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West Woodfield Heritage Conservation District

L.S.P.-3400-254 – Enacted – July 22, 2008

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London
CANADA

Bill No. 349
2008

By-law No. L.S.P.-3400-254

A by-law to designate a heritage conservation district known as West Woodfield.

WHEREAS pursuant to subsection 41(1) of *The Ontario Heritage Act*, R.S.O., 1990, c. 0.18, the Council of a municipality may by by-law designate the municipality or any defined area thereof as a heritage conservation district;

AND WHEREAS pursuant to subsection 41.1(1) of *The Ontario Heritage Act*, R.S.O. 1990, c.O.18 a municipality shall adopt a heritage conservation district plan for each district that is designated in the by-law;

AND WHEREAS the Official Plan for the City of London contains policies relating to the establishment of heritage conservation districts;

AND WHEREAS it is intended to designate the area defined by the by-law as a heritage conservation district;

AND WHEREAS it is intended to adopt a heritage conservation district master plan for this heritage conservation district;

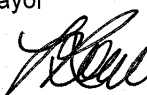
The Municipal Council of The Corporation of the City of London enacts as follows:

1. The area shown on Schedule "1" attached hereto and forming part of this by-law is hereby designated as a Heritage Conservation District.
2. The plan shown on Schedule "2" attached hereto and forming part of this by-law is hereby adopted as a Heritage Conservation District Master Plan.
3. This by-law shall come into force in accordance with section 41 of *The Ontario Heritage Act*, R.S.O. 1990, either on the day following the last day of the prescribed appeal period or as otherwise provided by subsection 41(10) of the Act.

PASSED in Open Council on July 22, 2008.



