

Werden's Plan Neighbourhood Draft Heritage Conservation District Plan

Draft Report

October 2025

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Heritage Conservation District Plan Summary

Werden's Plan Heritage Conservation District (Werden's HCD) is situated within the Town of Whitby's downtown core and encompasses a portion of the plan of subdivision that Asa Werden commissioned for his lands south of Dundas Street in 1854. The southern end of the HCD includes portions of John Radenhurt's subdivision plan (1855) and James Wallace's subdivision plan (date unknown). Werden's HCD contains a representative collection of mid-19th to early-20th century residential properties that reflect the development and growth of the Werden's Plan Neighbourhood within the Town of Whitby and its position as the County Seat of the former Ontario County. The HCD contains primarily residential properties and streetscapes, with several commercial, civic, and institutional properties, parks/open space, and places of worship.

For user accessibility, this HCD Plan is divided into three parts and appendices:

- **Part 1: Overview** – including an overview of an HCD Plan, the HCD boundary map, Statement of Cultural Heritage Value and Heritage Attributes, description of Contributing Properties, and the goals, objectives, and principles of the HCD Plan.
- **Part 2: District Policies and Guidelines** – including policies and guidelines for alterations, additions, new construction and development, demolition, streetscape and landscape for public and private realm, accessibility, sustainability, Part IV Designations, and properties adjacent to the HCD.
- **Part 3: Implementation** – including how the HCD Plan may be implemented and a summary of the HCD Plan heritage permit process, a list of activities where permits are not required, a concluding statement for the HCD Plan, and key sources referenced in the HCD Plan.
- Appendices: (A) References, (B) Glossary, (C) Architectural Terminology, (D) Resources for Property Ownership and Community Members,.



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This updated Werden's Plan HCD Plan is protected by a municipal By-law (7297-17) and any successors there to passed under Part V of the *Ontario Heritage Act*. The purpose of an HCD Plan is to conserve a community's heritage resources by creating policies and guidelines to manage change when alterations, additions, landscaping, streetscaping or new development occur over time. Changes in the HCD are managed through a system of heritage permits and the guidance of the contents in this HCD Plan.

The principles of this HCD Plan are drawn from heritage best practices and form the basis of the HCD Plan policies and guidelines. These include:

- Preserve the historic context of a building
- Maintain and repair buildings
- Find a viable social or economic use for buildings
- Preserve the traditional setting of the building and its landscape features
- Preserve original decoration and fittings of buildings
- Restore buildings to authentic limits
- Employ traditional repair methods
- Respect historic accumulations
- Make new replacements distinguishable
- Understand the value of a historic place
- Respect documentary evidence
- Design alterations with reversibility in mind

HCD Plans are not intended to stop all change or 'freeze' a place within a specific time period. Rather, they are an important community tool for balancing the ongoing needs for property maintenance and development while conserving the features that define a place and its history. Every HCD is unique and reflects the history and values of a community.



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The Executive Summary highlights key points from the report only; for complete information and findings the reader should examine the complete report.



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Acronyms and Abbreviations

ADU	Additional Dwelling Unit
CAHP	Canadian Association of Heritage Professionals
CHIA	Cultural Heritage Impact Assessment
CHER	Cultural Heritage Evaluation Report
CHVI	Cultural Heritage Value or Interest
GBCA	Goldsmith Borgal & Company Ltd Architects
HCD	Heritage Conservation District
HWAC	Heritage Whitby Advisory Committee
ISA	International Society of Arboriculture
O. Reg.	Ontario Regulation
PPS	Provincial Planning Statement



Part 1

Purpose and Overview



1 Introduction

1.1 Acknowledgements

During the preparation of the updated Werden's Plan Neighbourhood Heritage Conservation District (Werden's HCD) Plan, many individuals, groups, and organizations provided valuable information on the community's rich history and their hopes for the future of its heritage. The project team wishes to acknowledge the following for their assistance and input during the project:

- The Town of Whitby (the Town)
- Heritage Whitby Advisory Committee (HWAC)
- Members of the Town of Whitby Council (Council)
- Property owners, business owners, residents and community members who attended public meetings and/or provided input into the project process and reports

1.2 Purpose and Overview of the Heritage Conservation District Plan

In January 2025, the Town retained Stantec Consulting Ltd. (Stantec) to prepare an update to the Werden's HCD Plan. The purpose of the update is to reflect the current land use and heritage policy context, bring the HCD Plan into conformity with recent legislative changes, and create a more user friendly HCD Plan for the public and staff.

The Town designated the Werden's HCD under Part V of the *Ontario Heritage Act* in 2017 under By-law 7297-17 and approved as amended by the Local Planning Appeal Tribunal on May 13, 2019. The Werden's HCD Plan was prepared by Goldsmith Borgal & Company Ltd Architects (GBCA) in association with Paul Dilse Heritage Planning



Consultant and the Landplan Collaboration Limited, with the assistance of the Olde Whitby Neighbourhood Association.

Interest in pursuing an HCD within Downtown Whitby began as early as the mid-1990s when an Official Plan policy identified Downtown Whitby, or a part of it, to be examined as a potential HCD. Following the establishment of the Brooklin HCD, interest continued to grow in establishing additional HCDs within Downtown Whitby. In 2012, the *Downtown Whitby Heritage Conservation District Study* was awarded to a consulting team led by GBCA.

The *Downtown Whitby Heritage Conservation District Study* identified three separate areas for study. This included the Perry's Plan Neighbourhood, the Four Corners area, and the Werden's Plan Neighbourhood. In 2013, the study team recommended proceeding with the Werden's HCD Plan to serve as a pilot project for the other two identified areas. This approach was supported by Town staff and Town council.

1.3 Format of the Heritage Conservation District Plan

As per Section 4.1 (5) of the *Ontario Heritage Act*, HCD Plans are required to contain the following content:

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



- f) a description of the alterations or classes of alterations that are minor in nature and that the owner of the 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.

(Government of Ontario 1990)

This HCD Plan has been divided into three parts and appendices:

- Part 1: Overview – including an overview of the HCD Plan, the HCD's boundary, Statement of Cultural Heritage Value or Interest and Heritage Attributes, description of Contributing Properties, and the goals, objectives, and principles of the HCD Plan.
- Part 2: District Policies and Guidelines – including policies and guidelines for alterations, additions, new construction and development, demolition, streetscape and landscape for public and private realm, accessibility, sustainability, Part IV Designations, and properties adjacent to the HCD.
- Part 3: Implementation – including how the HCD Plan may be implemented and a summary of the HCD Plan heritage permit process, a list of activities where permits are not required, and a concluding statement for the HCD Plan.
- Appendices: (A) References, (B) Glossary, (C) Architectural Terminology, (D) Resources for Property Ownership and Community Members,.

1.4 How to Use the Heritage Conservation District Plan

Owners of property within the HCD (Figure 1) and the Town are expected to consult the HCD Plan when considering alterations, additions, or demolitions to property within the HCD boundary. New development must also follow the policies of the HCD Plan. The *Ontario Heritage Act* requires that a district plan include a statement of policies that reflect its objectives. These policies are contained in Part 2 of this HCD Plan.



The HCD Plan applies to both municipally owned property and private property. When the Town is planning changes on municipal property within the HCD boundary, municipal Council must review the proposed plans and only approve changes that are in keeping with the character of the HCD. Town staff, Council, and the HWAC are all expected to review and follow guidance in the HCD Plan.

Property owners and developers of property adjacent to the HCD are not subject to the policies and guidelines of the HCD Plan. However, in accordance with the *Provincial Planning Statement* (PPS), adjacent development may not negatively impact the heritage character of an HCD. Adjacent development must follow the process outlined in Part 2, Chapter 16.

The HCD Plan refers to “sympathetic” changes as those that acknowledge and maintain the identified heritage character of the HCD. Such changes include those that consider historic materials, heights, massing, and design elements present within the HCD. The terms sympathetic, complementary, and compatible are used interchangeably in the policies and guidelines when describing modifications related to the heritage character of the HCD.

1.5 Intent of the Heritage Conservation District Plan

Policies and guidelines of the HCD Plan apply to all properties, public and private, within the designated area. HCD Plans are intended to benefit the Town and community as a long-term strategic planning tool that help manage change in an area by conserving and celebrating local heritage. When implemented diligently, HCD Plans can conserve heritage for future generations and have lasting benefits in a community.

