

Russell Avenue-Range Road Area of Sandy Hill

Heritage Conservation District Plan

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[TOC]

Part A: Conserving and Enhancing District Character

1.0 Introduction

This document is intended to be used by the general public, architects, designers and consultants, as well as by City staff and Committee Members. It contains the information required by the Province of Ontario for the preparation of a Heritage Conservation District Plan, as laid out in the *Ontario Heritage Act* and described in the Ministry of Tourism, Culture and Sport's *Ontario Heritage Tool Kit*. To learn more about the District Plan, you can also contact the City's heritage planners, at heritage@ottawa.ca.

The Plan is divided into three main sections:

- Part A: Conserving and Enhancing District Character, which describes the reasons for designation, the heritage attributes, conservation objectives, and shows the District boundaries;
- Part B: District Policies and Guidelines. The policies in this section are mandatory while the guidelines are detailed advice for the conservation of the District's cultural heritage resources. The Section also provide the District criteria to evaluate any changes, including new construction; and
- Part C: Managing Change, which sets out the process for regulating change in the Districts, including heritage permit applications.

The Plan should be read as a whole. However, to find advice on what actions require a heritage permit, you can refer directly to that section. Similarly, to seek advice on how best to undertake an alteration to a heritage building, that section can be referred to directly. Refer to City heritage staff if you have any questions. Definitions of technical terms used in the Plan can be found in Section 12.

Currently, there are five heritage conservation districts within the area bounded by Besserer Street, the Rideau River, Osgoode Street/Somerset Street, and King Edward Avenue, which have been designated since 1982. At the time, Heritage Conservation District Plans were not required by the *Ontario Heritage Act*. In 2005, changes to the *Ontario Heritage Act* required new Heritage Conservation Districts (HCDs) to have a Plan and encouraged municipalities to prepare HCD Plans for all pre-2005 HCDs. In 2007, the City of Ottawa responded to these changes by initiating the Sandy Hill

Heritage Study (SHHS) to evaluate all of the properties in the study area and propose mechanisms to conserve and enhance the heritage character of the neighbourhood.

1.1 Content

The Russell Avenue-Range Road Heritage Conservation District (HCD) Plan has been prepared in response to the terms of reference provided by the City of Ottawa and is in accordance with the requirements of the *Ontario Heritage Act*. The proposed District is part of the larger Sandy Hill study area generally bounded by King Edward Avenue to the west, the Rideau River to the east, Osgoode/Somerset Street to the south and Besserer Street to the north. As quoted in the City's terms of reference for this Plan (TOR April 1, 2016, p.1):

In 2015, City Council approved new heritage conservation district plans for the existing heritage conservation districts in Sandy Hill as well as the creation of the Sandy Hill Cultural Heritage Character Area. City Council also directed staff to initiate Phase II of the Sandy Hill Heritage Study to examine possible additional designations under Parts IV and V of the Ontario Heritage Act as recommended in the 2010 consultants report...the 2010 consultant report identified four possible areas for future designation under Part V of the Ontario Heritage Act, three of which remain under consideration. These areas are:

1. Russell Avenue, Chapel Street and Blackburn Avenue between Laurier Avenue and Osgoode Street
2. Marlborough Avenue and Range Road between Laurier Avenue and Osgoode Street
3. Besserer Street and Daly Avenue east of Charlotte Street

The Plan is also based on an inventory and evaluation prepared in Phase I of the Sandy Hill Heritage Study. The inventory sheets are available from city heritage staff upon request.

1.2 Rationale for Designation

A proposal to designate a heritage conservation district in Sandy Hill must meet the requirements of the *Ontario Heritage Act*. The *Act* requires District Plans to include specific reasons for a proposed district designation. The rationale should include an explanation of what designation entails and should refer back to the findings of the District Study. As discussed more fully in the Heritage Conservation District Study, designation of a District protects the essential elements that make up the area's character, but it does not preclude change.

With this in mind, the rationale for district designation can be summarized as follows:

- Sandy Hill is one of the oldest neighbourhoods in Ottawa and possesses over 100 years of cultural heritage resources of local, provincial and national significance.

- Within Sandy Hill, the Russell Avenue-Range Road area has cultural heritage resources that include built heritage resources, cultural landscapes, and associations with important people and events in city's history.
- The inventory and evaluation of the study area have shown that these cultural heritage resources merit conservation.
- The area shows evidence of the major stages of its evolution.
- Provincial planning and heritage policies require conservation of significant cultural heritage resources, as does the City of Ottawa Official Plan.

Designation of a Heritage Conservation District benefits property owners and the community at large by:

- Protecting and managing cultural heritage resources (buildings and structures, cultural landscapes, associative values);
- Providing information and guidance to property owners for maintaining and enhancing their properties;
- Making the area eligible for any available financial assistance for conservation work, from municipal, provincial or federal sources; and
- Fostering promotion of the area's assets through interpretation (such as walking tours, interpretive media).

2. Policy Framework

2.1 General

The HCD is regulated by both municipal and provincial policies. These include Part V of the *Ontario Heritage Act*, the City of Ottawa Official Plan, and the Provincial Policy Statement. The *Ontario Heritage Act* (the *Act*) is the primary legislation that regulates the conservation of cultural heritage resources within Ontario. It is supported by other legislation, including, but not limited to, the Planning Act, the Environmental Assessment Act, the Funeral, Cremations and Burial Services Act, and the Places to Grow Act. The City of Ottawa Official Plan, Section 2.5.5 provides direction regarding the conservation of cultural heritage resources in the city. Policy 2.4.5 (2) states that:

Individual buildings, structures, sites and cultural heritage resources will be designated as properties of cultural heritage value under Part IV of the *Ontario Heritage Act*. Groups of buildings, cultural landscapes, and areas of the city will be designated as Heritage Conservation Districts under Part V of the *Ontario Heritage Act*.

The Provincial Policy Statement, 2014 (PPS) is issued under the *Planning Act*. A key provincial policy for land-use planning in Ontario, it provides direction to Ontario municipalities in all matters relating to land use planning and development. Section 2.6 of the PPS provides policy direction for the conservation of cultural heritage resources. It states that:

(2.6.1) Significant built heritage resources and cultural heritage landscapes shall be conserved.

(2.6.3) Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected property will be conserved.

2.2 Integration with other Municipal Policy

Other municipal documents that support the goals and objectives of this Plan include:

- City of Ottawa Property Standards By-law (2013 -416)
- Urban Tree Conservation By-law (2009-200)
- Official Plan
- Sign By-law (By-law 2016-326)

The relationship of this HCD Plan to these and other municipal by-laws is described in Section 41. 2 (2) of the *Ontario Heritage Act*, which states:

In the event of a conflict between a heritage conservation district plan and a municipal by-law that affects the designated district, the plan prevails to the extent of the conflict but in all other respects the by-law remains in full force.

3. Statement of Objectives

3.1 General

Section 41.1 (5) of the *Ontario Heritage Act* requires an HCD Plan to include a statement of objectives, a statement of cultural heritage value, a description of the heritage attributes of the HCD, policy statements and guidelines. The Plan must also contain procedures for achieving the objectives of the Plan and managing change, as well as describing the types of alterations that are minor in nature and can be undertaken without a permit.

The following objectives provide a framework for the ongoing conservation of the District's cultural heritage resources, including built heritage resources, cultural heritage landscapes, as well as non-material resources, such as historical associations and the mixed-use character of the district. They are integral to the planning policies and design guidelines provided by the Heritage Conservation District Plan and set out what is to be accomplished by District designation. The Plan also includes specific objectives for the major components of the District.

The following have been identified as the objectives for designating Russell Avenue-Range Road Heritage Conservation District ("the District") as a Heritage Conservation District under Section 41 of the *Ontario Heritage Act*:

- To conserve significant cultural heritage resources, including built heritage resources, archaeological resources and areas of archaeological potential, and cultural heritage landscapes;
- To ensure that new development and site alteration conserve the cultural heritage values and heritage attributes of the district;
- To conserve, enhance and appreciate the cultural heritage values and attributes of the District;
- To ensure the long-term conservation, continuing use, and management of contributing resources in the District, including significant properties, streetscapes, cultural heritage landscapes, views, and historical associations;
- To establish a planning process that manages change for cultural heritage conservation;
- To provide guidance for ongoing maintenance and change so that the heritage attributes of the District are retained and, wherever possible, enhanced; and
- To encourage community awareness of, and support for, conservation of the District's heritage values and attributes and for heritage conservation best practices.