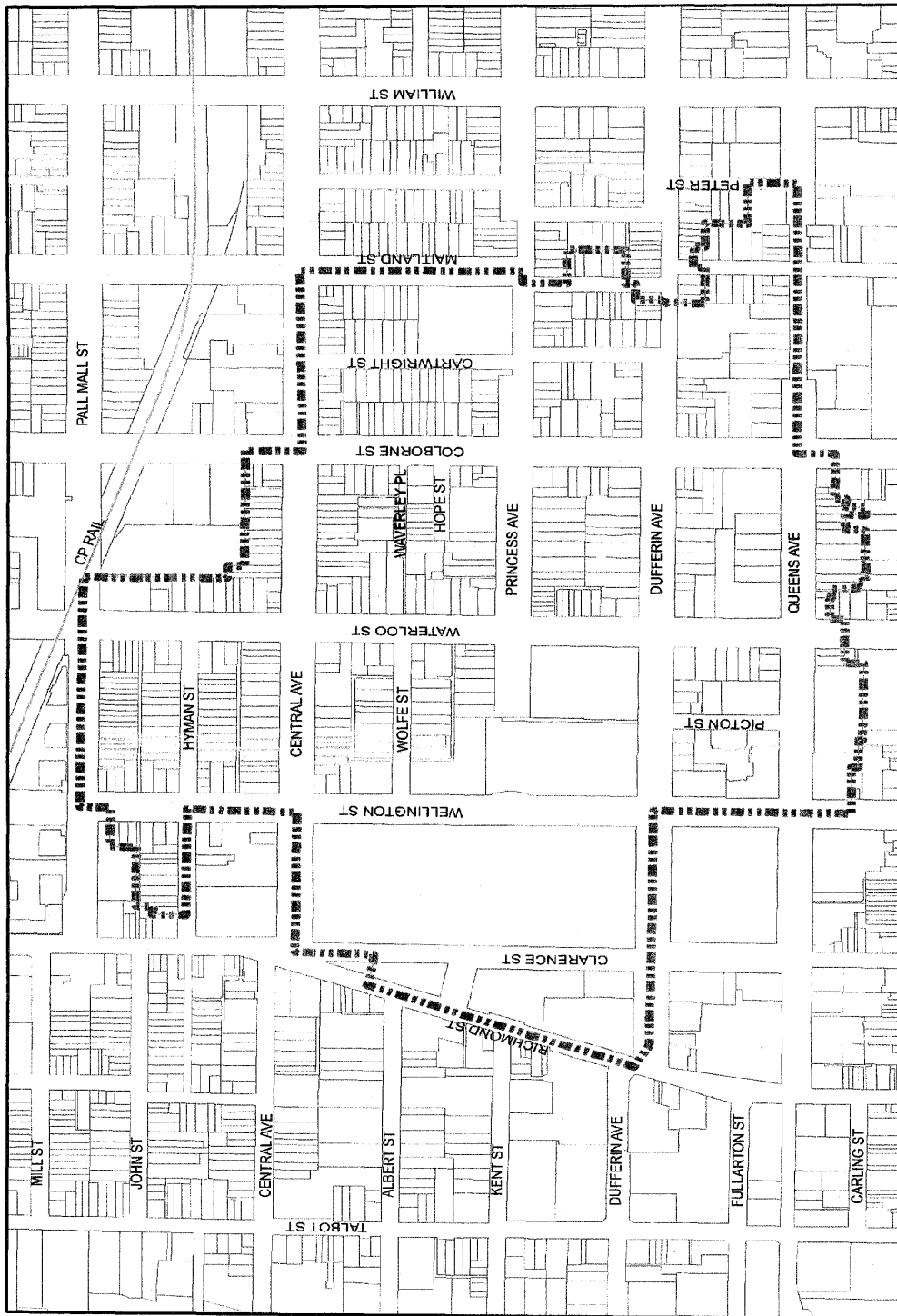
Anne Marie DeCicco-Best
Mayor



Linda Rowe
Deputy City Clerk

First Reading – July 22, 2008
Second Reading – July 22, 2008
Third Reading – July 22, 2008

Schedule 1
West Woodfield Heritage Conservation District





Summit
Planning

AN AFFILIATE OF
NEXUS



The City of
Westwoodfield

June 2008



West Woodfield

heritage conservation district plan

WEST WOODFIELD HERITAGE CONSERVATION DISTRICT PLAN

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1.0 INTRODUCTION

1.1 BACKGROUND

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

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

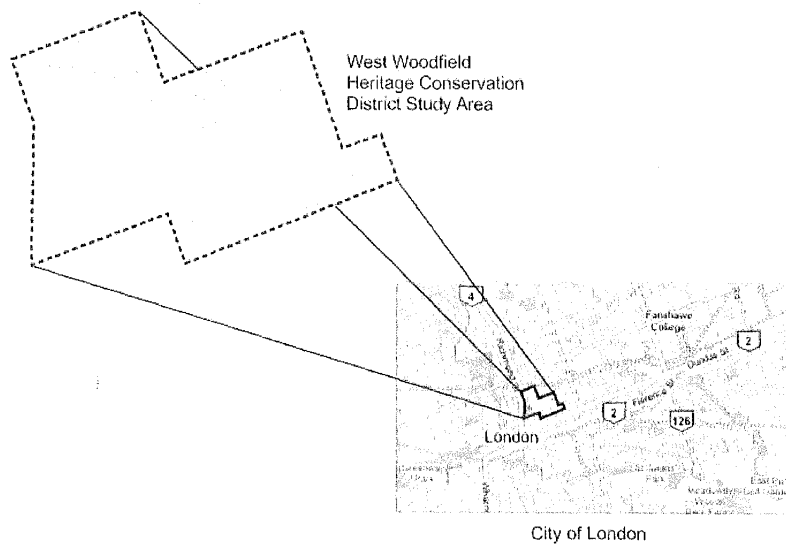


Figure 1: Location of the West Woodfield area within the City of London

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

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

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

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

1.2 PURPOSE OF THE HERITAGE CONSERVATION DISTRICT PLAN

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

- (a) A statement of objectives to be achieved in designating the area as a heritage conservation district;
- (b) A statement explaining the cultural heritage value or interest of the heritage conservation district;
- (c) A description of the heritage attributes of the heritage conservation district and of properties in the district;
- (d) Policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and

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- (e) A description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit.

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

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

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

1.3 FORMAT OF THE HERITAGE CONSERVATION DISTRICT PLAN

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

PART A – OVERVIEW

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

PART B – POLICIES

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

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

PART C - GUIDELINES

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

PART D – HELPFUL RESOURCES

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

1.4 IMPLICATIONS OF HERITAGE CONSERVATION DISTRICT DESIGNATION

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

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

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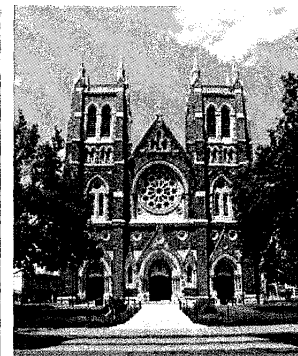
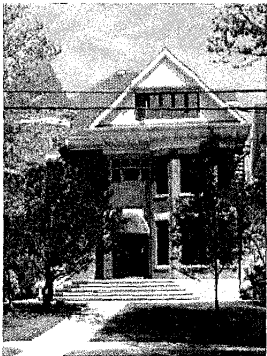
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The public realm is also usually affected in a heritage conservation district; guidelines and policies are generally established for street trees, lighting, boulevards, signage and other such infrastructure. This is to ensure that when a municipality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