HCD Plans are intended to:

- Create a planning process that respects a community's history and identity
- Manage change through a heritage permit process for certain types of renovation, restoration, and new construction



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- Foster an appreciation of a community's heritage resources
- Protect the integrity of buildings, streetscapes, structures, landforms, and natural features
- Promote cultural tourism

HCD Plans are not intended to:

- Prohibit new construction or redevelopment
- Cause owners to lose all property rights
- Require that all new construction match a specific historical style
- Make owners require a heritage permit for minor alterations

Above all, it is property owners within an HCD who will be responsible for following policies and guidelines when altering their property or planning new construction. New construction, demolition, and some alterations will require approval of a heritage permit from Council. Minor alterations, such as those outlined in Part 3, Chapter 18.3, of this HCD Plan do not require a heritage permit.

It is important to be clear that implementing an HCD Plan does not require property owners to automatically “revert” their properties back to a specific time period, or to undo renovations that have already occurred. The purpose of the Plan is to manage changes going forward in the HCD so that future alterations, additions, and new development are compatible and sympathetic to the area's heritage character.

It is also crucial to recognize that the HCD contains a wide variety of different property types, uses, and architectural/design influences, resulting from its evolution over the course of over 150 years. The HCD is expected to continue to evolve over time. Not all policies within the HCD Plan will be a perfect fit for every situation, and some alterations, proposals or changes not considered in this plan may need to be considered on a case-by-case basis. Flexibility will be required depending on the nature of the



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application. It is the responsibility of Town staff, property owners, and Council to apply these policies and guidelines in a consistent, careful, and considered manner, in accordance with the objectives of the HCD Plan. The overall goal is to conserve and enhance the “look and feel” of the HCD character that is experienced in the public realm by supporting change that is compatible with the HCD. There may be many ways to achieve this, using a variety of design approaches, construction methods, and materials.



2 Statement of Cultural Heritage Value or Interest

2.1 Heritage Conservation District Boundary

The boundary for the Werden's HCD is depicted on Figure 1. Werden's HCD is roughly bounded to the north by Dundas Street West, to the west by Henry Street, to the south by Arthur Street, and to the east by Brock Street South.

2.2 Description of Historic Place

Werden's HCD is located in the Town of Whitby, Durham Region, Ontario. The HCD is situated within Whitby's downtown core and encompasses a portion of the plan of subdivision that Asa Werden commissioned for his lands south of Dundas Street in 1854. The southern end of the HCD includes portions of John Radenhurt's subdivision plan (1855) and James Wallace's subdivision plan (date unknown). The HCD consists primarily of residential properties and streetscapes, as well as several commercial, civic, and institutional properties, parks/open space, and places of worship.

2.3 Heritage Value

Design Value

Werden's HCD contains a representative collection of mid-19th to early-20th century residential properties that reflect the development and growth of the Werden's Plan Neighbourhood within the Town of Whitby and its position as the County Seat of the former Ontario County. The HCD's design and physical value is characterized by primarily low-rise (one to two and one half storeys in height) single-detached residential structures. Housing sizes within the neighbourhood are reflective of historic property ownership ranging from small working-class residences to grand homes of former County officials. The mix of house size indicates a social mixing characteristic of the former small-town neighbourhood.



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The HCD contains a variety of mid-19th to early 20th century architectural styles, including examples of Ontario vernacular, Georgian, Neo-Classical, Regency, Gothic Revival, Colonial Revival, Italianate, Edwardian, and Arts and Crafts structures. The district also contains two unique Gothic Revival castle-style structures on Colborne Street West and Bryon Street South. Several properties within the HCD display a high degree of craftsmanship through decorative woodwork (front porches, spindles, columns, brackets, shingling) and brickwork (dichromatic brickwork, window mouldings, dentils, brick chimneys). The mid-20th century residential infill includes representative designs of Ranch/Spilt Level, Minimal Traditional, and other 20th Century Modern that complement the district's historic architectural character through their low-rise form and use of red brick cladding.

Werden's HCD also contains civic, commercial, and places of worship properties that stand-out in the district in comparison to adjacent residential properties. These include:

- The former Ontario County Courthouse (416 Centre Street South) for its Classical Revival style, and its adjacent Land Registry Office (410 Centre Street South) that is representative of a standardized provincial registry office
- The former King Street School (300 King Street) is an example of early 20th century scholastic architecture
- The former Methodist Tabernacle (201 Centre Street South, presently St. Mark's United Church) and St. Andrew's Church of Scotland (508 Byron Street South, presently St. Arsenije Sremac), two Gothic Revival style churches



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Historic Value

Properties within the Werden's HCD are historically associated with the municipal development of Whitby and the development of Ontario County. The site of Whitby's first town hall (1856-1879) was at the southwest corner of Brock Street South and Trent Street West (now 700 Brock Street South). The Whitby Public Library (405 Dundas Street West) is located on the site of the third town hall. Within the HCD, the Ontario County Courthouse, Land Registry Office, and former jail (demolished and now parking lot at 401 King Street), are associated with the former County's judicial, administrative, and government offices from 1854-1964. The location of these County buildings within the district influenced the settlement of the surrounding neighbourhood, including residences built for County official positions such as lawyers, judges, registrars, and clerks. Ten properties in the neighbourhood are also historically associated with former Whitby mayors. The Werden's HCD also contains the Lynde House Museum (900 Brock Street South), which is the oldest structure within Durham Region. It was built during in the early 19th century for Jabez Lynde, one of Whitby's earliest settlers.

Contextual Value

Werden's HCD contains the largest concentration of historic residential streetscapes within Downtown Whitby. The mid-19th to early-20th century residential properties in the district have contextual value for defining, maintaining, and supporting the historic character of the Werden's Plan Neighbourhood. This historic character is influenced by the maintained gridiron street pattern associated with the 1854 survey of uniform square blocks. The residential streetscapes are enhanced by mature trees in front, side, and rear yards that provide a streetscape canopy and vegetated backdrop in the neighbourhood. Werden's HCD also contains some areas of uncurbed streets characteristic of older or rural streetscapes.



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Werden's HCD also demonstrates contextual value for its landmarks of local and provincial importance. The former Ontario County Courthouse is a prominent provincial building with tall cupola. With the adjacent former Land Registry office, and the rear parking lot associated with the former jail, these three properties encompass a full former judicial and governmental services block within the district. Northwest of this block, the former King Street School sits on a larger property parcel and is a distinct large building with central cupola. The former Methodist Tabernacle is situated on corner lot with two tall three-storey projecting towers. Former St. Andrew's Church of Scotland is also set on a corner lot and is a distinct dichromatic brick church with central tower topped with a cupola.

The HCD also contains a contemporary landmark of Whitby Central Library and Celebration Square (405 Dundas Street West) that forms the cornerstone of the northwest corner of the district. Rotary Centennial Park, a landscape landmark, defines the southeastern edge of the district. The parkland is located on lands that were part of the Town's first purchases in Werden's Plan and historically served as a Market Block.

Centre Street South, a main north-south corridor in the district includes a prominent view towards the All-Saint's Anglican Church (located outside the district). The church's spire that was erected in 1870 commands the view north along Centre Street South and forms a readily discernible visual axis along Centre Street South.

2.4 Heritage Attributes

The following attributes have been identified as reflective of the cultural heritage value or interest (CHVI) of Werden's HCD.

Attributes that reflect the HCD's design and physical value:

- The low-rise (one to two- and one-half storey) single-detached mid-19th to early-20th century historic residential character with complementary mid-20th century residential infill



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Part 1 Purpose and Overview – Chapter 2 Statement of Cultural Heritage Value or Interest

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- The concentration of buildings constructed between 1850 and 1945, associated with the historic development of Werden's neighbourhood and renewed early 20th century growth of the neighbourhood
- Architectural details and features related to early-19th to early-20th century architectural styles associated with the development of the neighbourhood, including Ontario vernacular, Georgian, Neo-Classical, Regency, Gothic Revival, Colonial Revival, Italianate, Edwardian, and Arts and Crafts.
- Predominant use of brick as a building/cladding material, specifically red brick
- Decorative woodwork (front porches, spindles, columns, brackets, shingling)
- Decorative brickwork (dichromatic brickwork, window mouldings, dentils, brick chimneys)
- Historic exterior wall claddings including clapboard, horizontal board, shingle, and roughcast plaster
- Historic, period appropriate, and sympathetic open and enclosed front porches
- Bellcast porch roofs

Attributes that reflect the HCD's historical and contextual value:

- Generous front and side yard setbacks with landscaped, softscaped, or vegetated front and side yards
- Mature trees that provide a tree canopy and vegetated backdrop in both the public and private realm
- Gridiron street pattern with rectangular blocks
- Remaining rural village street cross sections with no curbs
- Landmarks including:
 - St. Mark's United Church (Methodist Tabernacle)



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- The former King Street School
- The former Ontario County Courthouse and Registry Office
- St. Arsenije Sremac Serbian Orthodox Church (St. Andrew's Church of Scotland)
- Whitby Central Library and Celebration Square
- Rotary Centennial Park
- Lynde House Museum, constructed in the early 19th century as the oldest structure in Durham Region

2.5 Property Classification and Contributing Properties

The 2019 HCD Plan included some policies and guidelines related to three classifications of properties, including:

- Historic property
- Complementary exemplary property
- Complementary property
- Uncharacteristic property.