3.3 Contributing Properties

The following have been identified as the objectives for contributing resources within the *District*:

Existing cultural heritage resources (contributing properties) will be conserved and protected from inappropriate changes or demolition by:

- Retaining and conserving contributing resources and properties identified in the District Study;
- Fostering continuing use of contributing buildings;
- Using the provisions of the *Ontario Heritage Act* to control the demolition or removal of contributing properties (including buildings or structures);
- Fostering collaboration on conservation matters between the City and other agencies responsible for cultural heritage resources, such as the Ontario Heritage Trust, Infrastructure Ontario, the National Capital Commission, and the University of Ottawa;
- Fostering collaboration on heritage matters between the City, federal government and the embassies, high commissions and consular residences located within the HCD;
- Pursuing all measures available to the municipality to prevent demolition or removal of contributing buildings or structures;
- Conserving contributing buildings or structures by using the accepted principles and standards for heritage conservation, as outlined in this Plan;
- Encouraging retention and restoration of original features of contributing buildings, based on archival and pictorial evidence and the assessment provided in the District Study and, where feasible, to remove incompatible past alterations made to heritage buildings;

- Encouraging property owners to maintain the exteriors of contributing buildings to prevent deterioration as well as damage from fire or the elements; and
- Providing additional protection to significant cultural heritage resources within the District: to do so, Council shall maintain the individual designations for properties under Part IV of the *Ontario Heritage Act*, and shall consider designating other significant cultural heritage resources such as buildings (including interior elements), structures, and cultural landscapes, as identified by further study.

3.4 Landscape/Streetscape

The following have been identified as the objectives for Landscapes/Streetscapes within the *District*:

The visual, contextual and functional character of the District's streetscapes and public realm will be maintained and enhanced by:

- Retaining and conserving existing street trees;
- Retaining and enhancing the tree canopy over-arching the District streets;
- Working with staff from the Forest Management Branch and Foresters from Planning, Infrastructure and Economic Development with regard to tree management and replacement;
- Preserving the existing pattern of blocks and streets;
- Encouraging property owners to retain and conserve existing trees on private property; and
- Ensuring that municipal improvements to public infrastructure in the District's public realm, such as upgrades to public utilities, roadways and sidewalks, conserve the heritage character of the District as defined in this Plan.

3.5 Land Use

The following have been identified as the objectives for Land Use within the *District*:

The low density and residential character of the District will be conserved by:

- Encouraging alterations and new infill that are compatible with the arrangement, scale, architectural styles and materials that constitute the District's heritage character;
- Encouraging replacement of non-contributing buildings or structures with compatible new development;
- For provincially-or-federally-owned public buildings and foreign embassies, high commissions, and consular residences, applying the provisions of the HCD Plan to these properties;
- For properties designated under Part IV section 29 of the *Ontario Heritage Act*, ensuring that the highest standard of heritage conservation practice is applied;
- For adjacent properties to the HCD boundary, applying the Cultural Heritage and Archaeology Policy (Policy 2.6.3 of the current Provincial Policy Statement) and

Section 4.6.2 of the City of Ottawa Official Plan whenever there is an application for site alteration or development on lands adjacent to the District.

3.6 Regulatory Process, Community and Economic Benefit

The following have been identified as the objectives for Regulatory Process, Community and Economic Benefit within the *District*:

The regulatory process for managing the HCD will be clear, objective and efficient and will realize community and economic benefit from the conservation and interpretation of the District by:

- Providing an application for alteration process that is easy for the public to use;
- Clearly identifying the types of alterations that do and do not require an application for alteration;
- Fostering understanding, appreciation and pride in the District amongst local residents and the community at large;
- Using interpretation, programming and public education to promote conservation values;
- Offering assistance and, where feasible, financial incentives, to property owners within the HCD in the conservation of their properties; and
- Interpreting and promoting the heritage character of the HCD in order to foster cultural tourism, provided that such initiatives do not negatively impact the heritage attributes of the District, as identified in this Plan.

4. Statement of Cultural Heritage Value or Interest

4.1 Description of Place

The Russell Avenue-Range Road Heritage Conservation District includes both sides of Russell Avenue from Laurier Avenue to Osgoode Street, similarly for Chapel Street, Blackburn Avenue, Goulburn Avenue, and Marlborough Avenue. The eastern edge of the HCD is defined by the centreline of Range Road between Laurier Avenue and Osgoode Street.

4.2 Statement of Cultural Heritage Value or Interest

The Russell Avenue-Range Road HCD contains a representative sample of building types in Sandy Hill dating from the late 19th to the late 20th century. It is significant for its large number of built heritage resources that were scored highly in the Phase I HCD Study inventory and for its historic associations with the development of the By Estate, of which it is small section.

The Russell Avenue-Range Road HCD has design value for its well-conserved, tree-lined streetscapes that contain a variety of single family dwellings and apartments in a variety of architectural styles. The mix of Queen Anne Revival, Gothic Revival and

early-mid-20th century apartment design, as well as several buildings in eclectic styles, distinguishes this area from other parts of Sandy Hill.

The Russell Avenue-Range Road HCD is associated with the development of Sandy Hill over the century between the late 19th and late 20th century, during which time it evolved from being home to civil servants and business people to a more mixed neighbourhood associated with both the wider city and the nearby University of Ottawa. Several significant persons resided or worshipped in the District, including former Prime Ministers, clergy, musicians, war heroes and professional athletes, as described in the Phase I Study.

4.3 Description of Heritage Attributes

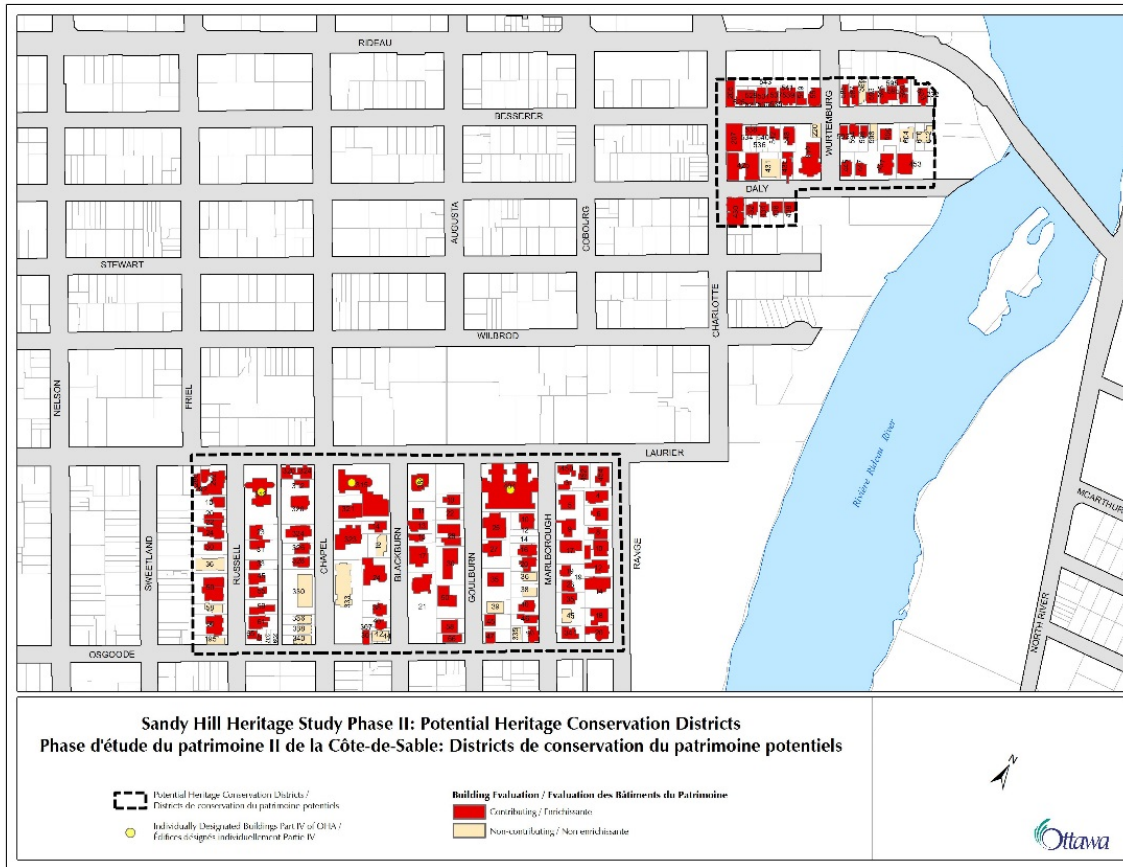
The following attributes embody the cultural heritage value of Russell Avenue-Range Road HCD:

