

ROCKCLIFFE PARK

HERITAGE CONSERVATION DISTRICT PLAN

DRAFT



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Rockcliffe Park Heritage Conservation District Plan

1.0 Introduction

The entire Village of Rockcliffe Park was designated under Part V of the Ontario Heritage Act by the former Village Council in 1997. The firm of Julian Smith and Associates, Architects, in collaboration with Victoria Angel, historian, and in consultation with residents, undertook the study that led to the Village's designation. This study included a "Statement of Heritage Character" and "Management Guidelines" to manage the heritage conservation district.

Unlike other heritage conservation districts in Ottawa and elsewhere in Ontario, the Smith study did not include a building-by-building analysis. This was deliberate, as the consulting team and the residents agreed that it was the unifying character of the generous Picturesque landscape as a setting for its buildings that created the special "sense of place" required for the creation of a heritage conservation district.

There has been development pressure on the Village since the creation of the Rockcliffe Park Heritage Conservation District (HCD). Many houses have been demolished and replaced, while others have undergone extensive renovation and renewal. In 2005 the *Ontario Heritage Act* was revised and since then a Heritage Conservation District Plan (hereinafter the Plan) has been required for all new heritage conservation districts and municipal councils have been given the authority to adopt heritage conservation district plans for heritage conservation districts created before 2005, written to the current requirements. The Plan complements and is intended to be read in conjunction with the original "*Rockcliffe Park Heritage Conservation District Study*" of 1997. The policies of the Plan are informed by the "Statement of Heritage Character, principles and findings, conclusions and recommendations of the 1997 study.

The management guidelines of the 1997 study have been replaced by the guidelines contained in this document.

Purpose of the Heritage Conservation District Plan

The Ontario Heritage Act (OHA) requires property owners to obtain a heritage permit to prior to undertaking the alteration or demolition of a property. These guidelines are intended to provide direction to property owners intending to undertake projects within the HCD.

Applicants are strongly encouraged to consult with the Development Review Sub-committee (DRS) of the Rockcliffe Park Residents' Association prior to the

submission of an application under the *Ontario Heritage Act*. The DRS provides comments on proposals for new construction and alterations in the HCD.

2.0 Policy Framework

The Rockcliffe Park Heritage Conservation District is regulated by both municipal and provincial legislation and policies. These include the *Provincial Policy Statement, 2014*, the *City of Ottawa Official Plan (OP)* and *Part V of the Ontario Heritage Act*.

Provincial Policy Statement, 2014

The *Provincial Policy Statement* ('PPS'), issued under the *Planning Act*, provides municipalities in Ontario with policy direction on matters related to land use planning and development. Part V, Section 2.6 of the PPS provides direction regarding cultural heritage resources. It states:

- Significant built heritage resources and significant cultural heritage landscapes shall be conserved; and
- 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 heritage property will be conserved.

City of Ottawa Official Plan

Section 2.5.5 of the *Official Plan* provides direction regarding the protection of cultural heritage resources in the city. Policy 2.5.5 (2) of the OP states that:

Individual buildings, structures, sites and cultural heritage landscapes 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*.

Rockcliffe Park Secondary Plan

Section 3.0 of the Rockcliffe Park Secondary Plan, (the former Village of Rockcliffe Park Official Plan (1993)) also provides policy direction regarding heritage conservation. Written prior to the creation of the Rockcliffe Park Heritage Conservation District in 1997, it provided the policy framework for the original

creation of the HCD. The heritage policies of Section 3.0 are consistent with this Plan, including 3.1.6 that states,

“Council shall encourage the retention of grounds, gardens, trees and plantings associated with designated heritage properties and districts which contribute to their integrity and sense of setting on their own lots as well as on the public streets;

Ontario Heritage Act

The *Ontario Heritage Act* (the ‘Act’) regulates the protection of cultural heritage resources within the province. A property that has been formally protected under the provisions of the Act is referred to as a “designated” property. According to Part V, Section 41.1 (2) of the Act, a municipality may pass a by-law adopting a heritage conservation district plan for any districts designated prior to 2005. According to Section 41.1.1 (5) a plan shall include:

- (a) a statement of the 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
- (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 under section 42. 2005, c. 6, s. 31.

This document conforms with the requirements of the 2005 Act.

3.0 Integration with other Municipal Policy

The municipal documents that support the goals and objectives of this Plan include the City of Ottawa Property Standards By-law (2013-416), the Urban Tree Conservation By-law (2009-200), the City of Ottawa Official Plan, and the Zoning By-law (2008-250).

Section 41.2 (2) of the Ontario Heritage Act 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.

Thus, when there is a conflict between the requirements of a municipal by-law and this Plan, the requirements of this Plan prevail. For instance, where the Zoning By-law permits a height of 11 metres but the HCD plan states that the height of a new building shall be compatible with its neighbours and the streetscape which are only nine metres high, then this Plan prevails. In the case of a conflict, the Plan prevails only to the extent of the conflict. For instance, where the conflict is related to height limit as described above, the remaining provisions of the Zoning By-law such as permitted uses and required setbacks remain in place.