These classifications were applied in 2017 in the Plan stage, as part of a description of the heritage attributes of the HCD properties. Historic properties were characterized as those developed when Whitby was a small town, before mid-20th century expansion. Complementary properties typically referred to mid-20th century properties that were compatible with the historic character. Complimentary exemplary properties included a special historic association. Uncharacteristic properties were identified as those not historic or complementary to the district's architectural and landscape patterns. During the HCD Plan update, properties within the Werden's HCD were evaluated by Stantec according to *Ontario Regulation* (O. Reg.) 9/06 to align with the amendments to the *Ontario Heritage Act* that established criteria for the evaluation of an HCD following the



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prescribed criteria under O. Reg. 9/06. To streamline the classification system, properties were given two classifications: contributing or non-contributing.

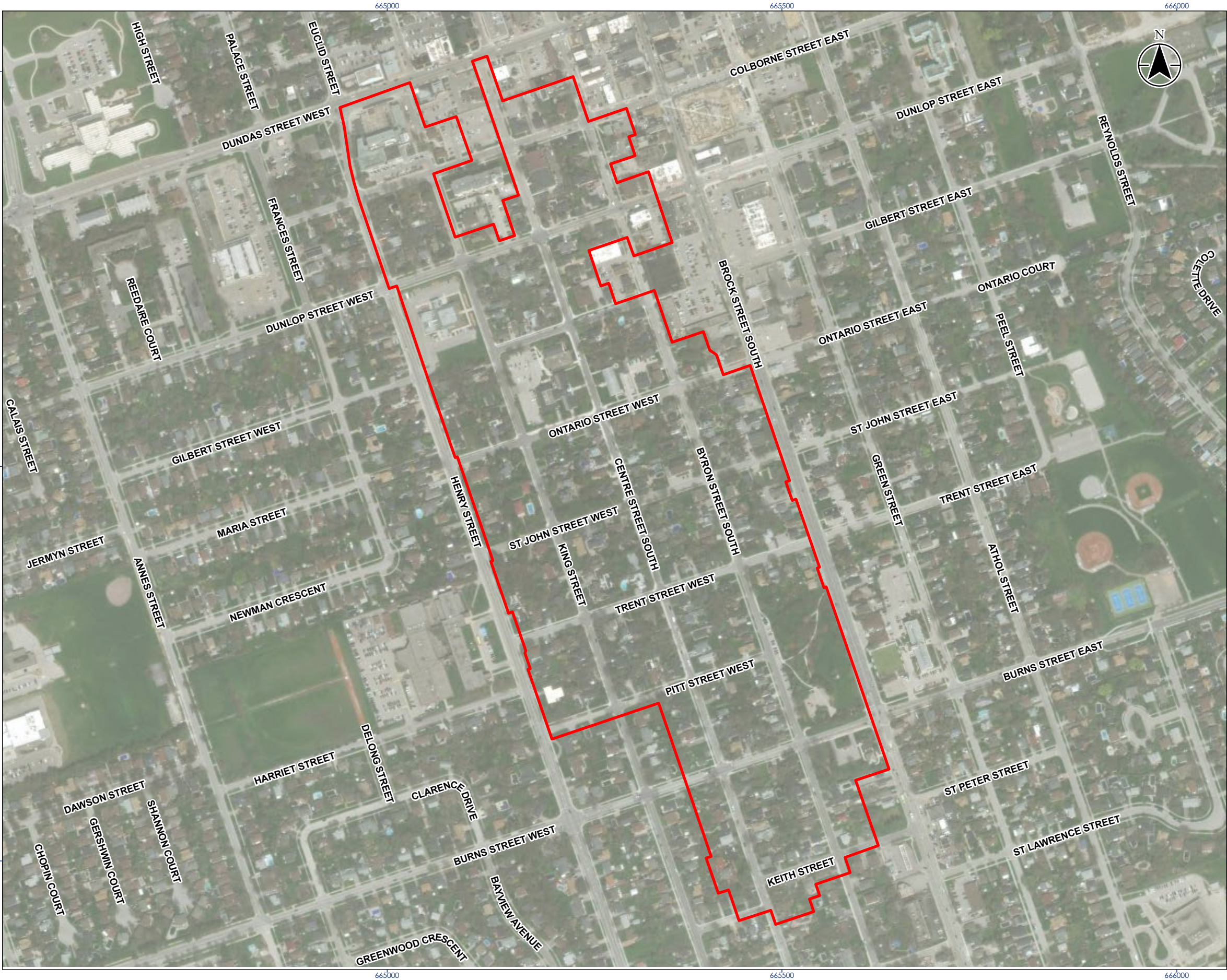
For the purposes of this HCD Plan, contributing properties are properties or buildings that directly support the Statement of CHVI and Heritage Attributes of the HCD.


Contributing properties meet at least two or more of O. Reg. 9/06. Non-contributing properties may still play an important role in the HCD but may also include buildings that are constructed more recently or have been modified and no longer directly support the Statement of CHVI. In a few cases, changes were made to the classification of buildings from uncharacteristic in the 2017 HCD Plan to contributing properties as the HCD Plan update process identified these properties to meet two or more criteria of O. Reg. 9/06.

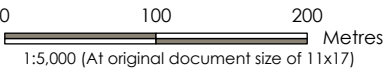
In the Werden's HCD, contributing properties were constructed from the early 19th century until the early 20th century and retain historic building fabric or heritage features that distinguish them as older buildings of a particular era, type, or place. Generally, these buildings demonstrate a variety of architectural styles, including Ontario vernacular, Georgian, Neo-Classical, Regency, Gothic Revival, Colonial Revival, Italianate, Edwardian, and Arts and Crafts and are similarly single-detached and of a low-rise height between one to two- and one-half storeys. Many of these contributing properties contain buildings that are historically associated with the history of the Werden's neighbourhood, the former Ontario County, and the Town. Mid-20th century residential infill properties that complement the district's historic architectural character through their low-rise form and use of red brick cladding and may also be contributing properties as part of a cohesive streetscape.



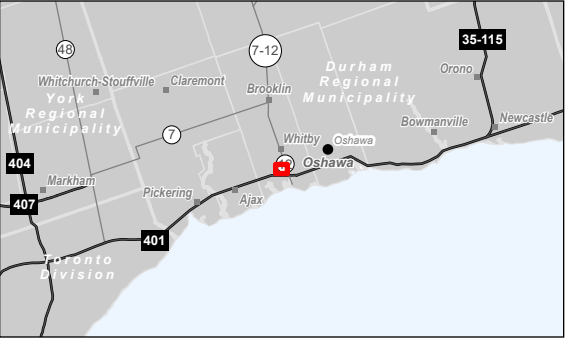
\\C:\0215\pp1601\work_group\01660\Active\160941135\03\03_data\gis\cod\gis\maps\Cultural_Heritage_Veaport_Figures\MCD_plans_review\160941135_HCD_plan_review\FigX\arx\160941135_HCD_plan_Fig1_and_Fig2_Plan_Boundary
Revised: 2025-05-13 by: moolemi



Legend
 Heritage Conservation District Boundary



Notes
1. Coordinate System:NAD 1983 UTM Zone 17N
2. Contains information licensed under the Open Government Licence – Ontario, and the Open Government Licence – Canada, accessed 2025
3. Orthoimagery © Maxar. Date of Imagery, Unknown.



