast to entries to the upper floors except in the case of building lobbies.

6.3.6 Signage

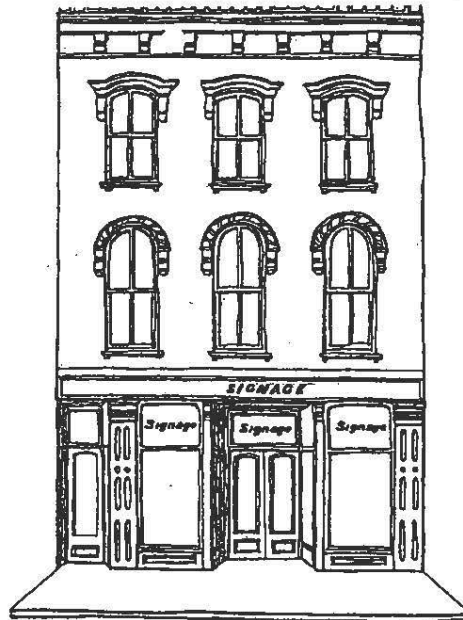
Background

Projecting signs and large illuminated signs obscure the building facades because they compete for visual dominance. On a historic shopping street such as King Street, signage is to be designed to attract pedestrians and slow moving traffic. Careful design of signage to suit its architectural context can also make an attractive contribution to the façade.

The façade and signage can work together in a complementary way to identify the business.

Design Guidelines

Signage is to be restricted to the horizontal signage band and to lettering painted on the display windows and storefront door. Internally illuminated signage is to be avoided. Signs may be located in other locations if there is a historic precedent. Overhanging signage may be permitted subject to further design guidelines.



6.3.7 Upper Façade Windows

Background

The size, proportion and placement of upper façade windows is consistent along King Street with minor variations. The windows are generally double-hung with sashes of 6 panes over 6 or 2 panes over 2.

The windows have a vertical aspect with a ration of height / width which generally 2:1. The windows are equally spaced across the façade in a continuous horizontal and vertical alignment.

These characteristics create a rhythm of solid and void which is typical along King Street.



Design Guideline

Windows are to be carefully selected and placed to reflect the existing pattern of King Street. Windows are to be vertically aligned from floor to floor and horizontally aligned with neighbouring buildings.

6.3.7 Building Cornice

Background

There is an established pattern of decorative cornices on the building facades of King Street.

The cornice defines the junction of wall and roof thus accentuating the sense of containment of the street.

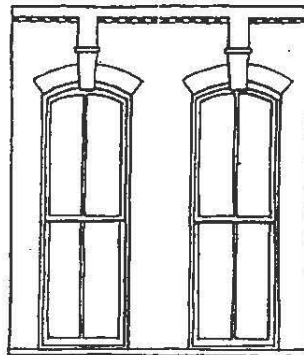


Design Guidelines

New buildings are to include a cornice. The cornice should carefully align with neighbouring buildings and be of similar proportions.

6.3.8 Façade Materials

Background



The buildings of historic King Street are primarily clay brick masonry with wood windows and detail work.

Design Guidelines

New buildings are to be of **smooth clay brick masonry**. A brick compatible with the historic brickwork of the street is to be selected.

Wood is no longer the material of choice for commercial storefronts. **Careful detailing of anodized or baked enamel aluminum storefronts** can make these materials compatible with heritage buildings.

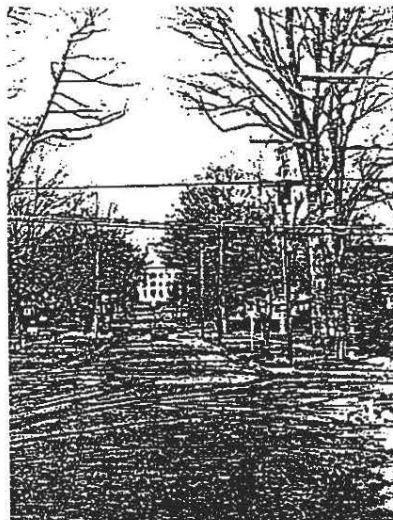
6.4 DESIGN GUIDELINES FOR RESIDENTIAL PRESERVATION AND RESIDENTIAL ADDITION AND INFILL

Application

These guidelines shall apply to all areas of the Heritage Districts other than those in the King Street Commercial Area. (See boundary Map).