4.0 Statement of Objectives

This Plan will assist property owners, architects, designers and municipal staff in managing change in the HCD and conserving the HCD in a manner that respects its values. In order to retain, conserve and enhance the qualities that contribute to the cultural heritage values of the District, the following objectives of the Rockcliffe Park Heritage Conservation District Plan are:

- To conserve and enhance Rockcliffe Park's unique character as a planned and designed 19th century community characterized by its narrow curving roads, without curbs or sidewalks, large lots and gardens, and buildings set within a visually continuous green landscape.
- To ensure that the rehabilitation of existing buildings, the construction of additions to existing buildings and new buildings contribute to and enhance the cultural heritage values of the HCD.
- To maintain the park-like attributes, qualities and atmosphere of the District.
- To conserve contributing buildings and natural features according to the "Standards and Guidelines for the Conservation of Historic Places in Canada."
- To ensure that the original design intentions of Rockcliffe Park as an area characterized by houses located within a rich landscaped setting continue.

- To manage the HCD’s public roads and streetscapes in a manner that sustains the cultural heritage values of the HCD,
- To ensure that new house construction has regard for height, massing and setbacks in order to conserve the character and pattern of the associated streetscape, while creating a distinction between new and old.
- To ensure the use of natural materials for new construction to reflect the existing character of the area
- To encourage the retention of existing trees, shrubs, hedges and landscape features on public and private property
- To manage the public landscaped areas of the HCD including, but not limited to, the public road allowances, parks, and conservation zones in a manner that is consistent with this plan
- To encourage the maintenance of existing lot patterns that features smaller and larger lots.

5.0 Statement of Cultural Heritage Value

A “Statement of Cultural Heritage Value” is the foundation of all heritage conservation district plans. The statement below is based on the original statement in the 1997 Rockcliffe HCD plan, but has been shortened and adapted in consultation with the author of the original Rockcliffe Park study to reflect the current requirements of the Ontario Heritage Act.

5.1 Statement of Cultural Heritage Value and Heritage Attributes

Rockcliffe Park is a rare and significant approach to estate layout and landscape design adapted to Canada’s natural landscape from 18th century English precedents. Originally purchased from the Crown by Thomas MacKay, it was laid out according to the principles of the Picturesque tradition in a series of “Park and Villa” lots by his son-in-law Thomas Keefer in 1864. The historical associations of the village with the MacKay/Keefer family, who were influential in the economic, social, cultural and political development of Ottawa continue and the heritage conservation district is a testament to the ideas and initiatives of various key members of this extended family, and their influence in shaping this area.

Rockcliffe Park today is a remarkably consistent reflection of Keefer’s original design intentions. Although development of the residential lots has taken place very gradually, the ideas of estate management, of individual lots as part of a larger whole, of Picturesque design, of residential focus, have survived. This

continuity of vision is very rare in a community where development has occurred on a relatively large scale over such a long time period.

The preservation of the natural landscape, the deliberately curved roads, lined with mature trees, and without curbs or sidewalks, the careful landscaping of the public spaces and corridors, together with the strong landscaping of the individual properties, create the apparently casual and informal style so integral to the Picturesque tradition. The preservation and enhancement of topographical features including the lake and pond, the internal ridges and slopes, and the various rock outcroppings, has reinforced the original design intentions. The views to and from the Ottawa River, the Beechwood escarpment, and the other park areas are integral to the Picturesque quality of Rockcliffe Park. Beechwood Cemetery and the Rokeries serve as a compatible landscaped boundary from the earliest period of settlement through to the present. The various border lands create important gateways to the area, and help establish its particular character.

The architectural design of the buildings and associated institutional facilities is similarly deliberate and careful. Many of the houses were designed by architects, in a variety of the architectural styles that have been popular since the first decades of the 20th century, including Georgian Revival, Tudor Revival, and Arts and Crafts. The generosity of space around the houses, and the flow of this space from one property to the next by continuous planting rather than hard fence lines, has maintained the estate qualities and park setting envisioned by Keefer.

5.2 Statement of Heritage Attributes

The Rockcliffe Park Heritage Conservation District comprises the entire former village of Rockcliffe Park, an independent municipality until amalgamation with the City of Ottawa in 2001. Section 41.1 (5) c of the *Ontario Heritage Act* requires the Heritage District Plan to include a “description of the heritage attributes of the heritage conservation district and of properties in the district.” A “Heritage Survey Form” for every property in the District has been compiled and evaluated and are held on file with the City of Ottawa.