Project Location
REGIONAL MUNICIPALITY OF DURHAM
Client/Project
TOWN OF WHITBY, ON
WERDEN'S PLAN NEIGHBOURHOOD HERITAGE CONSERVATION DISTRICT (HCD) PLAN

160941135 REVA
Prepared by IM on 2025-05-13
Technical Review by AW on 2025-04-07

Figure No.
1
Title
Werden's Plan Neighbourhood HCD Plan Boundary

3 Heritage Conservation District Goals, Objectives, and Principles

3.1 Goals and Objectives

The goals of the HCD Plan are to provide a framework for decision-making in the HCD and to manage change in a way that is compatible with the heritage character of the area. To achieve these goals, all Council decisions related to alterations, additions, new construction, and demolition in the HCD should align with the following objectives:

Built Heritage

- Maintain and enhance the historic residential character of the HCD containing contributing properties from the early-19th to early-20th centuries
- Maintain and enhance the historic development pattern consisting predominantly of low-rise, single-detached residential properties
- Maintain the characteristic residential lot development consisting of a single detached building fronting the streetscape, with distance between side yards and neighbouring structures, where applicable
- Preserve the existing historical architectural styles and influences including Ontario vernacular, Georgian, Neo-Classical, Regency, Gothic Revival, Colonial Revival, Italianate, Edwardian, and Arts and Crafts structures
- Maintain and enhance the historic materials and individual characteristics of contributing properties, including decorative woodwork (front porches, spindles, columns, brackets, shingling) and brickwork (dichromatic brickwork, window mouldings, dentils, brick chimneys)
- Support the use or adaptive re-use of contributing properties within the HCD to avoid vacant buildings, mothballed structures, or demolition by neglect



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- Retain the heritage building fabric, building profiles, and traditional façade arrangements when considering adaptive re-use
- Replace unsympathetic additions or alterations to contributing properties with compatible replacements in accordance with the policies and guidelines of the HCD Plan

Landscape and Streetscape

- Maintain and enhance mature vegetation in the HCD on private and public property, including the implementation of succession planting
- Maintain and enhance the view within the HCD looking north along Centre Street South towards the All-Saints' Anglican Church (located outside of the HCD)
- Maintain the generous amount of private open space with landscaped, softscaped, or vegetated front and side yards
- Maintain the gridiron street pattern with rectangular blocks
- Maintain and enhance Rotary Centennial Park and Celebration Square

New Development

- Allow redevelopment or new development only when it is compatible and complementary to the HCD
- Avoid the loss or demolition of heritage attributes or heritage fabric within the HCD
- Follow a unified, sympathetic streetscaping approach for the HCD on Town-owned lands and those subject to redevelopment proposals that enhances the character of the HCD



Community Support

- Promote the history and local community pride in the HCD through compatible public art, commemorative/interpretative devices, or local tours
- Collaborate with business and property owners in the HCD to maintain a progressive and competitive business environment while conserving the heritage attributes of the HCD
- Collaborate with property owners and business owners to encourage and provide incentives for the conservation, restoration, and appropriate maintenance of contributing properties

3.2 Principles

The principles of an HCD Plan are drawn from heritage best practices established at the provincial, federal, and international levels through guiding documents and charters.

The principles outlined in this report are derived from the 1964 Venice Charter (International Council on Monuments and Sites 1964), the 2007 *Eight Guiding Principles in the Conservation of Built Heritage Properties* (Government of Ontario 2007), and the 2010 *Standards and Guidelines for the Conservation of Historic Places* (Parks Canada 2010). The following principles form the basis of the HCD Plan policies and guidelines:

- **Preserve the historic context:** A heritage building represents the individuals and periods from history with which it has been associated. The building records the original designer's and builder's intentions as well as the historic forces that were at play when it was constructed. Subsequent alterations to the building also record the historic context at the time of the alterations and should be considered when planning restorations, alterations, or redevelopment.



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- **Maintain and repair:** All buildings require some continuous methods of conservation as they are exposed to the constant deteriorating effects of weather and wear from use. Owners are encouraged to undertake appropriate repair and maintenance activities for heritage properties.
- **Find a viable social or economic use:** Buildings that are vacant or underutilized come to be perceived as undeserving of care and maintenance regardless of architectural or historic merit. Council and staff should actively encourage and support appropriate forms of adaptive reuse when necessary to preserve heritage properties.
- **Preserve traditional setting:** A building is intimately connected to its site and to the neighbouring landscape and buildings. Land, gardens, outbuildings, and fences form a setting that should be considered during plans for restoration or change. An individual building is perceived as part of a grouping and requires its neighbours to illustrate the original design intent. When buildings need to change, there is a supportive setting that should be maintained.
- **Preserve original decoration and fittings:** Each building within the HCD that is linked to the history of Werden's Plan contains elements and details of an intimate and smaller scale that define this association. The original exterior decorations such as brickwork and woodwork are all subject to weathering and the whim of style. Resist the urge to remove or update these features or to replace them with poor reproductions of the originals. Their form and materials are an inextricable part of the original design and should enjoy the same respect as the whole building. Where practical, fittings and equipment should be preserved or re-used.
- **Restore to authentic limits:** Do not include embellishment to a restoration by adding details/decorations that would not have been part of the building's history.



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- **Employ traditional repair methods:** Deteriorated elements and materials that cannot be salvaged should be repaired or replaced with the same materials and inserted or installed in a traditional manner. In some cases, some modern technologies result in better and longer lasting repairs than traditional methods and should be employed if proven to be an improvement.
- **Respect historic accumulations:** A building is both a permanent and a changeable record of history. The alterations that have been made since the original construction also tell part of the history of the place and the building. Some of those alterations may have been poorly conceived and executed and research may determine that they can be removed. Other alterations and additions may have merits that warrant incorporating them into the permanent history of the building. In many cases, it is unnecessary to fix a point in history as the target date for restoration. It is more appropriate to aim for a significant period in the history of the building and be flexible in accommodating more recent interventions that are sympathetic and have improved the historical or functional nature of the building.
- **Make new replacements distinguishable:** The construction eras and historical progression should be self-evident. Although new work should be sympathetic to the original and match or mimic as appropriate, it should not attempt to appear as if built as part of the original.
- **Understand the value of a historic place:** Refer to the heritage value and character defining elements to understand the significance of the HCD and to guide appropriate change.
- **Respect documentary evidence:** When repairing, restoring, or rehabilitating historic buildings or features, rely on documentary evidence such as historic photographs, drawings, or physical evidence where available. Avoid restoring based on conjecture.



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- **Design alterations with reversibility in mind:** When making additions or alterations that may cover, obscure, or remove original materials, consider methods that could be reversed in the future to retain the original features, materials, and/or character.



Part 2 District Policies and Guidelines



4 Introduction

The policies in Part 2 reflect the HCD's Plan objectives to maintain and enhance the character of the Werden's HCD. Policies explain what changes are appropriate and are intended to directly support the goals and objectives of the HCD Plan. It is the responsibility of the Town and Council to make decisions that are consistent with the HCD Plan policies. Policies are clearly indicated using phrases with words such as "shall," "must," or "will."

Guidelines are based on heritage best practices and are intended to provide considerations and approaches for changes in keeping with the HCD's character and objectives. They support the policies and the decision making process for changes in the HCD. The provision of guidelines allows the Town and Council to be flexible in their approaches to heritage permits and decisions in the HCD, where appropriate. Guidelines can be applied on a case-by-case basis.

The following policies and guidelines are supplemented by a pictorial glossary in Appendix C and Plate 1, to assist the user with an understanding of architectural terminology. The following illustration provides an overview of frequently used terms in this HCD Plan, and their location on a sample historic residential building.