- Long rectangular block layout south of Laurier oriented north-south (typical of the By Estate);
- Relatively shallow front yard setbacks with a variety of landscape treatments;
- Consistent side yard setbacks;
- Mature deciduous street trees;
- Dense tree canopies on Russell and Blackburn Avenues enclosing views to the south;
- Distant views south along the remaining streets;
- 2 1/2 storey, gable roofed detached residential buildings with porches; garages to the side;
- Brick cladding with wood detailing on porches and verandahs;
- Significant landmark buildings including All Saints Church and the Strathcona Apartments; and
- Steeply sloping street gradients mid-block down to Osgoode Street and along Osgoode east of Russell Avenue down to Goulburn Avenue.

4.4 District Boundaries

The boundaries of the proposed District were determined in the 2010 HCD Study. They encompass both sides of Russell Avenue, Chapel Street and Blackburn Avenue, and both sides of Marlborough Avenue, all between Laurier Avenue and Osgoode Street.

There have been some adjustments to these boundaries as a result of further research conducted as part of the HCD Plan. It has been decided that the properties on Goulburn Avenue were deemed to be worthy of inclusion within the HCD. Accordingly, the District boundary of the Russell Avenue-Range Road HCD is slightly larger than the study area boundary, as shown on the accompanying map.



Part B: District Policies and Guidelines

5. Conservation and Development Policies

5.1 Introduction

After designation, it is the responsibility of the City of Ottawa to manage change in the District. In Heritage Conservation Districts there are two ways in which the municipality is able to use its powers to conserve the District's heritage attributes. The first is to use the City's legislative power through **policies** of this HCD Plan. HCD policies are mandatory and prevail over a municipal by-law to the extent of a conflict (Section 41.2 (2) of the *Ontario Heritage Act*).

The second method by which the City can control change in the District is through the use of **guidelines**. As the term suggests, guidelines provide information so that those proposing changes do so with the benefit of the best advice. Guidelines are adopted by City Council as part of the By-law adopting this District Plan. Guidelines provide the primary source of information for property owners and the general public as well as for City staff members and members of the Built Heritage Sub Committee, Planning Committee and Council. Guidelines provide more detail than policies and can offer optional approaches to the same proposed work. While they identify incompatible changes to be avoided, they are not restrictive as long as the proposed work conserves

or enhances the heritage character of the District. In that sense, guidelines are discretionary, while policies are mandatory.

There are a variety of heritage policy tools to foster heritage conservation and compatible development in the HCD that the City can use. These include the Provincial Policy Statement (2014) cultural heritage resource policies as well as the heritage policies of the City of Ottawa Official Plan and Zoning by-law. Other legislative tools are found in the Municipal Act as well as in the City's own demolition control by-law, and property standards by-laws. Site Plan Control provisions apply to some forms of development in heritage districts, while all construction must meet the provisions of the Ontario Building Code. Finally, there are easements and covenants, held by the municipality or the Ontario Heritage Trust, which can be applied to properties within the District.

From this summary, it is clear that the *Ontario Heritage Act* and the *Planning Act* are powerful policy tools on their own. However, when used in combination, they provide the City with an enhanced approach to managing conservation and new development within the Heritage Conservation District.

5.2 District policies

- a. The cultural heritage values and heritage attributes of the Russell Avenue-Range Road HCD, as defined in this District Plan shall be maintained and/or enhanced.
- b. Where development is proposed adjacent to the boundaries of the HCD, the policies of Section 2.6.3 of the 2014 Provincial Policy Statement shall apply, and Council, through its Official Plan policies, may require a **Cultural Heritage Impact Statement** to be prepared by the proponent of any such development in order to assure that the heritage values and attributes of the HCD will be conserved.
- c. Ongoing monitoring of the effectiveness of the District Plan shall be undertaken by the City, as will the process of updating the inventory and evaluation of properties within the District.
- d. Future amendments to the City Official Plan and Zoning By-law shall be in accordance with and shall implement the policies and guidelines of this Plan.
- e. The City shall work with representatives of the embassies, high commissions and consular residences whose properties are within the HCD to encourage works that support and, where possible, conform to the policies and guidelines of this Plan. Any security works shall ensure that the cultural heritage values and heritage attributes of the district are conserved.

5.3 Contributing Properties

- a. All alterations and conservation work requiring an application for alteration, as defined in the District Plan, and the *Ontario Heritage Act*, shall be undertaken in accordance with the policies and guidelines of the District Plan.

b. Enforcement of the City's property Standard By-law (By-law 2013-416 as amended) shall be consistently undertaken by City staff within the District and shall, in addition to the standards found in that By-law, have regard for the guidelines found in this Plan.

c. Council shall maintain the individual designations for properties under Part IV, Section 29 of the *Ontario Heritage Act*, and shall consider designating other significant heritage properties, as identified through further study.

d. Demolition or relocation of contributing properties, as defined in this Plan, shall not be permitted except under extraordinary circumstances such as fire or natural disaster. The rehabilitation of existing structures will be encouraged. Where, by Council decision in response to a demolition application, buildings must be demolished, any replacement structure shall require Council approval under the *Ontario Heritage Act* and be designed in accordance with the policies and guidelines of this District Plan.

e. Contributing built heritage resources that have been approved for demolition shall be documented in written/photographic form, for deposition in the municipal archives.

5.4 Non-contributing Properties

a. Proposed alterations or demolition of non-contributing resources shall be permitted provided that the proposed development or site alteration does not diminish or adversely impact contributing resources and the heritage attributes of the Heritage Conservation District.

b. Demolition of non-contributing resources within the Heritage Conservation District shall be permitted if the proposed replacement building conforms to the guidelines contained within this Plan.

5.5 New Development

a. Proposed development or site alteration that is not sympathetic to contributing resources and the heritage attributes of the Heritage Conservation District and/or may result in a negative impact shall not be permitted;

b. The Guidelines outlined in this Heritage Conservation District Plan, will be used in the evaluation of Heritage Permits for new development. Proposed development or site alterations shall be consistent with the guidelines of the Heritage Conservation District Plan.

5.6 Landscapes/streetscapes

a. Heritage attributes of landscapes and streetscapes, and landscape treatments in the private portions of the streetscapes, as defined in the District Plan, shall be conserved and enhanced following the policies and guidelines of this District Plan.

b. Alterations to landscapes and streetscapes within the District shall be permitted, providing that such alterations conform to the policies and guidelines of this Plan. A

heritage permit may be required. Consult with heritage staff to determine if a heritage permit is required.

c. Lot consolidation and severance shall be considered subject to a Cultural Heritage Impact Statement being prepared to the satisfaction of the City of Ottawa that demonstrates that the proposed consolidation or severance causes no negative impact on the heritage attributes of the HCD.

d. Provision of parking and traffic management within the HCD shall be consistent with the policies and guidelines of this District Plan.

e. All major public works undertaken within the HCD shall have regard for the policies and guidelines of this Plan. Mature tree canopies shall be conserved, in consultation with utility companies and City Engineering and Forestry staff and a program of replacement planting of suitable canopy street trees shall be instituted in the HCD.

f. The ongoing requirements of the utility companies and other telecommunications/utility providers for utility pole replacement, maintenance and upgrading shall be met within the District, however, utilities and telecommunications/utility providers will endeavour to advise City heritage planning staff of any planned changes to the utilities servicing infrastructure in the District prior to undertaking such work.

g. The current street cross-section and curb-to-curb dimensions should be retained throughout the District. The existing grid pattern of lots and the street layout should be retained.

h. Only at intersections at the edges of the District should consideration be given to widening the sidewalk. Opportunities here usually do not require removal of parking spaces and can provide traffic calming, space for tree planting, and can demarcate the entrances to the District.