Introduction

There is considerable range in the character of the residential



areas in the proposed Heritage District. Each street has an established pattern of siting, landscaping, building massing, rhythm of solid and void and a style of architecture which defines its specific character.

In order to preserve the character of the streets, both renovation projects involving existing buildings and new infill projects must respond sympathetically to the established context.

Since the streets to be preserved are intact with few vacant sites, the pattern of each street can be determined by referring to the existing buildings. Both the immediate context of the neighbouring houses and the wider context of the street as a whole are to be considered. The consideration of the wider context of the street is to be employed when dealing with any anomalies which do not fit the established pattern.

6.4.1 Landscaping - Trees

Background



Mature trees are an important part of the character of the Heritage District streetscape. Together with the architecture they give a sense of longevity and permanence.

Design Guidelines

Mature trees are to be preserved. The Town of Cobourg's Heritage Tree Planting Program is has been implemented throughout the District on the boulevard. Species planted have historic precedence in the particular street. This is a policy and responsibility of the Town of Cobourg. It is not the responsibility of individual home owners.

6.4.2 Landscaping – Utilities

Background

Overhead utilities and modern street lighting are incompatible with the heritage streetscapes.

Design Guideline

Underground services are to be phased in within the Heritage Conservation District. The heritage street lighting on King Street is to be extended throughout the entire District as the normal cycle of lighting replacement demands it and funding permits. This is a responsibility of the Town of Cobourg not individual home owners when normal replacement would occur.

6.4.3 Siting

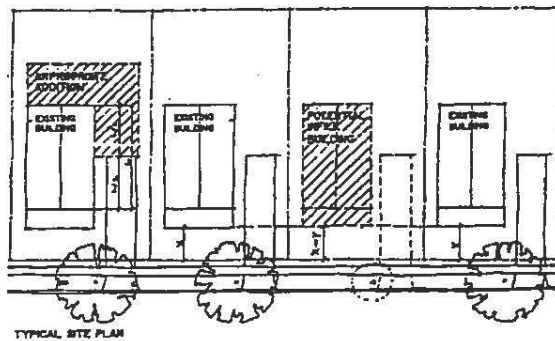
Background

The front yard setback, side yard setback and the angular relationship to the street are three important components of building siting which protect the streetscape. New buildings and

additions to existing buildings are to respect the pattern of setback already established.

Design Guideline

New buildings are to have a similar setback as their immediate neighbours. If the neighbouring house has an



uncharacteristic setback in the context of the street, the established pattern of the street is to dictate the setback.

Large additions are to be located at the rear of the existing buildings where they do not affect the view of the building from the street.

6.4.4 Building Mass

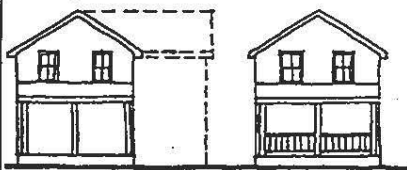
Background

Building mass is a term which describes the overall size and impression of a building and its relationship to its site.

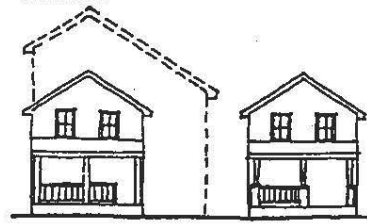
The mass of a building is affected by the proportions of its height and width. Combined with siting and landscaping, building mass determines the characteristic enclosure of a street (an urban room). The existing pattern may be rigidly consistent or may be more casual. This is a result of the pattern of land development

and architecture. For example, the pattern of buildings in the park-like setting of College Street is much more varied than the tight repetitive siting of Blake Street.

APPROPRIATE
ADDITION
(if set back)



INAPPROPRIATE
ADDITION



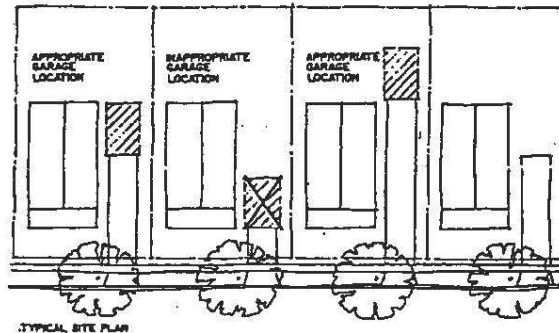
Design Guideline

The apparent building mass is to fit the established pattern of the streetscape. Additions or renovation which alter the perceived mass as the house is viewed from the street are to be avoided.