Description of Heritage Attributes

The attributes of the Rockcliffe Park HCD are:

- The siting of the houses on streets and the generous spacing relative to the neighbouring buildings;
- the variety of mature street trees and the dense forested character that they create;
- the profusion of trees, hedges, and shrubs on private property;

- Varied lot sizes and irregularly shaped lots;
- spacing and setbacks of the buildings;
- cedar hedges planted to demarcate property lines and to create privacy;
- the dominance of soft landscaping over hard landscaping;
- wide grass verges;
- the high concentration of buildings by architect Allan Keefer;
- the rich mix of buildings types and styles from all eras, with the Tudor Revival and Georgian Revival styles forming a large proportion of the total building stock;
- the predominance of stucco and stone houses and the relative rarity of brick buildings;
- the narrow width of many streets,
- the road pattern that still reflects the original design established by Thomas Keefer when he originally laid out the area for residential development;
- the low, dry stone walls that demarcate property lines in certain areas of the Village;
- Informal landscapes character with simple walkways, driveways, stone retaining walls and flowerbeds;
- the “dog walk,” a public footpath that extends from Old Prospect Road to corner of Lansdowne Road and Mariposa Avenue;
- the public open spaces including the Village Green and its associated Jubilee Garden;
- institutional and recreational buildings including the three schools, Rockcliffe Park Public School, Ashbury College and Elmwood School for Girls and the Rockcliffe Park Tennis Club;
- the multi-unit buildings, small lots, and more modest houses in the area referred to as the “Panhandle,” that characterize the south and west boundaries of the District,

6.0 Policies and Guidelines

The policies and guidelines in this Plan anticipate change in the HCD. Historic buildings will be restored, added to and adapted for new uses and new buildings may be constructed. The purpose of the following sections is to ensure that all change is sympathetic to individual buildings, the adjacent properties and the value of the HCD as a cultural heritage landscape.

The Policies and Guidelines in the Plan address the most common situations and types of alterations. Situations not contemplated by this Plan will be considered on a case-by-case basis by heritage staff in consultation with the community.

6.1 District Policies

To meet the Objectives of this plan, the policies below are to be followed when managing change in the Rockcliffe Park HCD.

1. The distinct heritage character of Rockcliffe Park, as defined in the “Statement of Cultural Heritage Value,” and “Description of Heritage Attributes” shall be maintained and enhanced.
2. The unique cultural heritage landscape of the heritage conservation district, including both public and private lands, shall be conserved and enhanced
3. Demolition of contributing properties, as defined in the Plan, shall not normally be recommended.
4. New construction shall be in conformity with the Policies and Guidelines in the Plan.
5. Severances to existing lots shall only be permitted where the resulting lots are consistent with the general lot sizes within the associated streetscape.
6. Future amendments to the City of Ottawa Official Plan and Zoning By-law shall be in accordance with and shall implement the policies and guidelines of this Plan.
7. Where a proposed change in the HCD has the potential to negatively impact the character of the HCD as outlined in the Statement of Cultural Heritage Value, the City through its Official Plan policies may require the submission of a Cultural Heritage Impact Statement.
8. Where development is proposed adjacent to the HCD, the City, through its Official Plan policies, may require the submission of a Cultural Heritage Impact Statement to assess the impact of the proposed development on the HCD.
9. All public works shall have regard for the policies and guidelines found in the Plan.
10. Enforcement of the City’s Property Standards By-law 2013-416 shall have regard for the Guidelines found in this Plan.

6.2 Management Guidelines

The management guidelines below have been prepared to provide direction for the conservation of existing buildings and landscapes, for the preservation of Rockcliffe Park’s distinctive cultural heritage landscape and to provide design guidelines for new buildings and additions to existing ones. The guidelines are arranged in sections:

- Guidelines for the conservation of existing buildings and landscapes
- Guidelines for new construction, including additions to existing buildings and the construction of new buildings
- Guidelines for conserving and enhancing the public realm.

Overview of Guidelines

The Guidelines below are for “contributing” and “non-contributing” buildings and landscapes. Whether or not either a building or a landscape is “contributing” or “non-contributing” depends upon the score assigned when all buildings and landscapes were surveyed and evaluated as part of the Rockcliffe Park Heritage Conservation District update.

This part of the project involved the preparation of a heritage survey and evaluation form for each property in the HCD that analysed each property in terms of its history, design and landscape. Each property was then scored by a group of community volunteers and categorized. There are four categories: Categories 1-3 are considered “contributing” and Category 4 is considered “non-contributing.” As buildings and landscapes were scored separately, it is possible to have a contributing building set in a non-contributing landscape and vice versa. This will be taken into account when assessing applications.

The guidelines encourage the retention, conservation and enhancement of buildings and landscape elements and features of the HCD, in addition to conservation of the area’s overall landscaped character.

The streetscapes and public realm of Rockcliffe Park are important in defining the heritage character of the HCD and the guidelines for streetscapes and for the public realm provide direction for these areas.

Technical Guidance

The City of Ottawa adopted the Parks Canada Standards and Guidelines for the Conservation of Historic Places in 2008 (revised 2012) and these will be applied in conjunction with the guidelines.