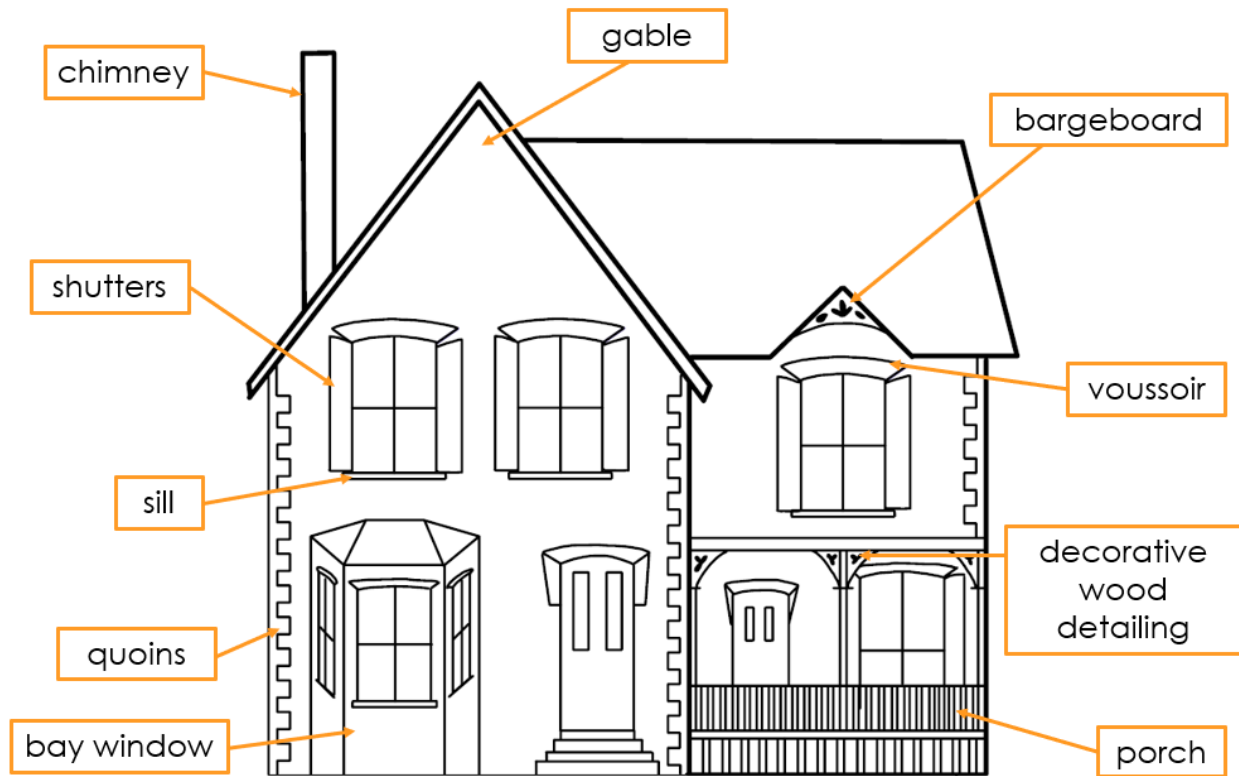


Plate 1 **Common architectural components found in the Werden's HCD**

5 Alterations

5.1 Maintenance

Maintenance is crucial to the preservation of buildings in the HCD. Guidelines for the preservation and restoration are based on the *Standards and Guidelines for the Conservation of Historic Places* (Parks Canada 2010). General Maintenance guidelines can be found in Appendix E. Demolition by neglect (the act of allowing a building to slowly decay through lack of maintenance or vacancy, leading towards a request or requirement for demolition) is strongly discouraged.

Policy

- Buildings shall be maintained to the property maintenance standards of the Town's Property Standards By-law and any successors there to as it applies to all properties within the municipality.

Guideline

- Undertake regular maintenance and upkeep of the building exterior as the appearance of these buildings and their visible exterior condition can greatly benefit and impact the overall character. Regular maintenance and repairs of historic features and materials can enhance their longevity and avoid costly replacements in the future.
- Conduct regular maintenance on the building(s) as needed, including side and rear elevations where visible from the public realm.

5.2 Roofs

The roofline of the streetscape in Werden's HCD is not uniform but properties are of similar heights between one to two and one half stories. The roof is an important character defining element of a historic building and they are most important when



visible from street level. Original roofing may have been wood shingles, slates, or sheet metal roofing. Very few of the original roof materials remain and asphalt shingles are the dominant roof materials in the Werden's HCD. Elements of the roof assemblies include: chimneys, cupolas, parapets, gutters, gables, eaves, dormers, soffits and fascia, and components such as the cladding, substructure, insulation, vapour controls, flashing, and ventilation (Photo 1). Roofs are particularly exposed to the elements more than any other part of the building and their maintenance is critical.

Policies

- Alterations shall conserve, maintain, and restore character defining roof features (e.g. chimneys, cupolas, eaves, dormers, etc.) and original historic roofing materials.
- Alterations shall maintain the original roof shape of the building (e.g., flat, gabled, hipped, gambrel, etc.) and maintain the original pitch (low pitch, medium pitch, high pitch (Photo 2)).
- Replace roofing materials on an as-needed basis. Contemporary materials (asphalt shingles, metal, or composite roofing) are appropriate.
- New rooftop elements such as mechanical equipment, penthouses, and other rooftop elements shall be set back from the façade line so that the new features are not visible from street level.
- Protect and maintain rooftop features by ensuring that water is properly drained through gutters, downspouts, and roof drains.
- Repair based on historical evidence or replace in kind or with sympathetic materials when roof materials are deteriorated.
- New dormers should not become a dominant feature on a roof. The design of new dormers should consider the style, proportions, window openings, and materials of historic dormers in the HCD.



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Guidelines

- Consider neutral roofing material colours (grey, black, brown) for roof pitches visible from the street.
- Consider colours for gutters, downspouts, and roof drains in neutral tones or colours that complement the colour of the structure and its existing elements.
- Dormers may be added to a roofline, if their scale, composition, and materials are compatible with the roofline and the architectural style of the building, as well as the character of the HCD.



Photo 1 **Examples of character defining roof features in the HCD including brick chimneys, eaves, cupolas, and parapet battlements**



Photo 2 Low, medium, to high pitch roof examples in the HCD, including hip and gable roofs

5.3 Façade Pattern

Façade patterns are the vertical and horizontal patterns created by architectural elements in the main or key elevations of the properties, such as windows, doors, massing, form, and heights. Façade patterns within the HCD include cohesive use of materials, setback, heights, and massing that together capture a visual representation of the historical development of the Werden's neighbourhood from the mid-19th to early 20th centuries (Photo 3).

Policies

- The original size and location of historic windows shall be maintained. If interior room configurations are changed, avoid visual changes that affect the exterior façade.
- Do not cover up or build in existing openings that could result in “blank walls” with no window and door openings.
- Alterations shall maintain and restore existing architectural elements that divide and break up the façade into smaller sections: Retaining the original form of one to two and one-half storey residences is critical to the HCD's heritage character.
- Existing front porches shall be maintained and restored.

- Do not change the existing façade arrangement by removing and altering architectural elements.

Guidelines

- Preserve and restore original porch materials wherever possible. Should there be a part of the building that is beyond repair and cannot be restored, use materials and forms that restore by existing evidence or replace in kind or with sympathetic materials.
- Attempt to avoid making imitations based on conjecture rather than evidence in documents or existing building elements.



Photo 3 **Examples of retained historic façade patterns including three bay façades with symmetrically placed windows, central doors and entrances**

5.4 Brick and Masonry

Most buildings in the Werden's HCD are constructed or clad with red brick, some with buff brick detailing (Photo 4). There is one buff brick residence and one unique residence with brick frogging. Brick was a common construction material in the mid-19th to early 20th centuries in the Town. It was used for structural construction, cladding/veneer, and decoration (Photo 5). As a heritage attribute of the HCD, brick plays an important visual role in contributing to the district's sense of time and place. Some buildings in the HCD display a combination of brick and stone materials, through the use of lintels, sills, horizontal banding, cladding, pilasters, columns (Photo 6).



Policies

- Do not cover brick or masonry construction or cladding with over-cladding (such as vinyl or aluminum siding, stucco, or External Insulation Finishing Systems).
- Unpainted brick and masonry surfaces shall not be painted with acrylic paints as they create a non-permeable coating that does not allow for moisture to dry through the brick and can cause damage over time. Brick that has previously been painted may be repainted, or paint may be removed with gentle stripping methods.
- Clean masonry with gentle techniques where original brick or stone has been heavily soiled, has graffiti, or paint that is damaging to the masonry. Masonry cleaning can be damaging to the material, so it is recommended that cleaning is done only when necessary.
- Abrasive cleaning methods, such as sandblasting, sanding disks, and grinders, shall not be used as they clean by removing a small portion of the brick surface and permanently damage the material. Cleaning methods recommended for brick are water cleaning (the gentlest cleaning method) and chemical cleaning. Examples of cleaning with water are low pressure water cleaning and using detergents. When cleaning with water keep in mind freezing temperatures and time needed for brick to dry. Moisture is masonry's biggest challenge. The freezing of water under the surface of the brick will cause spalling.
- Alterations shall maintain and restore brick masonry by using appropriate techniques for repointing and using compatible mortar. Older buildings use high lime content mortar, which is weaker than contemporary Portland cement mortar. Using appropriate mortar will prevent further deterioration. For more information on mortar type and mortar strength refer to Appendix E.



- Appropriate mortar shall be selected when repointing historic masonry. The mortar in masonry assembly is the sacrificial element, being the weakest in strength. Mortar strength should be appropriate to the brick so that all the thermal expansion happens at the mortar joints first. For more information on mortar type and mortar strength refer to Appendix E.
- Alterations shall use materials that are similar in kind, colour, strength, and durability when using mortars and masonry units to replace existing deteriorated units. Using materials that are incompatible can cause more damage in the long term.
- Structural damage shall be repaired before repointing. Structural cracks may be letting in the moisture that is eroding the mortar.
- Do not use power tools to remove old mortar. They can damage the weather-resistant skin of the brick and cause future deterioration of the wall.