i. Proposals to widen sidewalks along entire blocks, including responses to accessibility requirements, should be carefully considered for their impact on street trees and front yard landscaping.

j. Charlotte Street is designated as an Arterial Road in the Official Plan and is intended to accommodate high traffic volumes as well as on-street parking. If, in the future, the City considers widening this street to increase traffic capacity, any such proposals shall be considered in the context of their potential negative impact on the heritage attributes of the District.

k. Improvements to public street rights-of-way, including paving, sidewalks, utilities and street signage and street furniture, shall be considered for their potential impact on the heritage character of the District. All street improvements shall follow the guidelines in this Plan. Signage shall be subject to the requirements of the City of Ottawa Sign By-law (By-law 2016-326).

l. Parking policies shall be considered for their potential impact on the heritage character of the District. Construction of underground parking shall generally be discouraged and restricted to parking under new development.

m. Existing mature trees shall be maintained and preserved wherever possible through careful pruning and stabilization. An assessment of tree condition within the District should be conducted by the City Arborist to determine tree vitality. Any decisions regarding removal of mature trees for reasons of disease, damage or effect on public safety shall be made in consultation with the City Arborist.

n. The City shall continue a program of replacing street trees. Gaps in the continuity of plantings should be filled as soon as budgets permit.

5.7 Regulatory process, community and economic benefit

a. Regular maintenance and minor alterations, as defined in this District Plan, shall be permitted on properties within the HCD.

b. Alterations and additions, as defined in this District Plan, shall require an application for alteration (heritage permit) and be subject to the approval process described in this District Plan.

c. The City shall continue to offer heritage grants to assist in conservation work on District properties.

d. In instances where properties within the District are subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*, or are identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties, or are properties protected under Federal legislation, in the event of a conflict between those protections and the policies and guidelines of this Plan, the highest standard of heritage conservation shall prevail.

e. Enforcement of the City's Property Standard By-law (By-law 2013-416 as amended) shall be consistently undertaken by City staff within the HCD and shall have regard for the policies and guidelines of this Plan.

f. In accordance with Subsection 41.2(1) of the *Ontario Heritage Act*, in situations of disagreement between the Heritage Conservation District Plan and any other municipal policy, the Heritage Conservation District Plan shall prevail to the extent of the conflict.

g. The City can use its authority under Section 69.5.1 of the *Ontario Heritage Act* to require the restoration of an illegally demolished protected heritage resource to a condition as similar as possible to its previous condition and may recover the cost of the restoration from the property owner.

h. The decisions of the City of Ottawa Committee of Adjustment or Planning Committee shall be consistent with the policies and guidelines of the Heritage Conservation District

Plan when reviewing applications within or adjacent to the Heritage Conservation District.

i. Public works shall be consistent with the policies and guidelines of the Heritage Conservation District Plan.

j. The administration of the *Accessibility for Ontarians with Disabilities Act*, the Ontario Building Code and related codes and regulations will be undertaken in such a manner to ensure the conservation of heritage attributes of contributing resources while still ensuring the health and safety of the public. Preference should be given to reversible interventions;

6. Conservation Guidelines

6.1 Introduction

The design guidelines provided in this District Plan are intended to help those who are proposing any changes to the exteriors of properties in the District, from routine maintenance through to new construction. They are the primary design tools to manage change in the District. The guidelines support conservation of the heritage values and attributes of the District's contributing resources. The character statements and list of attributes (for each property, as found in the HCD Study inventory, and for the HCD as a whole, as defined in this HCD Plan) are the primary reference to guide any changes proposed to the District or to a property.

The guidelines are based on conservation "best practices" as used in Ontario, Canada and abroad. Key background documents that provide the basis for these guidelines include:

- *Standards and Guidelines for the Conservation of Historic Places in Canada*, Parks Canada, 2010 (www.historicplaces.ca)
- *Standards & Guidelines for Conservation of Provincial Heritage Properties*, Ontario Ministry of Tourism, Culture and Sport, 2010 (www.mtc.gov.on.ca)
- *Ontario Heritage Tool Kit*, Ontario Ministry of Culture, 2006 (www.mtc.gov.on.ca)
- *Well-Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*, Mark Fram, Boston Mills Press, 2003 (Third Edition)
- *InfoSheets*, Ontario Ministry of Culture (www.culture.gov.on.ca)
- UNESCO and International Council on Monuments & Sites (ICOMOS) Conventions and Charters
- *Perimeter Security for Historic Buildings: Technical Pilot*.

Note that, in 2008 the City of Ottawa adopted the Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada* and these will be applied in conjunction with the guidelines in this HCD Plan. The Parks Canada guidelines can be found online at www.historicplaces.ca. Staff in the Heritage section of the City of Ottawa can also provide guidance and advice on specific projects.

6.2 Contributing and Non-Contributing Properties

The Phase I Study included a property-by-property inventory and evaluation of the buildings within the proposed Districts. The Heritage Survey and Evaluation Forms for all buildings are held on file with the City of Ottawa and copies can be provided to property owners upon request.

In common with the practice used in other HCDs in Ottawa, all properties were scored individually and assigned a category from one to four (with one being the most significant properties in terms of heritage value and four being the least significant). For the purposes of the guidelines below, properties classified as Categories 1, 2 and 3 are considered to be **contributing**, meaning that they contribute to the heritage character of the District through their design, historical association and contextual relation to their setting. Category 4 properties do not have these characteristics and are thus considered to be **non-contributing**. Buildings in this category include those constructed outside the period of highest significance (i.e. pre-1950), buildings that are not compatible with the District heritage character, and vacant properties. Buildings constructed after 1950 are also considered to be non-contributing even though some may be compatible in design, historical association and contextual relation to their setting.

- Category 1: 70-100
- Category 2: 55-69
- Category 3: 40-54
- Category 4: 0-39

6.3 Applying the Guidelines

Much of the future activity within the District will involve minor changes to existing buildings and settings. For the most part, the guidelines will help in efforts to *conserve* properties. Where more change is required, the guidelines will address *alterations* or *additions*, in most cases as they affect *contributing properties*. However, in the relatively few instances where there are *non-contributing properties*, the guidelines should still be used to ensure that changes to these properties are compatible with the District's heritage attributes, as defined in this Plan. The following guidelines provide detailed suggestions for each of these types of change.

7.0 Conservation Guidelines for Contributing Properties

7.1 Introduction

The first part of these guidelines deals with stewardship of existing cultural heritage resources (in this case, mostly buildings). Much of this work consists of routine maintenance (as defined in this Plan) and repair and would not require a heritage permit (see section 11, below, for the requirements and process for heritage permits).

The next step for landowners is to prepare a strategy for undertaking the proposed work. The four key questions to be asked at each stage of consideration of a proposed alteration to property in the District are as follows:

- In what ways will the proposed alteration affect the overall character of the streetscape of the HCD?
- Is it possible to find ways to shape an alteration to maximize the extent to which it enhances the heritage character of the HCD?
- What will be the impact of the proposed alteration on the property's heritage attributes and those of its streetscape context?
- Is it possible to find ways to shape the proposed alteration to minimize that impact?

Maintenance, along with rehabilitation and restoration, will be ongoing activities in the District. The onus is on the owner to monitor building condition and to plan for both regular and periodic work that will be needed. Conserving older buildings may involve:

- Protection and stabilization (where portions of a building are badly deteriorated, to stop further decay):
 - Assessing condition
 - Closing openings in the roof and walls, and fixing broken windows
 - Preventing water infiltration
 - Securing against structural collapse
- Routine maintenance (for special architectural features):
 - Retaining appropriate contractors to do work requiring specialist skills
 - Annual monitoring of building condition
- Cleaning (periodic, using methods befitting the cladding materials):
 - Work undertaken only to retard deterioration or to reveal obscured surfaces
- Reconstruction (of deteriorated or missing elements) is:
 - Only to be undertaken based on documentary evidence.

7.2 Conservation of Contributing Buildings

This section applies to works that constitute maintenance of contributing buildings. For works that involve alterations or additions to contributing buildings, refer to Section 8, below.