6.4.5 Garages

Background

Historically, garages or drive sheds were out-buildings and were placed in the rear yard of the residence.



Design Guideline

New garages which are added to existing houses are to be designed as separate buildings and to be located to minimize the impact on the street façade of the residence.

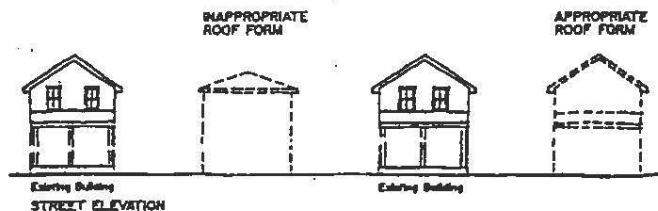
6.4.6 Roof Form

Background

Some streets have many buildings in a row with identical roof form, whereas other streets have more individually expressive roofs.

Design Guideline

Roof form is to match the pattern of the street. On streets with a consistent pattern, the existing roof form is to be preserved on existing buildings and repeated on new buildings. On streets with more variety, existing roof forms are to be preserved and new buildings are to have a roof form based on one of the historic houses on the street.



6.4.7 Roofing Materials

Background

Original roofing materials have been replaced over the life of the existing houses. Generally, wood shingles have been replaced by asphalt shingles.

Design Guideline

The original roof materials shall be restored wherever possible. New asphalt shingles are to be carefully selected from **solid** colour shades. L.A.C.A.C. may assist in developing a roof colour scheme compatible with the overall building colour scheme.

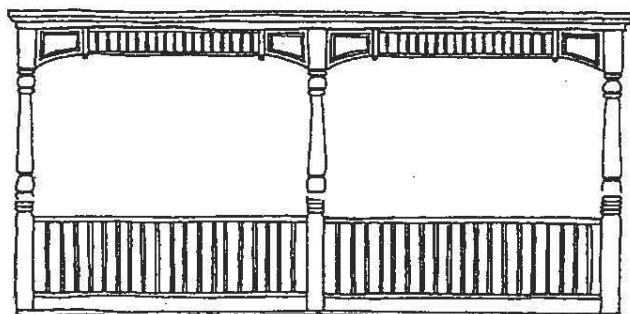
6.4.8 Siding Materials

Background

Many buildings have received new siding. Often the siding bears little relationship to the original method of construction or design.

Design Guideline

New materials which obscure the original materials should be removed. Damage to original materials is to be repaired where possible. Where repair is not possible, original materials should be replaced with materials which match the colour, texture, size and shape of the original materials.



6.4.9 Architectural Features

Background

Historic buildings often demonstrate a level of detail & trim and
woodwork which is not present in contemporary buildings.

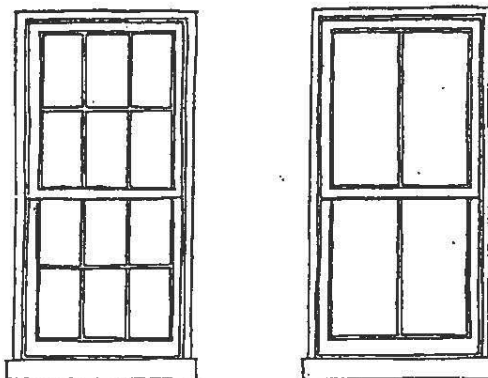
Design Guideline

Original architectural features are to be preserved and repaired.
Missing features should be replaced where possible to match the
original design.

6.4.10 Windows and Doors

Background

Windows and Doors are an important part of the design of a
building. The size, proportion and detail of windows and doors are
a good indication of the age and quality of a building.



Design Guidelines

Original windows and doors are to be repaired and preserved whenever possible.

Where window and door replacement becomes necessary the new windows and doors are to match the original in size, type and design.

Screen doors and storm windows should be compatible with the heritage character of the building. Aluminum storms and screen doors should be avoided.