Guidelines

- Undertake repointing early in the year to allow mortar to dry and cure before cold weather sets in.
- Refer to Chapter 4.5.3 of the *Standards and Guidelines for the Conservation of Historic Places*, available online, for in depth information about masonry restoration (Parks Canada 2010).



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Photo 4 **Examples of historic brick masonry in the HCD including red brick, buff brick, and one unique residence with brick frogging**



Photo 5 **Examples of decorative brickwork in the HCD including dentils, voussoirs, quoins, and horizontal banding**



Photo 6 **Examples of historic brick and stone combined exteriors in the HCD**



5.5 Exterior Materials

5.5.1 Cladding

Aside from the predominantly brick exteriors in the HCD, the neighbourhood also contains structures that have been clad with stucco, wood, and contemporary materials (i.e. vinyl, aluminium) (Photo 7).

Over-cladding refers to the covering of original or historic materials with modern materials. When covering historic materials, important architectural elements of the building are hidden. Often, over-cladding is done with the purpose of creating a more modern look to the façade but results in mismatching materials that are not in harmony with the surrounding buildings. Sometimes over-cladding designs are done with the end goal of creating a “blank façade wall” which is undesirable as it does not relate to the street and the passerby.

Over-cladding is not an appropriate substitute for maintenance. Covering up deteriorated façades does not solve the problem of regular maintenance and may inadvertently create more serious problems such as rotting, rusting, cracking, and spalling of brick and deterioration of mortar joints, which can cause serious structural issues. To properly maintain a historic building, over-cladding should be avoided and existing overclad materials should be removed.

Policies

- Do not over-clad historic or complementary cladding materials such as brick, stone, or wood.
- Do not cover up historic elevations and elements with materials that do not complement the HCD, drastically change the look of the building, damage the historic materials, and/or create “blank walls”.
- Removal of over-cladding (such as vinyl or aluminum siding installed over historic brick or wood cladding) is permitted. Care should be taken during removal to



identify the presence of historic materials beneath that may change the course of a heritage permit.

- New or replacement cladding shall be visually and physically compatible with the character of the HCD and the style of the building through use of compatible materials such as brick, stone, stucco, or wood cladding, particularly on the front (street-facing) façade of the building. Materials such as “hardie board” siding, aluminum, and vinyl siding may be permitted on a case-by-case basis where consistent with the building’s type, age, style, and other materials. Exterior Insulation Finishing Systems is prohibited on front and street facing façades, as it is not sympathetic to the HCD character.

Guidelines

- Select materials that are complementary to the character of the HCD when renovating exteriors. It is recommended to use materials already commonly found in the HCD such as red or buff brick as a dominant material.
- Remove existing over-cladding to reveal, repair, restore, or appropriately replace historical elements underneath.
- Remove over-cladding in sections such that if removal of all over-cladding is not possible, keep remaining over-cladding in place with the intention of removing it in future.
- Complement the character of the HCD on side elevations visible from the public realm regarding material type, and proportion of material (e.g., brick/masonry or siding sizes compatible with surrounding buildings), and colour.
- Choose a cladding colour or paint scheme that complement the existing colours of buildings in the HCD, based on a historic colour palette or neutral shades that complement the historic character (see the External Paint policies and guidelines in Chapter 5.5.2). Overly bright or neon colours should not be used.





Photo 7 **Examples of historic wood clapboard (left) and stucco (right) in the HCD**

5.5.2 Paint

Traditional oil-based paint such as linseed oil paint were used historically. When applied properly, oil-based paints are long-lasting as they are absorbed into surfaces, thus allowing them to penetrate and the materials to breathe. Contemporary oil-based and hybrid oil-based paints that function similarly and are available from various companies.

Mineral based paints are appropriate for surfaces such as brick, stucco, metal, etc. Mineral based paints work like a stain rather than paint. They are long lasting, allow surfaces to breathe, but do not create an impermeable layer which keeps moisture from drying out.

Acrylic based paints are readily available and used prominently today and have improved in quality since their introduction. Keep in mind that acrylic paint may create a film on top of the surface it is painted on, sealing it and making the material unable to dissipate moisture. This can create rot, mold, or other environmental concerns if not applied or maintained properly.

When selecting an exterior paint colour that complements the historic character of the HCD, there are some paint companies that have historical colour collections that are based on traditional North American and European colours used over the past three hundred years. These include:

- Benjamin Moore's Historical Collection, inspired by 18th and 19th century architecture found throughout North America.
- Sherwin-William's Historic Collection is subdivided into historic eras, i.e. Victorian, Arts and Crafts, etc.
- Dulux's Heritage from the United Kingdom, that may be able to be colour matched by Dulux in Canadian stores. The line was developed by a paint historian and inspired by periods of historical significance between 1714-1939.

Policies

- Brick or masonry surfaces shall not be painted as it prevents the proper drying of the brick and ultimately damages the masonry. Paint may only be applied where deterioration of the masonry leaves no other choice. Paint must be vapour-permeable (breathing-type) to prevent deterioration.
- Alterations shall involve a paint scheme that complements the existing colours of the HCD, based on a historic colour palette or neutral shades that complement the historic character. When selecting an exterior paint, check with paint companies that provide a historical selection that would be complementary in an HCD or use shades similar to those identified in historic colour palettes.

Guidelines

- Painting with colours that do not complement the character of the HCD, such as overly bright or neon colours, should be avoided. Consider cohesive color schemes. Paint can have a dramatic effect on the building, highlighting different elements such as windows, trim, sculptural detail, etc.



- Consider identifying original paint colours, if desired. For owners who would like to determine the original colour of their building and have the financial means, a paint analysis can be conducted. For owners who are on a budget and want to find a close match to the original paint colour, it is advisable to peel off a small area of paint in an inconspicuous area of the building for matching.
- Consider consulting a heritage masonry specialist for exterior brick surfaces that have been already painted to determine whether to repaint peeling paint or remove paint completely (see Appendix E for further information regarding heritage professionals).
- Consider consulting a professional painter or paint company representative to determine what type of paint (oil, mineral, acrylic) is the best fit for your project, depending on the material, its location, and physical properties.

5.5.3 Metals

Some buildings in the HCD have metal gutters, cladding, or flashings. Identifying the type of metal will help to determine the most appropriate conservation, maintenance, and cleaning techniques.

Policies

- Alterations shall conserve historic metal details on front or public facing façades. Retain sound and repairable metals.
- Appropriate paint or coating shall be re-applied to decrease corrosion rate and stabilize deteriorated metals by reinforcement and weather protection.
- Determine the metal type and appropriate cleaning method. Soft metals such as lead, tin, copper, aluminum, brass, silver, bronze and zinc should be cleaned with non-abrasive methods. Use gentle cleaning methods on hard metals.



Guidelines

- Replace deteriorated or missing elements in kind or with sympathetic materials based on documentary evidence.
- Refer to Chapter 4.5.5 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for maintenance and preservation (Parks Canada 2010).
- Replace deteriorated or missing elements with colours that complement the existing structure.

5.5.4 Woodwork

Woodwork is seen throughout the HCD in porches, shingles, bargeboard, shutters, windows and doors (Photo 8 and Photo 9). As a heritage attribute of the HCD, decorative woodwork plays an important visual role in contributing to the district's sense of time and place.

Policies

- Alterations shall retain sound and repairable wood that contributes to the character of the building or HCD. Decorative woodwork should be repaired rather than replaced.
- Replace in kind or with sympathetic materials when repair is not feasible.

Guidelines

- Apply coatings which are compatible and only after proper surface preparation, such as cleaning with tri-sodium phosphate.
- Inspect existing paint. Blisters or peeling paint can mean water is getting into the wood, and the source of water should be corrected.
- Do not use chemical strippers or torches to remove paint.



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- Stabilize deteriorated wood by providing reinforcement and weather protection.
- Replace decayed or damaged wood and find cause of deterioration where possible to avoid future damage.
- Prevent water penetration and weathering by providing proper drainage.
- Refer to Chapter 4.5.2 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for wood maintenance and preservation (Parks Canada 2010).



Photo 8 Examples of woodwork in the HCD including bargeboard, shutters, sills, storm windows, and window and door surrounds.



Photo 9 Examples of decorative shingling in the HCD.



5.6 Windows

Windows in the HCD are important elements that contribute to the vertical and horizontal patterns of the district. Windows are often a significant heritage element and where they are original or historic, efforts should be made to retain them (Photo 10 and Photo 11).