Additional technical guidance for restoration projects can be found online in the United States National Parks Service Preservation Briefs which provide detailed ‘how-to’ briefs on various elements of restoration (e.g. masonry, woodwork, metal).

These documents can be found online:

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Staff in the Heritage Section of the City of Ottawa can also provide guidance and advice on specific projects.

Contributing and Non-contributing Properties

All properties in the HCD are designated under the Ontario Heritage Act and alterations to the exterior of these buildings or their associated landscape and setting have the potential to impact the character of the HCD. When the HCD was designated in 1997, a building-by-building inventory and evaluation was not undertaken in cooperation with the community, as was the practice with HCDs in the former City of Ottawa. In order to establish the value of properties within the HCD, all buildings were researched and scored according to the former City of Ottawa method by a group of Rockcliffe residents and assigned a category from one to four.

For the purposes of the guidelines below, properties classified as Categories 1, 2 and 3 are considered **contributing** buildings in the HCD, meaning that they contribute to the cultural heritage value of the HCD through their landscaped setting, architecture and environment. Category 4 buildings are considered **non-contributing buildings** in the HCD, meaning that they are buildings that do not contribute to the heritage character of the HCD. Non-contributing buildings include those constructed outside of the period of highest significance, buildings that are not sympathetic to the character of the HCD and vacant lots. Non-contributing buildings may also include more recent buildings that are sympathetic in scale or style to character of the HCD.

6.3 Guidelines for the Conservation of Existing Buildings and Landscapes

Building Guidelines

The Guidelines below are intended to provide direction to property owners to assist in the long-term conservation and enhancement of their buildings. It is the responsibility of individual property owners to manage properties in compliance with these Guidelines.

6.3.1 Roofs and Chimneys

1. Every effort should be made to retain original roofing materials (eg. cedar, slate).
2. Where the original roofing material is missing, property owners are encouraged to restore the roof to its historic material. The use of modern materials to imitate historic materials (e.g. roof slates or cedar shingles), may be approved at the discretion of heritage planning staff.
3. Chimneys are important heritage attributes of historic buildings. Chimneys that contribute to the cultural heritage value of a building should be

retained. Non-functioning chimneys that contribute to the cultural heritage value of a building should be retained

4. New dormer windows should be located in a manner that does not affect the heritage character of the building or streetscape.
5. New eaves troughs and downspouts may be permitted if required to solve drainage issues, but should be located in an inconspicuous location and installed in a way that does not damage the building.
6. The addition of solar panels may be permitted and panels should be located on the rear slope of the roof or on a flat roofed portion of the building so that they are not obvious from the historic streetscape or public space. Solar panels should be installed in a manner that will not impact the heritage fabric of the building if they are removed.

6.3.2 Cladding

1. Original cladding should be conserved and maintained. Restoration of historic cladding is preferable to replacement.
2. If original cladding requires replacement it must be replaced in kind. Only deteriorated portions should be replaced.
3. Removal of inappropriate cladding material (e.g. vinyl siding) and restoration of historic cladding material is encouraged.
4. Wood siding should be painted or stained.
5. Wooden siding should not be replaced with aluminium or vinyl siding.
6. Historic stucco should be repaired or replaced by a specialist in kind to match original in colour, texture and finish. The replacement of original stucco with Exterior Insulation Finishing System (EIFS) is discouraged.

6.3.3 Masonry

1. Existing brick and stone shall be maintained.
2. Where existing masonry is beyond repair, only deteriorated portions will be replaced. Replacement brick or stone cladding will be with salvaged or new material that is compatible to the existing materials
3. The re-pointing of historic masonry is complex and must be undertaken by an experienced mason. New mortar must match the original in colour, pointing method and composition. Heritage staff can provide specifications for historic mortar.
4. Existing unpainted brick should not be painted.

5. Cleaning of brick and stone buildings shall be undertaken using gentle and non-abrasive methods, such as a biodegradable paint stripper or a masonry poultice. Sandblasting is not an appropriate method to clean brick or stone. Property owners must consult with heritage staff prior to cleaning of masonry to ascertain that proposed methods of paint removable are acceptable.
6. The application of stone veneer to existing walls is not appropriate and will not be supported.
7. Water repellent coatings are not necessary and should not be used on historic masonry. Water repellent coatings can trap water and salts in the masonry and result in brick spalling.

6.3.4 Foundations

1. Original foundations shall be maintained and conserved. Repair of original material is preferred over replacement.
2. The application of stone veneer to existing concrete foundations is not appropriate and will not be supported.
3. New surfaces or coatings such as parging should be compatible with the design of the building.
4. Re-pointing of stone foundations is complex and should be undertaken by an experienced mason. New mortar must match the original in colour, pointing method and composition. Heritage planning staff can provide specifications for historic mortar.

6.3.5 Windows

Windows are an integral part of the historic character of a building. The material and profile of individual windows are also important. The profile includes the construction, operating mechanisms, sill profile and width and design of the window frame. While some windows have been replaced over time, where original windows remain, they should be retained.