New windows and doors in additions visible from the street are to be similar in size, proportion and detail to the windows and doors of the existing house.

Windows and doors on the street facades of new buildings within the Heritage District are to be designed to be compatible with the size, proportion and composition typical on the street.

7.0 IMPLEMENTATION IN THE HERITAGE CONSERVATION DISTRICT

7.1 Establishment of Heritage Conservation District Advisory Committee

7.1.1 Committee Members:

- √ Members of LACAC
- √ Chief Building Official
- √ Professional Advisor (when required i.e. Restoration Architect or Heritage Consultant)
- √ Town Planner
- √ 2 Citizens at Large (who reside in the District)

7.1.2. Committee Responsibilities:

- i) To advise and assist the Chief Building Official and Council in the application of the Guidelines;
- ii) To advise property owners on the requirements of the Guidelines and methods of achieving compliance;
- iii) To review and monitor all building permit applications within the District and ensure that the general intent of the Guidelines are being met.

7.2 Heritage Conservation District Building Permit:

Section 42 of the Ontario Heritage Act requires that:

"...no person shall, in the area defined by the By-Law, erect, demolish or remove any structure, or alter the exterior portions thereof, without a permit therefore issued by the council of the municipality..."

This imposes additional requirements to the normal building permits process. Any alternation to the exterior of a building which would not normally require a building permit outside the District such as exterior repair or window replacement, would no require a building permit. It is recommended that permit fees for such work be nominal.

To satisfy this special requirement, there is a special building permit and application established for the Heritage Conservation District. This permit requires that a review by the Chief Building Official with the advice of the Local Architectural Conservation Advisory Committee primarily, or the Heritage Conservation District Advisory Committee having determined the proposed work is in compliance with the appropriate Design Guidelines. The Ontario Heritage Act requires that the application for a permit under Part IV, be made to Council and the permit granted by Council.

7.3 Submission requirements for the Heritage Conservation District Building Permit

In order to assess the heritage aspects of a permit application, information is required in addition to the normal documentation required for a building permit. This additional information should address the intent of the specific Design Guidelines relevant to a particular proposal and may include the following information:

- Historic photographs of the building
- Research into historic paint colours
- Photographs of the existing building exterior indicating exterior finishes and condition
- Proposed conservation methods of building exterior
- Proposed alterations to building exterior
- Specifications of products and materials for use on the building exterior.

7.4 Inspection

Construction inspection will be carried out by the Chief Building Official and staff of the Building Department. The Chief Building Official is to be advised and assisted in inspection of the heritage aspects of a project by the Local Architectural Conservation Advisory Committee or the Heritage Conservation Advisory Committee.

7.5 Establishment of a Heritage Conservation District Public Information Program

7.5.1 Purpose of the program:

To inform all building owners and residents in the district of the following:

- Heritage Conservation Districts Boundaries
- The intent of the Heritage Conservation Districts
- The special nature of the Districts and the special requirements of the Districts

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- To advise on heritage matters and facilitate a cooperative approach to development within the Districts.

7.5.2 Program Methods:

- Distribute an information brochure to all building owners and residents within the Heritage Districts
 - Establish a Resource Centre or Reference Guide Book for information on heritage conservation.
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HERITAGE DISTRICTS RESIDENTIAL GUIDELINES

1.0 APPLICATIONS

OBJECTIVE: The designation of Heritage Conservation Districts has enabled the council of a municipality to control change and development in a way that protects and enhances the character of the district. The permit application process will attempt to accommodate aesthetic, visual and other changes in the character and quality of the built heritage environment. Objectives being to avoid adverse effects on the heritage value of the districts.

By requiring a review process, the objective is to have renovation, additions and new building construction fit

harmoniously with the properties and buildings that are part of the streetscape that surrounds the property on which change is contemplated.

1.1 Application

Heritage District Guidelines apply to all alterations, additions and new construction within the defined district.

The guidelines apply to the portion of the building being altered, where partial or limited alteration is undertaken.

The guidelines apply to all exterior portions, of a building, which are visible from the street.

1.2 General Requirements

Alterations to buildings in the Heritage Districts shall be made in harmony with the particular building's construction period and character.