7.2.1 Roofs

Roofing Material

- For asphalt shingles, use premium quality for maximum life expectancy (30 years +); use grey, brown or black colours. Plain dark shingles are preferred to textured, coloured shingles.
- Provide a continuous air barrier system, insulation, and ventilation at attics to prevent the formation of ice dams. On roofs prone to ice dam formation, install

additional waterproofing when re-roofing. The presence of a continuous air barrier system prevents warm interior air from entering the attic space and is a significant defence against ice dam formation. Consider installing snow guards or ice melting cables.

Chimneys

- Retain existing chimneys whenever possible, even if they are no longer functional, in order to conserve the symmetry and architectural detailing of the building roofline.
- Repair/replace deteriorated material with like materials and replicate original detailing and bond pattern, based on documentary evidence.
- Line the chimney to prevent deterioration by acids and water vapour from the exhaust gases.
- Ensure that, where the chimney meets the roof, proper flashing is installed to prevent moisture penetration and ensure that counter-flashing has been properly seated.

Gables, Dormers and Turrets

- Keep decorative turrets and gables free of siding or coverings that obscure details.
- Replace deteriorated material with like components in the original design, or replicate based on documentary evidence.
- Ensure that all penetrations through the roof have been constructed with proper flashing to prevent moisture penetration. Ensure that counter-flashing has been properly seated.

Soffits and Fascias

- Avoid covering original materials with new materials.
- Strip and repaint original painted surfaces; identify causes of paint film peeling and blistering prior to repainting.
- Retain decorative fascia detailing (e.g. verge boards); replace deteriorated wood with new wood cut to replicate the original.
- Install eaves troughs and downspouts for the control and diversion of roof water run-off. Eaves troughs and downspouts should be discreet in appearance.
- Direct down spouts away from the building.

7.2.2 Exterior Walls

Brick and Stone

- Keep rainwater from continuous contact with masonry walls by ensuring proper drainage from roof surfaces and by retaining roof overhangs.
- Non-heritage cladding that has been applied over original cladding should be removed (e.g. aluminum siding applied over brick or clapboard).

- Re-pointing of brick and stone masonry should match the colour and profile of the original mortar and be of the appropriate type and mixture that will not damage the masonry material.
- Cleaning methods that do not follow good conservation practices (such as those as described in the *Standards and Guidelines for the Conservation of Historic Places in Canada*) are not acceptable. For example, existing brick or stone masonry should not be sandblasted to remove the paint finish. Use of chemical paint stripper or CO2 stripping is acceptable provided it does not damage the brick or stone surface. When considering such methods, contact City Heritage staff for guidance and do a test patch of the proposed removal method on an unobtrusive portion of the wall.
- Cracked or deteriorated stone surfaces should be stabilized using approved conservation methods undertaken by a specialist in such work.
- Replacement stone should match the original as closely as possible in terms of source, profile, texture and finish.
- Avoid planting ivy or other vegetative coverings which can break down the mortar, cover heritage attributes, and damage building foundations.
- Protect brick and stone masonry from spalling at grade. Salt should not be used as de-icing agent adjacent to masonry structures and ensure positive drainage away from foundation walls. Brick spalling above the grade line is frequently the result of salt migration through the foundation wall.

Wood Siding

- Preserve as much as possible of original material when making repairs, and replace deteriorated material with similar material.
- Wood siding should be painted or stained.
- Keep wood siding from contact with the ground to avoid rotting and insect damage.
- Whenever possible, replace natural wood siding with new natural or pre-finished wood siding, cut to the same profiles as the original.
- Do not replace wood siding with vinyl or aluminum siding, as they are easily damaged and cover original material. If wood siding cannot be used, fibre-cement board is an acceptable substitute, subject to the approval of City Heritage staff.

Stucco

- Repair stucco with traditional (e.g. lime-based) or appropriate modern materials (e.g. galvanized metal lath): match original appearance in colour, texture and finish, retaining specialists in exterior stucco work.
- Avoid the use of External Insulation Finish Systems (EIFS) as they require very careful installation if they are not to obscure architectural details or cause moisture retention problems for the underlying structure.

7.2.3 Decorative Trim and Details

- Regularly inspect, repaint and use wood preservatives on decorative wood components.
- Avoid using stock mouldings in standard profiles: instead, preserve and restore as much of the original trim as possible and use original elements as templates for replacement sections. Avoid adding decorative trim where there is no historic evidence of such details existing previously.
- Choose paint colours that are compatible with the heritage character of the District and that are complementary to the age, style and detailing of the subject building.
- For extensive repainting work, select professional painters with specialist knowledge of paint types and application techniques appropriate for older buildings.

7.2.4 Porches and Verandahs

- Original versions of these elements should be retained; removal or substantial alteration should be avoided, and original details conserved or replaced with new wooden versions.
- If a porch or verandah is being restored or replicated, do so only after finding documentary evidence of the original appearance. Since such exterior elements deteriorate more quickly due to exposure to the elements, decisions will have to be made as to which of several earlier versions of the structure should be the model for the proposed work, based on the heritage attributes of the building.
- Ensure that the new or repaired porch is properly underpinned with footings extending below frost and with forms of skirting that promote good ventilation and prevent animal intrusion.
- Avoid fibreglass or plastic replicas of wooden details.

7.2.5 Windows and Doors

- Original windows should be maintained rather than replaced. In most cases, wooden sash windows and storm windows, if properly fitted and maintained, can provide superior thermal insulation.
- Original stained glass windows should be conserved and repaired; replacements for broken or missing glass should replicate the original, and complete replacements should have glass details in colours and shapes similar to the original.
- Non-contributing exterior storm windows may be removed; interior removable storm windows may be substituted. Use of interior storm windows will greatly reduce the condensation that typically forms on single pane windows during winter. As an alternative, also consider installing traditional wooden exterior storm windows.
- Refer to the “Alterations” section of these guidelines if existing windows are sufficiently damaged that they need to be replaced.

- Original exterior shutters and shutter hardware should be conserved and maintained. Missing louvers and hardware should be replaced.
- Shutters should only be installed on buildings that would have originally had them and should be of the size and design appropriate to the original buildings. Modern shutters in contemporary materials (e.g. aluminum) and in sizes smaller than the window opening, should be avoided.
- Preserve original doors, details, hardware, glass, door surrounds and entrance openings whenever possible. Additional entrances on the principal street façade are discouraged.
- Choose storm doors and screen doors that are appropriate for the age and style of the building, and use wooden framed doors if possible.

7.2.6 Foundations

- Original foundation material should be maintained and conserved. Repair of original material is preferred to replacement and should be undertaken by an experienced mason.
- Application of a stone veneer to existing concrete foundations is not appropriate and is strongly discouraged.
- New surfaces or coatings such as parging should be compatible with the design of the building.
- Ensure positive drainage away from all foundation walls.
- Inspect foundations for cracking, settlement or loose materials, and repair accordingly.
- Foundations with noticeable settlement should be inspected by a structural engineer and may have to be rebuilt. Temporary support for the wall above the foundation work may be required.

7.2.7 Utilities and Telecommunications Installations

- For new structures or where there is a need to relocate the meter by the owner, the following approaches are preferred by most utility companies:
 - For single detached or semi-detached dwelling, the intent is to locate utility meters (gas and electric) away from the street façade and to locate them instead on the side walls of the building, but within 3 meters of the street front wall. Regulatory and safety requirements governing placement of meters or regulators will take precedence regarding the safe placement of meters, which may result in their placement on the street façade.
 - For street row housing or other structures involving multiple common walls defining ownership, the placement of utility meters (gas and electric) will in most cases be required on the street façade. Meter locations will be chosen based on safety and regulatory requirements and will enable appropriate landscape screening of the meters from view from the street.
- Owners of property considering alterations/renovations that change the location of water, gas or electric services/meters are advised to consult with local utility companies prior to undertaking any work or finalizing any plans.

- Air conditioning units (both window and pad-mounted) should be located away from the street facade if possible. Appropriate screening should be considered.
- On private residences, locate or relocate satellite dishes away from the street facade. On embassies, high commissions and consular residences, the City should discuss with the relevant authorities ways of minimizing the visual intrusion of the required telecommunications and security devices affixed to the building exterior.

7.2.8 Environmental Sustainability

General

Make efforts to employ environmental sustainability measures, provided that the measures do not compromise the heritage attributes of the property or the surrounding area. Diligent building maintenance contributes to environmental sustainability by reducing the unnecessary consumption of resources as well as stress on landfill sites.