Well-maintained historic windows can last much longer than contemporary replacements. There are practical and economical approaches that can be taken to repair historic windows including painting, re-puttying or caulking, and weather stripping. Heritage staff can provide advice on appropriate methods of restoration for historic windows and appropriate replacement windows as necessary.

1. Original windows and storms should be retained and conserved, wherever possible. Only those windows that are beyond repair may be replaced. Energy efficiency can be achieved with existing windows through the restoration of the windows and the installation of weather stripping and appropriate exterior or interior wooden storm windows.
2. Replacement windows should match the historic windows in size, shape, materials and divisions. Where no documentary evidence of the original windows exists, replacement windows should be based on local examples of houses of a particular historic style.
3. The material of replacement windows should match the originals, however, alternate materials may be approved. Multi-paned windows should have appropriate muntin and mullion bars. Snap in muntin and mullion bars will not be supported.
4. The replacement of inappropriate newer windows with more compatible units is encouraged.
5. Retention of original fenestration pattern is encouraged. Where a new window opening is required, it should follow the rhythm and scale of the historic pattern.

6.3.6 Doors and Entrances

1. Significant front entrances must be preserved.
2. Additional front entrances shall not be introduced on the principal street facing façade.
3. The replacement of inappropriate newer doors with more compatible units is encouraged.
4. Existing historic doors and hardware should be retained and repaired. Where replacement is required, replacement doors shall replicate the historic door as closely as possible
5. The size, scale and proportions of existing doors and door openings should be preserved.
6. The pattern and arrangement of the entrance shall be retained including doors, sidelights and transom windows.

6.3.7 Verandas, porches and canopies

1. Many Rockcliffe Park houses that were built in the Revival styles popular in the 20th century had plain front facades with no verandas, porticoes or canopies. It may be appropriate to add a simple canopy over a front door to provide shelter, based on existing historic designs within the district.
2. The conservation of small canopies found on many houses over the front door is encouraged.
3. The removal of historic verandas will not be permitted.
4. The construction of new porches where none previously existed may be permitted if the porch does not obscure the heritage attributes of the building and respects the building's heritage character.
5. Where a porch is badly deteriorated, it should be conserved, not replaced. If it is beyond repair, it should be replaced in kind with the same materials, style, and size. Where a component of the porch such as a bracket, railing, post, baluster or column has deteriorated beyond repair, it should be replaced in the same style, material, and proportions.
6. If a property owner wishes to reinstate a missing porch, the design should be based on documentary evidence (ie. historic photographs). If no such evidence exists, the porch should take cues from local examples on similar buildings.
7. If changes to railing heights are required to meet the standards of the Ontario Building Code, additions should be made to existing railings in the form of a contrasting but sympathetic horizontal railing. Property owners should contact a heritage staff for guidance.
8. Screened-in porches were popular in the HCD in the 20th century and the retention of these porches is encouraged.

6.3.8 Decorative Features

1. Many Rockcliffe Park houses were designed in the Tudor Revival style and feature half timbering. This timbering should be retained.
2. Heritage attributes including, but not limited to, shutters, brackets, window details, shingling, bargeboard and finials, should be retained and restored.

6.3.9 Paint Colour

Property owners are free to paint their house any colour, however, these Guidelines may be used to assist in choosing a paint colour.

1. If a property owner wishes to determine the original colours of their house, paint scrapings from inconspicuous areas may reveal the history of the paint on the house.
2. Colours associated with the building's era, architectural style and materials and the fashion at the time of construction could be used to inform colour choices. Those seeking assistance in selecting appropriate colour palettes, may contact the City's heritage planners or an architectural conservation expert.

6.3.11 Demolition and Relocation

1. Demolition or relocation contributing buildings will not normally be permitted.
2. Demolition applications for contributing buildings shall be accompanied by a rationale that sets out the reasons that the demolition of the building is being proposed and why retention is not possible. If structural damage is the reason, a report prepared by a structural engineer with expertise in heritage buildings may be required.
3. In the rare instance that the demolition of a contributing building is recommended for approval, the proposed replacement building will be recommended for approval only where the siting, form, materials and detailing are sympathetic to the surrounding natural and cultural environment. All new construction will comply with the relevant Guidelines contained within this Plan.
4. In the rare instance that a contributing building is demolished, heritage staff may require that the building be recorded and the information be deposited at the City of Ottawa Archives. In addition, consideration should be given to salvaging historic materials as the building is demolished.
5. While acknowledging that the re-use of buildings in the HCD is an objective of this Plan, applications to demolish non-contributing buildings in the HCD will be considered. Any application to demolish a non-contributing building in the HCD shall be accompanied by plans for the proposed replacement building.
6. Any application to demolish an existing non-contributing building will be reviewed with consideration of its contribution to the streetscape, and the appropriateness of the proposed redevelopment. New construction will be recommended for approval only where the siting, form, materials and detailing are sympathetic to the surrounding natural and cultural

environment. All new construction will comply with the relevant Guidelines contained within this plan.