The Guidelines encourage the use of traditional materials, but does not prohibit the use of materials which are similar in size, proportion and design to the traditional materials.

The boundaries for the Heritage Districts are outlined on the Heritage Districts Map (Appendix "A").

1.3 The Heritage Permit Application Process

The owner of a property is required to submit details of the proposed work for review by the Building Department. The

application is then referred to the Local Architectural Conservation Advisory Committee to evaluate any significant impact on the Heritage Districts.

Items that are reviewed will include, but limited to:

- Window size, proportions and finishes
- Roof shape and slope
- Eaves height, projections
- Entrance level with reference to grade
- Exterior finishing material selections consistent with the Guidelines for colour, style and composition
- Exterior finishing material exposed above grade

1.4 Heritage Incentive Programs

Heritage loans and restoration incentive programs may be available to owners of designated properties under the Ontario Heritage Act. The loan and restoration incentive programs are intended to assist with the cost incurred in excess of conventional renovation as a result of restoring heritage features.



The various Heritage Incentive Programs are outlined in the "Heritage Programs Information Resource Guide", a publication produced by the Building and Planning Department.

2.0 RESIDENTIAL PRESERVATION : ADDITION AND INFILL GUIDELINES

2.1 Introduction

There is considerable range in the character of the residential areas in the Heritage Conservation Districts. Each street has an established pattern of siting, landscaping, building massing, rhythm of solid and void and a style of architecture which defines its specific character.

In order to preserve the character of the streets, both renovation projects involving existing buildings and new infill projects must respond sympathetically to the established context.

Since the streets to be preserved are intact with few vacant sites, the pattern of each street can be determined by referring to the existing buildings. Both the immediate context of the neighbouring houses and the wider context of the street as a whole are to be considered. The consideration of the wider context of the street is to be employed when dealing with any anomalies which do not fit the established pattern.

2.2 Trees

Mature trees are an important part of the character of the Heritage Districts streetscape. Together with the architecture they give a sense of longevity and permanence.

Mature trees are to be preserved. The Town of Cobourg's Heritage Tree Planting Program is to be implemented throughout the District. Species planted should have historic precedent in the particular street. This is a policy and responsibility of the Town of Cobourg. It is not the responsibility of the individual home owners.

2.3 Utilities

Overhead utilities and modern street lighting are incompatible with the heritage streetscapes.

Underground services are to be phased in within the Districts. Street lighting of heritage character is to be extended throughout the Districts as the normal cycle of lighting replacement demands it and funding permits. This is a responsibility of the Town of Cobourg not individual home owners when normal replacement would occur.

2.4 Siting

The front yard setback, side yard setback and the angular relationship to the street are three important components of building siting which protect the streetscape. New buildings and additions to existing buildings are to respect the pattern of setback already established.

New buildings are to have a setback similar to the immediate neighbours. If a neighbouring house has an uncharacteristic setback in the context of the street, the established pattern of the street shall dictate the setback.

Large additions are to be located toward the rear of the existing building.

2.5 Building Massing

Building mass is a term which describes the overall size and impression of a building and its relationship to its site. The mass of a building is affected by the proportions of its height and width. Combined with siting and landscaping, building mass determines the characteristic enclosure of a street.

The apparent building mass is to fit the established pattern of the streetscape. Additions or renovations which alter the perceived mass as the house is viewed from the street are to be AVOIDED.

In considering massing, consider the elevation of the principle floor and entry with respect to the grade, the entrance and porch heights and the height and width of the building with respect to the building with respect to the other buildings on the street.

2.6 Garages

Historically, garages or drive sheds were out-buildings and were placed in the rear yard of the residence.

New garages which are encouraged to be designed as separate buildings and to be located to minimize the impact on the street façade of the residence.

2.7 Roof Form

Some streets have many buildings in a row with identical roof form, whereas other streets have more individually expressive roofs.

Roof trim is to match the pattern prominent on the street. On streets with a consistent pattern, the existing roof form is to be preserved on existing buildings and repeated on new buildings. On streets with more variety, existing roof forms are to be preserved and new buildings are to have a roof form based on one of the historic houses on the street. The roof form shall consider style, slope, eaves projections and eaves treatments inclusive of choice of gable, gingerbread etc.