Building Envelope

- Insulate and air/vapour-seal exterior walls from interior not exterior; note that foundation walls are best insulated from the exterior.
- A building with an upgraded air-tight building envelope will require mechanical ventilation rather than passive ventilation. Dedicated air intake and exhaust louvers will be required for living space air as well as for combustion air. New air intake & exhaust louvers should not be visible from street.

Mechanical systems

- Air intake & exhaust vents should not be visible from the street. Coordinate the location of mechanical equipment internally to eliminate penetrations visible from street. High efficiency gas fired appliances (boilers, furnaces) require power vented exhausts, typically horizontally through a sidewall rather than vertically like a conventional chimney.
- Gas fireplace exhausts should not be visible from the street.
- Avoid window-mounted air conditioning units. Central air conditioning systems are preferable to window-mounted air conditioning units. Window-mounted units are typically less energy efficient, require windows to be damaged during installation, and degrade cladding as a result of condensate dribbling down. Roof-mounted air conditioning units should be located so that they are not visible from the street are acceptable.

Solar photovoltaic/thermal panels/skylights

- Avoid removing mature street trees to allow more sunlight to be directed to the proposed panels.

- Panels should not be visible from street.
- Flush-mounted skylights are acceptable.

Heat pumps

- Heat pump units should not be visible from street.
- Conduit and supply tubing should not be visible from the street.

Wood

- Retrofit existing chimneys appropriately to accommodate high efficiency EPA wood burning appliances.
- Avoid new chimneys at the exterior of the building.

Wind

- Wind turbines (including vertical axis turbines) are not appropriate for buildings in the HCD area.

7.3 Conservation of Non-Contributing Buildings

These properties are subject to the foregoing guidelines, with the following exceptions:

- Make efforts to carry out maintenance using materials and methods that do not detract from the heritage attributes of the district.

8. Guidelines for More Substantial Changes to Contributing Properties (Alterations and Additions)

8.1 Introduction

The guidelines that follow contain recommendations for properties with existing buildings within the Russell Avenue-Range Road Heritage Conservation District. They address new work: repair and maintenance activities that constitute ongoing conservation care are addressed in the Section 8 above. The guidelines cover the most common substantial changes to contributing properties, which are alterations and additions (see the *Ontario Heritage Act* definition of “alteration” in 8.3 above). Situations not covered by the guidelines will be considered by the City on a case-by-case basis.,

Before considering alterations or additions, follow these guidelines:

- Find out as much as possible about the original appearance and style of the building in order to determine the best options for alteration that respects the property’s heritage attributes.
- In the absence of documentary evidence, examine the building itself to determine original design details, materials and layouts.
- Look for properties within the District that are similar in age and style for further evidence of details and materials suitable for use in an alteration or addition.

8.2 General Guidelines for Alterations and Additions to Contributing Properties

Alterations

- If original materials and construction are available, avoid replacing them with contemporary materials and construction methods.
- Original elements such as windows, doors, porches and verandahs and their details should be retained and restored whenever possible.
- Model replacement features and building forms on the originals in style, size, proportions and materials, whenever possible. When in doubt, make changes reversible and as inconspicuous as possible.
- Record the alteration and retain samples of original materials that have been replaced.

Additions

- Additions should be complementary to the main building and clearly secondary in terms of size; they should also be clearly distinguishable in form and detail.
- Additions should be located away from the main street facade, at the rear of the building, and not add to the width of the front of the building.
- Rear addition roof ridgeline height should not exceed the existing building roof ridgeline. Where the existing roof is a mansard roof, the top of parapet will be considered as the ridgeline.
- Construction of additions should not entail removal, covering or other adverse impacts on the heritage attributes or other important architectural features of the original building.
- Additions are not required to replicate an existing heritage style.
- Make efforts to use claddings for additions to existing buildings that are complementary, but distinct, using offsets or reveals where new additions meet existing construction.
- Additions should be at the rear of the existing mid-block buildings (zoning permitting).
- Dormers are permitted in accordance with the Zoning By-law.
- Rooftop terraces are not typical of existing properties in the HCD. However, a rooftop terrace may be appropriate if it is set back from the front roof edge and is not visible from the street at the public sidewalk.

8.3 Specific Guidelines for Alterations to Contributing Properties

Roofs

- The roof profile visible from the street should remain unaltered.
- Replacement roofing material should be compatible with the age and architectural style of the specific property.
- New dormers should be located in a manner that does not detract from the heritage attributes of the building or the streetscape.

Windows

- Make efforts to re-build or recondition existing heritage- contributing windows before replacing them.
- Where existing contributing windows are too damaged to be reconditioned, new replacement windows should replicate the sash, stile, and muntin pattern of the original.
- Simulated divided lights should have profiled muntins at the exterior of the glass.
- Avoid altering the location, size, and shape of all existing windows facing, or visible from, the street.
- Avoid creating new openings for windows on facades visible from the street.
- Windows may be made of: wood; wood with painted extruded aluminum exterior; or other materials at the discretion of heritage staff.
- White vinyl windows will not be supported.
- Avoid use of mirrored or reflective glass.
- Avoid replacing hung sash windows with casement or other windows.

Cladding

- Make efforts to replace exterior cladding that has degraded beyond repair with new or reclaimed material to match.
- Existing exterior cladding that is appropriate to the age and architectural style of the property should not be covered with different cladding.
- Cladding that is part of a new addition should be distinct from the cladding of the existing building. Horizontal siding and board and batten cladding are both acceptable.

8.4 Specific Guidelines for Additions to Contributing Properties

Cladding

- Acceptable cladding for a new addition includes: brick masonry; stone masonry; wood clapboard; fibre cement board with paint finish; stucco; wood shingles.
- Vinyl siding or asphalt shingles are not acceptable claddings for a new addition.

Corner Lot Properties

- Rear additions should be differentiated from the original building by means of different cladding, a reveal, or a setback on the side yard.
- The streetwall of a rear addition is not required to align with the front wall of the adjoining property in order to distinguish the addition from the adjacent building.

Porches, verandahs & balconies

- Existing open-air porches, verandahs and balconies facing the street should remain or be enclosed in ways that do not detract from the building's heritage attributes.

- Existing glazed-in porches, verandahs or balconies facing the street should remain glazed or revert to being un-enclosed. Glazing should not be replaced with opaque cladding.
- New porches, verandahs and balconies are permitted to be added to an existing building where none currently exist provided that historical evidence and sufficient documentation concerning form and materials exists.

8.5 General Guidelines for Alterations and Additions to Non-Contributing Properties

Non-Contributing Properties are subject to the same Guidelines as Contributing Properties with the following exceptions:

Roofs

- The following roofing material is acceptable for sloped roofs: standing seam metal roofing; slate tile roofing; wood shakes; asphalt shingles. Alternative materials will be subject to staff approval.
- Roll-applied roofing material is not acceptable for a sloped roof.

Windows

- Location, size, and shape of existing windows facing, or visible from, the street can be revised provided that they are compatible with the heritage attributes of the streetscape.
- Horizontal slider windows should be avoided.

Cladding

- Original cladding can be covered over with different cladding.

Additions

- Rear additions are acceptable (zoning permitting). Height of the rear addition roof ridgeline should not exceed existing building roof ridgeline and be consistent with that of adjacent buildings.
- Increases in height of a roof ridgeline or flat roof are acceptable subject to the requirements of the Zoning By-law.
 - Dormers visible from the street are acceptable subject to the applicable zoning provisions, but shed dormers are discouraged.
 - Porches and balconies are acceptable.

9. Guidelines for New Construction

9.1 General Guidelines for New Construction

Where land is available upon which to construct new buildings, these general guidelines should be consulted before referring to the specific guidelines that follow:

- Attempt to match the setback, footprint, size and massing patterns common on the streetscape in which the property is located, especially in the context of the immediate neighbouring properties.
- Take advantage of unique conditions, such as corner properties, by providing architectural details and features on both street facades. New buildings are not required to replicate an existing heritage style but should be designed to contribute to the heritage character of the HCD.
- Property owners are encouraged to retain an architect, designer and/or heritage professional when designing a new building in the HCD.