Landscape Guidelines

The conservation and enhancement of the HCD's distinctive landscape is pivotal to all projects within it. The Guidelines below provide direction to individual property owners with regard to the conservation and enhancement of the landscape.

6.3.12 Front yards, plant material, trees and walkways

1. The proportion of soft landscape over hard landscape is an essential heritage attribute of the HCD and shall be retained in order to maintain a green setting for each property.
2. Landscape projects shall respect the attributes and established character of the associated streetscape and the heritage conservation district.
3. Front yards shall have a generous area of soft landscaping which may include lawns, shrubs and flower beds, specimen or groupings of trees. The tradition of using native plant material is encouraged. Elements such as lawns, flower beds, glades of trees, shrubs, rocks and low stone walls shall be maintained and hard surfacing shall be kept to a minimum.
4. The removal of mature trees is strongly discouraged. Where a tree must be removed to allow for new construction, it will be replaced with a new tree of an appropriate size and species.
5. The street tree canopy of Rockcliffe Park is a key character-defining element of the HCD. Mature trees that succumb to age or disease should be replaced in order to continue and maintain the tree canopy.
6. Residents are encouraged to take advantage of the City's "Trees in Trust" program or equivalent. <http://ottawa.ca/en/residents/water-and-environment/trees-and-community-forests/trees-trust>.
7. The appropriate permit for the removal of distinctive trees, as defined by the City's Distinctive Tree Bylaw, must be obtained by owners. The removal of such trees is strongly discouraged.

8. Existing narrow flagstone walkways are an important element of the landscape and shall be retained and conserved. They typically extend from the front entrance to either the street or to the driveway.
9. New walkways shall follow the existing pattern in terms of width, material and location
10. Visual continuity across property lines is strongly encouraged. Where dividing lines are required, hedges are an appropriate alternative to fences.

6.3.13 Driveways, landscape features, lighting

1. Driveway design that minimizes the amount of hard paving is encouraged.
2. Narrowing driveway widths to comply with the *Zoning Bylaw* is encouraged when the opportunity arises.
3. The establishment of new driveways to supplement existing driveways will not be permitted. If a driveway must be moved because of an addition, the new driveway will be established in conformity with these Guidelines and other municipal by-laws.
4. New semi-circular driveways shall not be permitted. In addition to these Guidelines, the *Private Approach By-law* prohibits the establishment of driveways parallel to the front façade of a building (semi-circular driveways).
5. Cedar hedges are frequently used to separate properties within the HCD. The retention of existing mature cedar hedges is encouraged. The replacement of taller overgrown hedges with lower hedges may be appropriate.
6. There has been a recent tendency to brightly light facades, soffits, pathways, trees and landscape features in a way that is incompatible with the cultural heritage landscape. Exterior house lights should be limited to avoid light spillage and pollution.
7. Modern equipment (utility boxes, air conditioning units, satellite dishes, solar panels) shall be located in a manner that is discrete and not visible from the street. Screening with strategically located plant material is encouraged.

6.3.14 Fences

1. The use of fences to delineate lots was not typical for much of the history of the HCD. The continuation of soft borders between lots is encouraged.

- When fences are required for safety, they shall not be located in the front yard, and shall comply with the City's Fence by-law.
2. Some diplomatic missions and large estates have always had perimeter fences, usually stone, and occasionally iron. If new fences are to be constructed to protect diplomatic missions, they should be buffered by cedar hedges.
 3. When security concerns require the installation of perimeter fences at official and diplomatic residences, these fences should be buffered to complement the landscaped character of the area.

6.3.15 Lot sizes

This section makes recommendations regarding new lots and development upon them with the understanding that new lots are not created under the *Ontario Heritage Act*. New lots are created either by subdivision or severance, processes under the *Planning Act*.

The policy framework for decisions on lot severance is provided by the Official Plan, the Rockcliffe Secondary Plan, and the *Zoning By-law*, and these guidelines.

1. The wide variety of lot sizes and shapes found throughout the HCD contributes to its diversity and uniqueness. The retention of existing lots, large and small, is important to the HCD. New lots created either through severance or by joining smaller lots together shall reflect the size of other lots in the immediate vicinity. New lots shall be consistent with the general lot size and shape of other properties on the street and respect the character of the streetscape
2. New development on lots created through severance shall be consistent with the guidelines for new buildings in the heritage conservation district, Section 5.2.2 of this document.

6.4 Additions and New Construction

6.4.1 Alterations and Additions to Existing Buildings

1. Property owners are encouraged to retain an architect, designer and/or heritage professional when designing an addition to an existing building.
2. All additions shall be complementary to the existing building, secondary in terms of size, subordinate to and distinguishable from the original and

compatible in terms of massing, facade proportions, and fenestration patterns.