Policies

- Alterations shall retain historic glass, particularly decorative leaded or stained glass, when possible.
- Replace irreparable or missing glass panels in kind or with sympathetic material, whenever repair is not possible.
- Alterations shall conserve, repair and maintain rather than remove all important character-defining elements to windows including but not limited to: steel, aluminum and wood frames and windows, muntin and sash profiles, dimensions of openings, operable double and single hung windows, original opening mechanisms and hardware and decorative surrounds.
- Historic dormer shapes, profiles, and proportions shall be retained. Window shapes within the dormer should be compatible with the dormer shape and the architectural style of the building.
- Historic wood framed windows shall be retained wherever possible. Heritage windows can be as efficient as new thermal units if they are maintained properly. If maintained, they can be longer lasting than the newer thermal units.



- Replace windows only when they cannot be repaired. Keep current proportions and glazing configuration. Keep operable. Retain and/or replace storms in-situ, with like-for-like, where historic storms are present. Replacement windows may be of contemporary materials but should reflect the character and style of the building (Photo 12). If muntins or grilles are used, they should be applied to the exterior of the window rather than between the panes for a more historically appropriate appearance.
- Do not fill in or alter the shape and size of existing historic window openings. Historic window openings on street-facing façades shall not be filled in with unglazed materials. If interior changes no longer require a window in its historic location, it may be altered from the interior but must retain the window as a 'blind' window on the exterior.
- Do not replace windows with units that are radically different than the existing in proportion, colour, functionality, and configuration, unless the replacement is of a type that is inconsistent with the historic character of the HCD.
- Alterations shall maintain the solid wall to openings proportions from the existing streetscape. Traditionally, windows are between 15% and 20% of a wall, and windows are taller than they are wide, usually with a ratio of 2:1 or more.
- Alterations will allow for replacement of contemporary windows with other contemporary windows. Maintain the original shape and opening of the window.
- Alterations will allow for awnings where they are physically and visually compatible with the building. They should span the full width of the window or storefront opening and be installed in a manner that does not damage the historic cladding materials of a building. Many contemporary awnings can be considered reversible alterations that could be removed in the future, if installed appropriately. On some buildings, awnings may help prevent water damage to sills, window frames, or surrounding materials by protecting them from rain, snow, and ice.



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Guidelines

- Retain and maintain operable wood shutters where they exist. Missing louvers and hardware may be replaced to match the original shutters.
- Replace windows that have already been updated with contemporary units with historically accurate windows based on documentary evidence or existing windows.
- Protect glass from breakage, chipping, and abrasion.
- Assess the reason for the breakage and deterioration of glass which might be due to its frame and structure.
- Consider contacting a knowledgeable and experienced practitioner when undertaking restoration of lead glass.
- Refer to Chapter 4.5.6 of the *Standards and Guidelines for the Conservation of Historic Places* for a more detailed list of recommendations for glass and glass products maintenance and preservation (Parks Canada 2010).



Photo 10 **Examples of glasswork in the HCD**





Photo 11 Examples of historic windows in the HCD including 2/2 wood sash, multi-pane casement, and bay windows



Photo 12 Examples of appropriate replacement windows in the HCD

5.7 Doors and Entrances

Entrances in heritage buildings are usually provided with some elaboration. The proportional scheme of the building governed the design, so that even ornate entrances did not overwhelm the building. The HCD features historic wood doors often with half or multi-pane glass, and some set within a wood surround with transom and sidelights (Photo 13).

Policies

- Alterations shall conserve, repair and maintain all important character-defining elements to doors and entrances including mouldings and sidelights rather than remove.
- Do not block or alter the shape and size of existing historic door openings.



- Do not replace original doors with units that are radically different than original in proportion, colour, functionality, and configuration.
- Alterations shall maintain the façade arrangements of historic commercial buildings. Where modifying the width of an entrance or window is the only way to allow for accessible entry, changes may be permitted but must maintain a balance between entrance and storefront window that is compatible with the historic character of the HCD.
- Commercial entrances shall face the principal street. Corner entrances are encouraged for corner lots.

Guidelines

- Screen doors and glass storm doors may be installed on residential entrances.



Photo 13 **Examples of historic entrances within the HCD**

5.8 Porches and Entrance Structures

Porches and entrance structures are located on the main floor of buildings and provide the formal access to the outdoor sitting area or main entrance of the building. Werden's HCD includes a mixture of covered partial and full-width porches (Photo 14) and entrance porticos (Photo 15).



Policies

- Alterations shall preserve and restore historic and/or original porch materials wherever possible. Should there be a part of the building that is beyond repair and cannot be restored, use materials and forms that restore by existing evidence or replace in kind or with sympathetic materials.
- Alterations shall conserve, maintain and restore features such as wood posts, beams, cornices, corner posts and the materials they are made from, wherever possible; typical materials include wood and metal.
- Do not alter the geometry of the porches, such as location of posts, openings for access, steps and decking, railings (posts and spandrels).
- Replace in kind or in a manner compatible to the character of the HCD where conservation and restoration of historic porch materials is not possible.
- Do not enclose existing open front porches with screens or other enclosures. If enclosure is considered, make changes reversible and do not damage or remove historic trim or detailing. Open porches are encouraged over closed/screened porches.
- New porches will be designed to be single storey to maintain consistency with the HCD character (Photo 16).
- Create new porches so that the form and integrity of the original materials will not be impaired if the new work is removed in the future. Reversible interventions are those that can be removed later without damaging the heritage attributes.

Guidelines

- Non-historic porches may be removed, provided there are no structural implications to their removal.
- If porches have already been updated with contemporary features, they may be replaced with historically accurate or historically appropriate porches based on



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documentary evidence or consideration of the typical features of the residence's architectural style or influence.



Photo 14 **Examples of historic decorative woodwork porches in the HCD**



Photo 15 **Examples of historic entrances within the HCD**



Photo 16 **Example of an appropriate new single storey open porch in the HCD**



5.9 Outbuildings and Garages

A few properties within the HCD contain historic frame outbuildings (Photo 17) and one detached brick garage. Historic and contemporary outbuildings or garages can support the character of the HCD based on how they interact with nearby buildings and the overall streetscape.

Policies

- Alterations shall maintain and restore historic frame and brick outbuildings and garages that are visible from the street. When repairs or alterations are required, they should be conducted in a manner that is sympathetic with the form and style of the original building.
- New outbuildings (sheds, detached garages) will be compatibly designed with the HCD character. New outbuildings should be set back from the front façade of the residential or commercial building and follow guidelines for new construction (see Part 2, Chapter 7) that is sympathetic to the character of the HCD.



Photo 17 **Examples of historic frame outbuildings in the HCD**

6 Additions

6.1 Location, Height, and Massing

The most important aspect of adding to a building involves consideration of the location, height, and massing of the addition. New additions must be visually compatible with, yet distinguishable from, the original massing and materials. Consideration of additions must respect existing heritage character of a building, where applicable.

Policies

- Design massing for new additions that are subordinate to the existing structures. Additions should not cover or overwhelm the original structure but should not be too small in scale and size either.
- Additions shall be located at the back or side of the building (Plate 2 and Plate 3). Side additions must be set back from the front façade. Addition location shall also minimize the removal of existing mature vegetation.
- Additions shall be sympathetic and complementary in design yet clearly distinguishable from the original construction by form or detail.
- Additions shall preserve original materials when designing additions and minimize the removal of original building structure and materials, where possible.
- Additions should use materials that are distinguishable as contemporary design, and do not mimic historic architecture but complement its character to clearly distinguish between new and old.