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

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

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





WEST WOODFIELD HERITAGE CONSERVATION DISTRICT PLAN

2.0 HERITAGE DISTRICT BOUNDARY AND CHARACTERISTICS

2.1 REASONS FOR DESIGNATION

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

1. The association of the area with a particular historical event or era that is unique to the community;
2. The presence of properties that are considered significant to the community as a result of their location or setting;
3. The presence of properties representing a design or method of construction which is architecturally and/or historically significant to the community, region, province or nation;
4. The presence of properties which collectively represent a certain aspect of the development of the City which is worthy of maintaining;
5. The presence of physical, environmental or aesthetic elements which, individually, may not constitute sufficient grounds for the designation of a Heritage Conservation District, but which collectively are significant to the community.

2.2 RECOMMENDED HERITAGE DISTRICT BOUNDARY

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

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

- Despite some redevelopment, the area contains a high concentration of recognizable architectural styles and features that are consistent with the styles and methods of construction associated with the era in which they were developed.
- It includes several long-standing landmarks such as the major public buildings and institutions facing onto and adjacent to Victoria Park, including City Hall, the enclave of fraternity houses and multi-residential buildings along Princess Avenue and the collection of exceptional houses and businesses along quiet Wolfe Street and others that contribute positively to the cityscape.

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- The area incorporates many of the key buildings previously listed or designated in London and will allow the protection of these structures and the intervening buildings and landscape features that contribute to the streetscape as a whole.
- The areas added exhibit strong architectural and streetscape similarities to the original study area with consistent building styles and details.
- The removal of mainly commercial buildings along Richmond Street is based on the rationale that commercial areas tend not to benefit from the stability a Heritage Conservation District provides. These areas require the ability to respond to marketing trends without the constraints of heritage conservation.
- It incorporates the majority of the original Study Area, particularly the area that reflects the core residential area and has the greatest architectural and streetscape consistency and integrity.
- It includes the properties on the east side of Maitland Street that were originally left out of the East Woodfield Heritage Conservation District that would otherwise be 'orphaned' between the two districts.
- The majority of buildings ranked 'A' and 'B' are included, thereby providing protection for the most important heritage attributes;

2.3 HERITAGE CHARACTER STATEMENT

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

2.3.1 Historic Character

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



Southeast corner of Queens and Wellington, c.1918

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



YMCA - 1914

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

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

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

2.3.2 Architectural Character

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

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

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

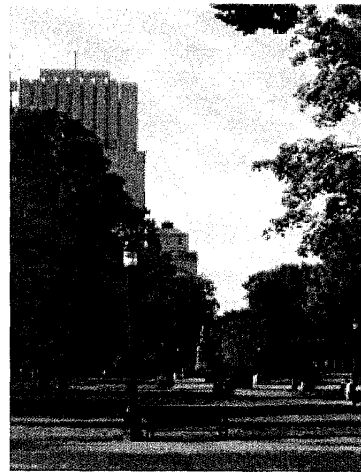
Throughout the neighbourhood, there is a visual consistency to the architecture, delivered through the repetition of such features as front porches including some very fine two storey examples, decorative gables, projecting bays, and recurring window forms and details. In addition to the residential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