3. In planning alterations and additions, the integrity of the rooflines of the original house (gable, hip, gambrel, flat etc.) shall be maintained.
4. Alterations and additions shall be designed to be compatible with neighbouring buildings in the associated streetscape, in terms of scale, massing, height, setback, entry level, materials and fenestration patterns.
5. The height of any addition to an existing building should not normally exceed the height of the existing roof. If an application is made to alter the roof, the new roof profile should be compatible with that of its neighbours.
6. New additions will not result in the removal or obstruction of heritage attributes of the building or the HCD.
7. Windows in additions should reflect the building's original windows in size, shape and divisions. Windows may be wood, metal clad wood, steel or other materials as appropriate. Multi-paned windows should have appropriate muntin bars.
8. The use of natural materials, such as stone, real stucco, brick and wood is an important attribute of the HCD, and the use of materials such as vinyl siding, perforated pre-painted aluminium soffits, EIFS, and manufactured stone will not be supported.
9. New garages should not be attached to the front or side facades of existing buildings, but may be permitted in the rear yard.
10. Terraces on the top storey may be permitted if they are set are back from the roof edge and are not obvious from the street. Terraces below the top storey may be recommended for approval if they do not have a negative effect on the character of the surrounding cultural heritage landscape.
11. Brick and stone cladding will not be limited to the front façade but will extend to all facades.

6.4.2 Guidelines for New Buildings

1. Property owners are encouraged to retain an architect, designer and/or heritage professional when designing a new building in the HCD.
2. New buildings shall enhance contribute to and not detract from the heritage character of the HCD.

3. Construction of new buildings will only be approved when the siting, form, materials and detailing contribute to the surrounding cultural heritage landscape.
4. Construction of new buildings will only be approved when the location of the proposed building is consistent with the lot patterns and setbacks, respects the existing topography of the associated streetscape, and preserves and enhances the existing trees and landscape characteristics.
5. New buildings shall be of their own time but sympathetic to the character of their neighbours in terms of massing, height, form, facade proportions, and materials. New buildings are not required to replicate historical styles.
6. The mass and height of new buildings shall respect and not exceed the e buildings in the streetscape and contribute to the landscape character of the HCD as a whole.
7. New buildings shall generally maintain front yard alignment with adjacent existing buildings' front walls, and not project further forward than the average of the two adjacent houses. In the case of corner lots, the setbacks of buildings in the associated streetscape may be used.
8. Windows may be wood, metal clad wood, steel or other materials as appropriate. Multi-paned windows should have appropriate muntin bars.
9. The use of natural materials, such as stone, real stucco, brick and wood is an important attribute of the HCD, and the use of materials such as vinyl siding, perforated pre-painted aluminium soffits, EIFS, and manufactured stone will not be supported.
10. Terraces on the top storey may be permitted if they are set are back from the roof edge and are not obvious from the street. Terraces below the top storey may be recommended for approval if they do not have a negative effect on the character of the surrounding cultural heritage landscape.
11. Brick and stone cladding will not be limited to the front façade but will extend to all facades.

Garages and Accessory Buildings

1. New garages and accessory buildings shall be designed and located to complement the heritage character of the HCD and the design of the associated building. In general, new garages should be simple in character with a gable or flat roof and wood or stucco cladding.
2. Integral garages shall be located in a manner that respects the cultural heritage value of the streetscape and shall not dominate it.
3. New garages shall not be located between the front façade and the front property line.
4. Other accessory buildings (sheds, play houses, pool changing rooms) should be located in the rear yard and will not result in the loss of significant soft landscaping.

6.4.3 Landscape guidelines – New Buildings and Additions

1. New buildings and additions to existing buildings will respect the character-defining elements of the lot's existing hard and soft landscape, including but not limited to trees, hedges and flowerbeds, pathways, setbacks and yards. Soft landscaping will dominate the property.
2. New buildings and additions will respect the established landscaped character of the streetscape.
3. The existing landscaped character will be preserved, when new buildings and additions are constructed.
4. The front lawns and side yards of new buildings shall protect the continuity and dominance of the soft landscape within the HCD.
5. If a driveway must be moved, the new driveway will be established in conformity with these *Guidelines*, the *Zoning By-law*, and the *Private Approach Bylaw*. The *Private Approach By-law* prohibits the establishment of driveways parallel to the front façade of a building (semi-circular driveways).
6. To ensure landscape continuity, new buildings shall be sited on generally the same footprint and oriented in the same direction to ensure that the existing character of the lot and its associated landscape are preserved.
7. Setbacks, topography and existing grades, trees, pathways and special features, such as stone walls and front walks shall be preserved.
8. All applications for new construction shall be accompanied by a detailed landscape plan. The plan must clearly indicate the location of all trees,

- shrubs and landscape features to be preserved and those to be removed, and illustrate all changes proposed to the landscape.
9. The removal of mature trees is strongly discouraged and all applications will be subject to the appropriate bylaw and permitting process. Where a tree has to be removed to accommodate new construction, it will be replaced with a new tree of an appropriate size and species elsewhere on the lot with preference given to native species.
 10. Existing grades shall be maintained.
 11. Artificial turf shall not be permitted in front and side yards.