9.2 Specific Guidelines for Infill (New) Buildings

Massing

- New construction should generally maintain front wall alignment with adjacent existing buildings' front setback, subject to the applicable provisions of the Zoning By-law.

Corner Lot Properties

- One of the two street-facing facades of the building should be differentiated from the other by means of a reveal or a setback.
- The wall that is differentiated is not required to align with the front setback of the adjacent existing building.

Heights & Depth

- New construction should not exceed the height of the ridge line of adjoining buildings and should generally match the depth of adjacent buildings

Roofs

- Dormers are acceptable in accordance with the Zoning By-law.
- Peaked roofs are acceptable in accordance with the Zoning By-law.

Windows

- Where simulated divided lights are proposed, make efforts to use profiled muntins at the exterior surface of the glass.
- Hung sash, casement, awning, or hopper windows are acceptable.
- Avoid horizontal slider windows.
- Large areas of new floor-to-ceiling glazing visible to the street should only be permitted where there is no residential occupancy at grade.
- Windows may be made of: wood; wood with painted extruded aluminum exterior; or other materials at the discretion of heritage staff.
- Avoid using white vinyl windows.
- Do not use mirrored glass.

- Use Energy Star-rated windows if possible.
- Custom wood windows are acceptable.

Cladding

- Cladding materials should be continuous on all building elevations.
- Acceptable cladding materials include: Brick masonry; stone masonry; wood clapboard; fibre cement board with paint finish; stucco; wood shingles.

Porches, Verandahs & Balconies

- Avoid using white vinyl windows.
- New balconies are acceptable.
- Open-air or glazed-in porches and verandahs are acceptable.
- Porches or verandahs closed-in with opaque cladding are not acceptable.

10. Guidelines for Landscape and the Public Realm

10.1 Introduction

The Russell Avenue-Range Road HCD contains no parks or public open spaces but has a mature street tree canopy over a pedestrian-scale streetscape. It is this character that the following guidelines for streetscapes are intended to conserve and enhance. Guidelines for private landscapes are included to ensure compatibility with streetscape character.

10.2 Guidelines for Landscapes and the Public Realm

Front and Rear Yard Landscapes

- There is considerable variety in front yard landscape treatments throughout the District but common elements include a mix of soft landscaping treatments including lawns, flower beds, shrubs and trees. Ornamental cast or wrought iron fencing is also present. These characteristics should be retained and used as a basis for new treatments. Artificial turf in front yards will not be supported.
- Rear yard landscape treatments generally include a mix of lawns and flower beds with mature trees that frame the buildings when seen from the street. This character should be conserved.
- The creation of front yard parking spaces is strongly discouraged. Removal of existing front yard parking spaces is encouraged.
- Fences should be limited to rear and side yards in most instances, and meet the requirements of the City's Fence By-law (2003-462). If fencing is to be considered, it should be of high quality and constructed in wood (picket), iron (wrought or cast), or stone (as a base or wall). Concrete bases for fences are acceptable. Use of chain link or pressure-treated wood fencing is discouraged.
- Restoration of historic elements in the streetscape, such as fenced front yards and planting (in private front yards) of ornamental vegetation, may be permitted,

where possible and feasible, using evidence from historic photographs and archival documents. Note that the City is not obligated to replace ornamental landscape treatments disturbed by municipal infrastructure work that have been planted in the public right-of-way.

Garages and Accessory Buildings

- Lot sizes in the HCD are usually small, thus garages are rare. Where new garages are able to be added to an existing property, new garages and accessory buildings should be designed and located to complement the heritage character of the HCD and the design of the building with which they are associated.
- New garages should be simple in character and are encouraged to have a gable or flat roof and wood or stucco cladding. Carports are discouraged.
- New garages should not be attached to existing buildings where possible and should be located to the side of set back from the main buildings on the property. Avoid below-grade garages.

Street Trees

- New street trees should be planted to enhance the existing tree canopy. New trees should be deciduous species that develop a mature canopy that will overhang the street.
- New trees should be planted to frame, not obscure, views of significant buildings and vistas down streets.
- New trees for planting on public street rights-of-way should be chosen for their ability to thrive in Ottawa's soil and climatic conditions. They should be non-invasive species. Tree location and canopy type and height should be assessed so as to avoid conflict with below-and-above-grade services. Species selection and tree location shall be made in accordance with the City's Urban Forest Management Plan, in consultation with the City Arborist, with utility companies and with other telecommunications/utility providers, as may be applicable.
- Shaping of canopies of existing trees, as part of maintenance or installation of overhead utilities, should be done in ways that do not disfigure the tree wherever possible.

Utilities and Lighting

- There should be no attempt to have falsely historic or otherwise decorative street lighting distinctive to the District. The City should use existing lighting poles and fixtures (or future substitutes) that are simple and unobtrusive.

Signage and Street Furniture

- Memorials and commemorative or interpretive signage shall be subject to the guidelines of the District Plan as well as the City of Ottawa Signs By-law (2016-

326), and proposals for its placement within the District shall be subject to review by City heritage planning staff.

- Street furnishings such as benches, trash receptacles and bicycle racks are a minor component of the District streetscapes. When the opportunity arises, new furniture should be compatible with the District's heritage character but not falsely historic, and should be co-ordinated with the City's standard selections of such furnishings for downtown installations. Municipal regulatory signage should be kept to a minimum and signs should be grouped on existing poles whenever possible.
- Consideration should be given to having special street signage for streets within the District, in compliance with municipal signage standards.

Security Features

There are several embassies, high commissions and consular residences of foreign nations within the Heritage Conservation District. It is recognized that security will be a paramount concern for these properties. It is recommended that any new security features be sensitively sited and designed.

Part C: Managing Change

11. Heritage Application Process

11.1 Introduction

Once the District is designated, all owners of property within the District must comply with the requirements of the *Ontario Heritage Act* and the HCD Plan. All properties within the boundaries of the HCD are regulated under Part V, Section 29 of the *Ontario Heritage Act* regardless of age, type or style. After designation of a Heritage Conservation District, the municipality assumes responsibility for managing change within the District and for overseeing conservation and development activity. The policies in the District Plan are the basis for staff, Built Heritage Sub-Committee and Council to regulate change in terms of planning for the HCD.

11.2 Heritage Permits (Applications for Alterations under the *Ontario Heritage Act*)

The City's requires an "Application to Alter" under the *Ontario Heritage Act*" (also known as a "heritage permit") for all interventions that may affect the heritage attributes of a Heritage Conservation District.

All Heritage Permit applications will be reviewed using the policies and guidelines of this Plan. Under section 42 (1) of the *Ontario Heritage Act*, the Council has the authority to grant, grant with terms and conditions, or refuse an application for a permit to alter, demolish or remove, or erect any building or structure within the HCD. The *Act* states that:

No owner of property within the HCDs shall do any of the following unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property (unless interior elements are designated).
2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure.

"Applications to Alter" are processed according to the requirements of the *Ontario Heritage Act* and in accordance with City requirements. The majority of permit applications are delegated to City staff and do not require approval by the Built Heritage Sub-Committee or Council. Information concerning the application process is posted on the City's website, and can be obtained from the Planning, Infrastructure and Economic Development Department staff.

11.3 Works for which a Heritage Permit is Required

The *Ontario Heritage Act* stipulates that Applications for Alterations under the *Ontario Heritage Act* are required in HCDs only for work on the exteriors of buildings or structures., no application is required for the following works:

- Interior alterations unless the interior of the building is also designated under Part IV of the *Ontario Heritage Act*;
- Regular ongoing maintenance as defined by the City in this Plan.

The *Ontario Heritage Act* requires City Council approval for demolitions, after consultation with the Built Heritage Sub-Committee. Built Heritage Sub-Committee review and Council approval is required for the following work:

- Demolition of buildings or structures, or portions thereof (as defined in the demolition process for listed properties in the City of Ottawa).
- New construction on vacant properties; and
- Significant alterations to properties within the HCD.

11.4 Application for Alteration/Heritage Permit Approval Process

Step 1: Applicant meets with or discusses with Heritage Planning staff to determine if the proposal involves maintenance, in which case a heritage permit is not required;

Step 2: Applicant makes application, including the necessary supporting information;

Step 3: Heritage Planning staff review the application and determine whether the approval can be approved by staff under the delegated authority or whether the matter needs to be assessed by the Built Heritage Sub-Committee (BHSC).