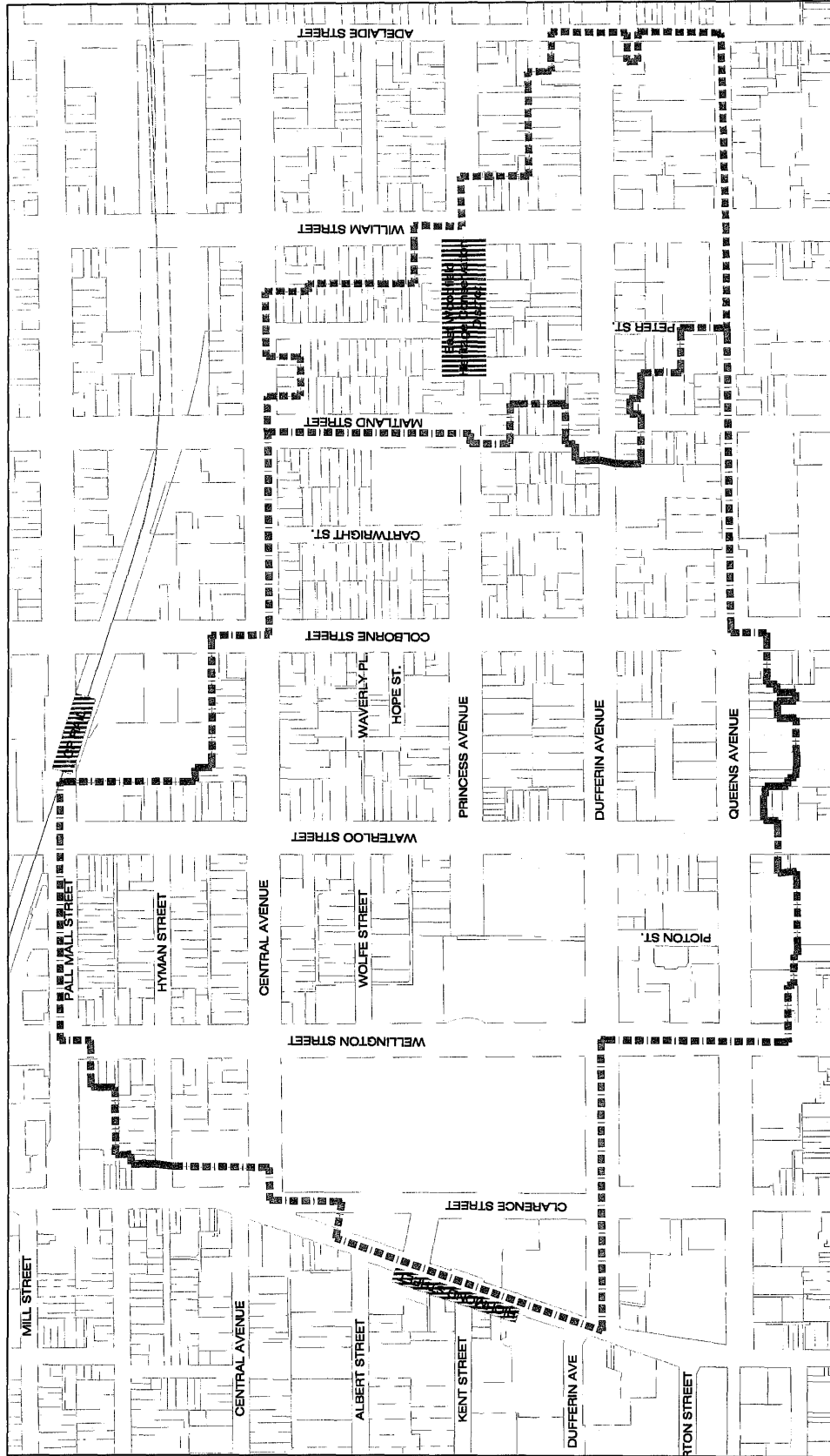
2.3.3 Streetscape Heritage Character

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

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

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






West Woodfield
 heritage conservation district plan


NEXUS
 Mike Baker


 ecoplanning
Figure 2. Recommended Boundary

WEST WOODFIELD HERITAGE CONSERVATION DISTRICT PLAN

3.0 HERITAGE DISTRICT GOALS, OBJECTIVES, AND PRINCIPLES

3.1 GOALS AND OBJECTIVES

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

Overall Heritage Conservation District:

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

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

Buildings:

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

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

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- Encouraging sensitive restoration practices that make gentle and reversible changes, when necessary, to significant heritage buildings;
- Encouraging improvements or renovations to modern era buildings that are complementary to, or will enhance, the District's overall character and streetscape;
- Providing homeowners with conservation and maintenance guidelines and best practices so that appropriate building and repair activities are undertaken.

Streetscape:

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

- Recognizing that the area's heritage includes streets, parks, trees, open spaces, monuments, street furniture, signs and all manner of items that contribute to the visual experience of a community, whether public or privately owned;
- Maintaining existing street trees, vegetation and boulevards and develop replacement programs where necessary to ensure tree canopy retention over time;;
- Establishing a common 'language' of streetscape elements that will complement the heritage attributes of the District and create greater continuity where disparate land uses and built forms exist;
- Identifying opportunities for interpretive features that can bring awareness of the District's heritage attributes to residents and visitors.

Land Use:

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

- Ensuring that appropriate Official Plan policies, designations and zoning regulations are in effect that support the residential community;
- Establishing policies that will consider and mitigate the potential impacts of non-residential or higher intensity residential uses on the heritage character of low-density residential areas;
- Developing area or site-specific policies and guidelines for those areas intended for non-residential or higher intensity residential uses that will protect key heritage attributes, while allowing greater latitude for potential alterations or redevelopment;
- Ensuring that infill development or redevelopment is compatible with the heritage character and pedestrian scale of the District.

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Process:

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

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

3.2 PRINCIPLES

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

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

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

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

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

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

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

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

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

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

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

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

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