6.5 Conserving the Public Realm

6.5.1 Roads and the Public Realm

1. Existing block and street patterns shall be retained.
2. Existing road widths and rights-of-way are a major contributor to the character of the streetscape and shall not be increased.
3. Existing public footpaths shall be maintained, with appropriate design and materials to be visually unobtrusive and environmentally sensitive.
4. Existing informal road edges, characterized by the absence of curbs and gutters are traditional village features and will be retained except where erosion on slopes or where heavy parking pressure near institutions causes repeated damage. The absence of sidewalks will be maintained, except immediately adjacent to schools and community facilities.
5. Streetscape planting is encouraged where there are gaps in the tree cover created through the loss of trees to maturity, disease or natural disasters with preference for native species.
6. The selection of trees and shrubs to be planted on private property adjacent to the road should reflect the range of species historically found in gardens in the area, and favour native species.
7. Street lighting should continue the historic pattern of acorn luminaires on s-shaped brackets attached to wooden poles. The lights should continue to be at the traditional low height and wide spacing. Lighting should continue to be a warm white light that, in appearance, is similar to incandescent lighting.

6.5.2 Parks and Parkland/ Natural Features

1. The natural shorelines of Mackay Lake and the Pond shall be preserved.
2. The restoration of altered and damaged shorelines is encouraged.

3. All shoreline projects shall conform with the MacKay Lake Management Plan, commissioned by the former Rockcliffe Village Council to guide the use of the lake and restoration projects.
4. The rocky outcrops, cliffs, treed hills and slopes and other landform features that have defined the character of Rockcliffe Park since it was laid out should be preserved and enhanced.

6.5.3 The Village Green

Humphrey Carver described the Village Green as “the top-of-the-hill meeting place where the schools and other social institutions of Rockcliffe have gathered.” Carver describes the area as consisting of the playing fields of the public and private schools, and two planned public landscapes, the Village Green and the Jubilee Garden. These playing fields and two planned public landscapes contribute to the cultural heritage landscape of Rockcliffe and shall be retained. Any changes to the publicly owned portions of the Village Green will require an application to alter under the Ontario Heritage Act.

1. Interventions to the Village Green and the Jubilee Garden will respect the cultural heritage value of the landscape and the existing character of the landscape as designed

6.5.4 Conservation Area

2. The Caldwell-Carver Conservation Area is an integral part of the landscape of the heritage conservation district and shall be preserved.

6.5.5 Views and Vistas

Many houses in Rockcliffe Park were sited to take advantage of spectacular views over the Ottawa River, and other landscaped features. Some houses were not intended to be viewed directly but nestled within a wooded setting, or at the end of a long driveway.

1. Consideration will be given to opening up historic views to the river, lake and pond through the selective pruning of trees, where appropriate.

7.0 Heritage Permits

All properties located within the boundaries of the HCD are designated and regulated under Part V of the Ontario Heritage Act regardless of age, type or style. All exterior alterations require the approval of the City of Ottawa and shall comply with the policies and guidelines of this plan.

Property owners proposing to alter their building should consult with staff in the Heritage Services Section prior to submitting an application. Staff will advise the property owner if a heritage permit is required. The following interventions do not require a Heritage Alteration Permit under the *Ontario Heritage Act*:

- Interior alterations
- Insulating, weather stripping, caulking
- Painting/paint colour
- Regular on-going building maintenance such as repointing and foundation repairs using heritage methods
- Planting, gardening and minor landscaping that is in character with the streetscape
- Pools and pool fences shall obtain the appropriate pool permits, and conform to these Guidelines, but do not require a heritage permit

For all other types of work, a heritage permit is required. Depending on the scale of the project, approval may be delegated to staff. If the project is large (such as demolition, new construction or a significant addition) the property owner will require the approval of City Council prior to the issuance of a heritage permit.

Applications for permits under the Ontario Heritage Act must include sufficient information for City staff to be able to make informed decisions. This includes:

- Survey
- Project description
- Elevations of all sides at a minimum scale of 1:50
- A site plan showing building location, fencing, plantings, and other significant features
- A landscape plan showing existing landscape with all trees proposed for removal clearly marked, and showing all proposed landscaping.
- Coloured front elevations showing the buildings on either side (if applicable)
- Grading plan
- Perspective renderings
- Project data (site area, coverage, FSI calculations etc.)

- Materials
- Cultural Heritage Impact Statement, if required.

7.1 Community Consultation

Individual applicants should consult with the Development Review Subcommittee (DRS) of the Rockcliffe Park Residents' Association prior to the submission of a full application under the *Ontario Heritage Act*. The subcommittee will provide comments on proposals to alter properties in the HCD that should accompany the final application submitted to heritage staff.