Step 4: heritage staff make suggestions regarding improvements to the design to ensure compliance with the Guidelines in this Plan.

Step 4 (Option A):

- Staff deems the application can be processed under delegated authority to meet the terms of the delegated authority.
- Staff approves the application, and the permit is issued.

Step 4 (Option B):

- If, after pre-consultation with the applicant, the application is deemed by staff not to be suitable for delegation to staff, it requires BHSC approval;
- Prior to making recommendations, staff consults with applicant and makes suggestions regarding improvements to the design to ensure compliance with the guidelines in this Plan;
- Staff prepares a staff report, which is then submitted to BHSC for review;
- BHSC makes recommendation to Planning Committee, which makes a recommendation to Council;
- Council decides to grant, grant with terms or conditions, or refuse permit; and
- The applicant has the right to appeal refusal to OMB (under Section 42(6) of the *Act*)

Requirements for a complete application are summarized below (contact City heritage staff for further clarification):

- Municipal address of the property;
- Name and address of the property owner;
- Description of the proposed work, including the following:
 - A site plan/sketch showing the location on the building/property of the proposed work;
 - Project data (gross floor area, Zoning information, etc.);
 - Drawings of the proposed work showing materials, dimensions and extent of the work to be undertaken;
 - Landscape plan showing existing mature trees (municipal and private), proposed trees and trees proposed to be removed;
 - Elevations, perspectives/renderings/streetscape views;
 - Any written specifications or documentation of the proposed work including a list of materials;
 - Photographs of the existing building/property condition where the work is to take place;
 - Any research or documentation (e.g. archival photographs, or pictures, plans of similarly treated buildings in the HCD) in support of the proposed work, and;
- Signed statement by the owner or agent authorizing the application.

Note: A Cultural Heritage Impact Statement may be required for alterations or additions to contributing properties, for new construction, and for demolitions.

Once a complete application for alteration has been submitted, the *Act* requires the municipality to either grant or refuse the permit within a period of 90 days.

For projects requiring a building permit, the applicant must apply for a building permit as well as a heritage permit: the two review processes may proceed simultaneously. For projects requiring Site Plan Approval, or an amendment to the Zoning By-law or Official Plan, separate applications for these actions must also be made, for review by relevant City staff, and the processes will be carried concurrently as much as possible.

11.5 Preparation for an Application

To make the process as smooth as possible for all concerned, applicants should do some background research. Suggested actions include the following:

- Become familiar with the HCD Plan objectives, policies and guidelines;
- Review the property description in the inventory and evaluation attached to this plan, noting the heritage attributes;
- Become familiar with standard principles and practices for heritage conservation work, as found in the Ontario Heritage Tool Kit and the federal *Standards and Guidelines for the Conservation of Historic Places in Canada* (see Section 7.1 for references).

- Consider how the subject property fits within the streetscape and how the proposed work can be integrated; and
- Arrange a meeting with Heritage Planning staff to preview the application prior to submission.

Applicants should consult with Action Sandy Hill, the local community group, prior to making an application. The local community association is circulated on all applications under the *Ontario Heritage Act*.

11.6 Plan Review

It is recommended that the City review the Russell Avenue-Range Road HCD Plan no more than ten years after it has come into force via designation under Part V, section 29 of the *Ontario Heritage Act*. However, if the Plan is not reviewed within this time period, the Plan will remain in effect.

12. Definitions

12.1 Introduction

One way to ensure objectivity is to clarify what is meant by the terms used in the review process. There are several terms that recur in the District Plan guidelines. Some have meanings agreed upon at a national level, while others are municipally defined or defined in the context of this Plan.

The following key terms are defined in the Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada*:

Conservation: all actions or processes that are aimed at safeguarding the character defining elements [“heritage attributes” in the Ontario legislation] of a cultural (heritage) resource so as to retain its heritage value and extend its physical life. This may involve “*Preservation*,” “*Rehabilitation*,” “*Restoration*,” or a combination of these actions or processes. Reconstruction or reconstitution of a disappeared cultural resource is not considered conservation and is therefore not addressed in this document.

Preservation: involves protecting, maintaining and stabilizing the existing form, material and integrity of a historic place, or of an individual component, while protecting its heritage value.

Rehabilitation: involves the sensitive adaptation of a historic place or individual component for a continuing or compatible contemporary use, while protecting its heritage value. This is achieved through repairs, alterations and or additions.

Restoration: involves revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, as accurately as possible, while protecting its heritage value.

The following terms are defined in the Provincial Policy Statement (2014) (pp. 39-43):

Archaeological resources: includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

Built heritage resource: means a building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers.

The following term is defined in the *Ontario Heritage Act* (1):

Heritage attribute: heritage attributes means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest."

The following terms are defined in the City of Ottawa Official Plan (section 8: Glossary):

Alteration: Whereas in the *Ontario Heritage Act* this term means any "change in any manner and includes to restore, renovate, repair or disturb", in the context of this Plan, the City of Ottawa's Official Plan definition prevails: "a substantive change to the built environment which could impact on the heritage character of an individually-designated heritage property or a heritage conservation district or buildings in heritage zones, as indicated in the zoning by-law".

Cultural Heritage Landscape: Any geographic area that has been modified, influenced, or given special cultural meaning by people and that provides the contextual and spatial information necessary to preserve and interpret the understanding of important historical settings and changes to past patterns of land use. Examples include a burial ground, historical garden or a larger landscape reflecting human intervention.

Cultural Heritage Resources: Includes four components: Built Heritage, Cultural Heritage Landscapes, Archaeological Resources, and documentary heritage left by people.

The following terms are defined for the purposes of this Plan:

Compatible: Development that is in harmony with, and that will not have an undue physical or functional adverse impact on existing or proposed development in the area. Compatibility should be evaluated in accordance with measurable, objective standards and criteria. For the purposes of this HCD Plan, the Plan policies and guidelines constitute the criteria described in the above definition.

Enhance: In the context of this Plan, "enhance" means "to heighten the character of a building and its surroundings, in ways relating to the heritage attributes of the property as well as of the sub-area in which it is located".

Maintenance: Routine, cyclical, non-destructive actions, necessary to protect heritage including the following: periodical inspection, property cleanup; gardening and repair of landscape features; replacement of broken glass in windows; minor exterior repairs, including replacement of; repainting where there is little or no change in colour; re-pointing areas of wall space under 1.5 square metres; caulking and weatherproofing.

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Appendices

Appendix 1: Steps in the Conservation Process

1. Identify property;
2. Check with the City regarding the property's heritage status (refer to the evaluation in the Inventory that accompanies this Plan);
3. Research any existing images or drawings of the property for heritage reference;
4. With assistance from City Heritage staff, identify the property's heritage attributes and the attributes of the streetscape (especially siting, setbacks, height and position relative to adjacent properties);
5. With assistance from City Heritage staff, identify any non-contributing elements that may be revised in order to enhance heritage character (e.g. restoration of original cladding covered over by non-contributing cladding);
6. Review the guidelines in this Plan;
7. Determine the extent of proposed work;
8. Review the proposed scope of work with the City Planning and Building Departments to determine if a permit/application is needed;
9. Review the proposed scope of work with a qualified heritage contractor to determine budget and schedule: make revisions to the proposed scope of work, as required; and
10. If required, submit an Application for Alteration/Building Permit to the City.

For a schedule of ongoing conservation, refer to the following chart:

Recommended Maintenance Checklist Regarding Exterior Building Conditions				
Item	Spring	Summer	Fall	Winter
Check attic	•		•	
Check eaves trough and downspouts	•		•	
Check roof for damaged roofing materials	•		•	
Plan landscaping to avoid soil settlement and ponding	•			
Check caulking for air and water leaks	•		•	
Check & lubricate weather stripping	•		•	
Check exterior cladding and trim ivy coverings	•		•	
Check that windows & screens are operating properly	•		•	
Check sheds and garages		•		

Prune trees close to building and check foundation (consult arborist)				•
Check fireplace & chimney			•	
Check for condensation				•
Check for ice damming				•
Check interior face of exterior walls for moisture or blistering/ceilings for leaks	•			•
Check that no wood is stacked against the building	•			
Check fencing for deterioration	•			

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