2.8 Roof Materials

Original roofing materials have been replaced over the life of the existing houses. Generally speaking, wood shingles have been replaced by asphalt shingles.

The original roof materials may be restored wherever possible. New asphalt shingles are to be carefully selected from solid colour shades. LACAC may provide assistance in developing a roof colour scheme compatible with the overall building colour scheme.

2.9 Siding Materials

Many buildings have received new siding. Often the siding bears little relationship to the original methods of construction or design.

Removal of new materials which obscure the original materials is encouraged. Damage to original materials is to be repaired where possible. Where repair is not possible, original materials should be replaced with materials which match the colour, texture, size and shape of the original materials.

Where modern materials are introduced, their proportion, colour and form shall be similar in appearance to forms in the Districts.

2.10 Architectural Features

Historic buildings often demonstrate a level of detail and trim and woodwork which is not present in contemporary buildings.

Original architectural features are to be preserved and repaired. Missing features should be replaced where possible to match to the original design.

2.11 Windows and Doors

Windows and doors are an important part of the design of a building. The size, proportion and detail of windows and

doors are a good indication of the age and quality of a building.

Original windows and doors are to be repaired and preserved whenever possible.

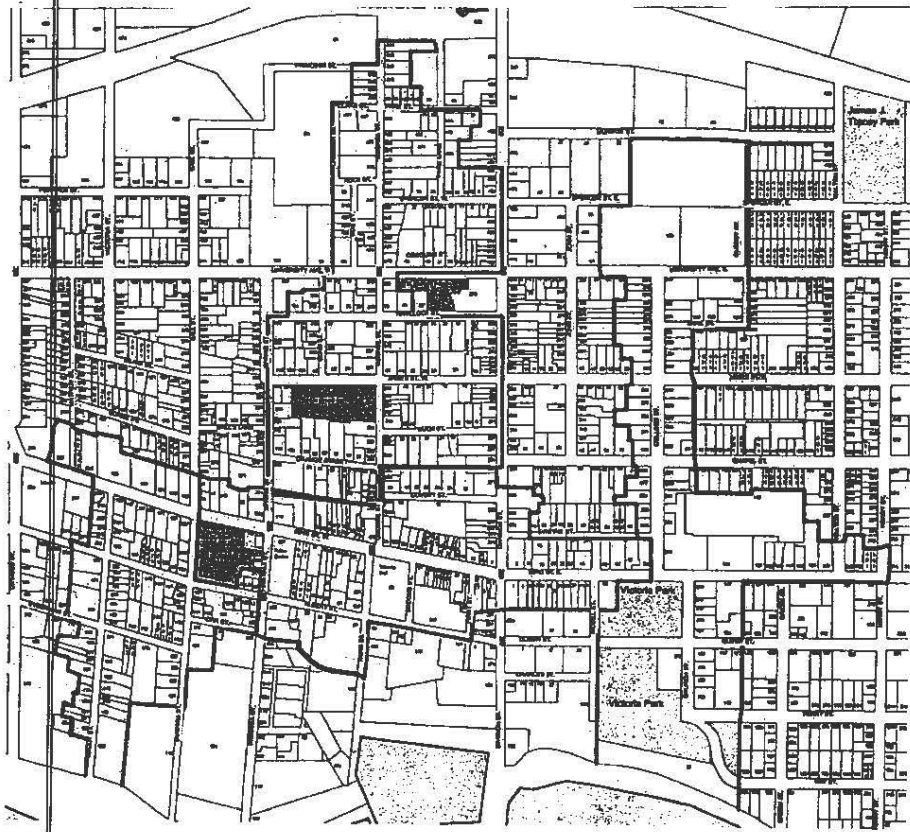
Where window and door replacement becomes necessary, the new windows and doors are to match the original in size, type and design.

Screen doors and storm windows should be compatible with the heritage character of the building. Aluminum storms and screen doors should be avoided.

New windows and doors in additions visible from the street are to be similar in size, proportion and detail to the windows and doors of the existing house.

Windows and doors on the street facades of new buildings within the Heritage Districts are to be designed to be compatible with the size, proportion and composition typical on the street.

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1 APPENDIX "A" - George Street, East, Commercial Core and West Heritage Conservation Districts

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APPENDIX "B" - George Street Heritage Conservation District