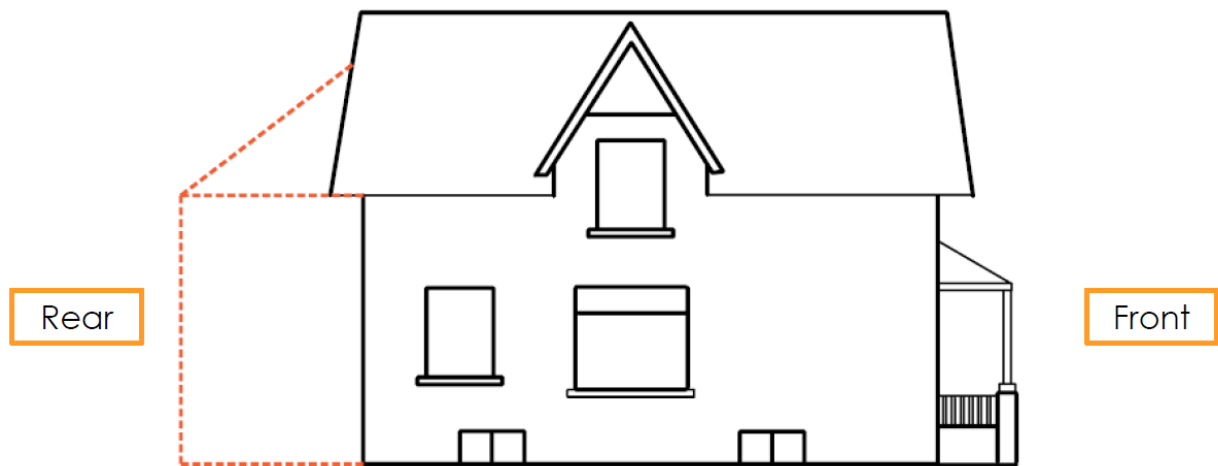


Plate 2 **Example of an appropriate rear addition, profile view**

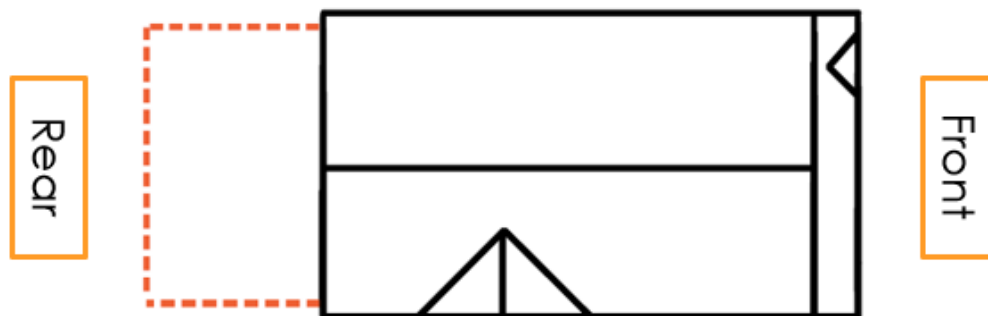


Plate 3 **Example of an appropriate rear addition location**

6.2 Architectural Style

Policies

- Additions should consider the original architectural style of a building and adopt a subtle approach that does not detract from the original heritage fabric, using compatible scale, proportions, openings and fenestration, materials and details that acknowledge the original building.
- Additions shall avoid changing the existing façade elements by removing and altering architectural elements during additions. If these must be altered, these removals should be reversible where possible.
- Additions shall maintain overall setback that forms the unified, consistent streetscape and heritage fabric of the area. Additions should not obscure or remove important architectural features or original materials.

Guidelines

- Use existing window or door openings to provide access and retain the original window or door removed for future reversibility wherever possible, particularly if additions are made in locations other than the back of the residence.

6.3 Roofs

Policies

- Additions will consider the adjacent rooflines and work to align with these rooflines. The design of new addition rooflines should not necessarily replicate the original roofline but should complement the style of the existing dwelling, though this may be unique to each individual property in the HCD.
- Protect and maintain rooftop features by ensuring that water is properly drained through gutters, downspouts, and roof drains, and draining away from the original heritage building.



Guidelines

- Consider neutral colours (grey, black, brown) for roof pitches visible from the street.

6.4 Exterior Materials

Policies

- Additions will use similar materials and form as the original heritage building but do not cause confusion between what is original heritage fabric and what is a new addition. This can include using a mix of brick and complementary materials to existing brick buildings such as wood and glass, to create an addition that is discernable but compatible.
- Additions will use materials that are complementary to the character of the HCD, especially if materials are visible from street level. Wood and composite siding, brick, and stone may be appropriate depending on the style of the corresponding building and streetscape. For building constructed in the 20th century and later, viny, aluminum, or composite siding may be appropriate and determined on a case by case basis depending on the materials and style of the existing building.

6.5 Windows

Policies

- Additions shall align new windows and the overall fenestration pattern with the existing structure where possible. Windows are important elements that contribute to the vertical and horizontal patterns of the district.
- Additions shall consider the design, style, and organization of openings so that it is clearly discernable from the original heritage fabric but creates a harmonious relationship with that existing structure. For example, an addition to a historic building that has segmental arched windows can maintain a similar shape and



sizing or also consider more subdued rectangular shaped windows in a similar size to the historic windows with a similar sash division. There is no need to replicate historical trim, brackets, or window surrounds on a new addition.

- Use windows that reflect the character and style of the building. If muntins or grilles are used, they should be applied to the exterior of the window rather than between the panes for a more historically appropriate appearance.

6.6 Doors and Entrances

Policies

- Additions will consider the design, style, and organization of openings so that it is clearly discernable from the original heritage fabric but creates a harmonious relationship with that existing structure. Entrances on additions should be subordinate to allow for the entrance on the primary building to remain a dominant feature. There is no need to replicate historical trim, surrounds, or porch features on a new addition.



7 New Construction and Development

Opportunities for new development in the HCD occur in the form of infill or new development due to loss of a building through fire, natural disaster, severe structural instability, or approved demolition. In keeping with heritage conservation principles, new development should be recognizable as a product of its own time and not attempt to mimic or directly replicate historical architectural styles. New development can be modern but still sympathetic and compatible to the historic character of the district regarding form, massing, materials, and façade organization. When new development is proposed in the Werden's HCD, the following policies and guidelines apply.

7.1 Site Plan Control

Section 41 of the *Planning Act* allows municipalities to review and regulate the location of buildings, structures, and specified facilities and works through a Site Plan Control By-law and any successors there to. The Site Plan Control process helps with the selection of the appropriate siting, massing and scale of proposed development and site alteration to address efficiency of land use, servicing, safety, attractiveness, and compatibility. Site Plan applications are approved by Town Planning Staff and do not require Council review.

Guidelines

- Follow the process outlined in the Town's Site Plan Control Bylaw and any successors thereto.
- An application for Site Plan Approval in tandem with a heritage permit application should address all matters relating to the conceptual design and specific location of buildings and structures and all other site considerations usually required by the municipality and be consistent with the policies and guidelines of the Werden's HCD Plan.



7.2 Property Severance and Consolidations

Policies

- Severances for residential properties shall only be permitted where the proposed severance and proposed new development (if proposed at the time of severance) do not result in an unmitigated adverse impact on the HCD, and the new development adheres policies for new development (Part 2, Chapter 7). In some cases, the creation of an Additional Dwelling Unit (Part 2, Chapter 7.12) may be a compatible alternative to lot severance where appropriate. An application for a lot severance will require a Cultural Heritage Impact Assessment (CHIA) (see Part 3, Chapter 18.4).
- Severances for commercial or mixed-use properties will support the heritage character of the HCD and proposed development or demolition on severed lots must adhere to policies for new development (Part 2, Chapter 7) and demolition (Part 2, Chapter 8)
- Proposals for new development on consolidated lots will require a CHIA (see Part 3, Chapter 18.4), and must adhere to policies for new development (Part 2, Chapter 7).

7.3 Building Height

Policies

- Conserve the residential character of the streetscapes consistent with the Downtown Whitby Community Secondary (DWSP) and Zoning By-Law by limiting the height of new buildings to be consistent with immediately adjacent properties.



- High density residential development shall be directed to the edge of the Werden's Neighbourhood along Dundas Street West and Brock Street South per the DWSP and Mature Neighbourhoods policies. The new development shall provide a compatible transition in height and density to adjacent low density residential areas.
- New development shall consider the relevant policies of the Official Plan regarding height, massing, set back, and building scale in addition to policies of the HCD Plan regarding roof pitches, exterior materials and lot pattern. A CHIA may be required to demonstrate appropriate development heights and mitigation measures.

7.4 Massing and Setbacks

Policies

- For determining the siting of new residential construction, follow the HCD Plan Objectives in Part 2, Chapter 3.1 to maintain the historic character of the HCD.
- For residential properties, preference will be given to providing generous side yard setbacks. Development proposals shall consider deeper rear lot coverage to achieve this wherever possible to maintain the HCD streetscape character of generous front and side yard setbacks with landscaped, softscaped, or vegetated front and side yards.
- New development shall conserve the existing residential character of the streetscapes by limiting the front and side yard setbacks of new buildings to be consistent with immediately adjacent properties and the block. Where adjacent properties have differing setbacks, chose a distance between the two adjacent properties to maintain the HCD streetscape character of generous front and side yard setbacks with landscaped, softscaped, or vegetated front and side yards.



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- New buildings will be sited away from mature trees wherever possible, and designs for new buildings that preserve mature trees will be preferred.
- New development shall conserve landmark properties within the HCD, through the use of setbacks, building separation, and building height. New buildings should not visually compete with, nor detract from, existing landmark buildings which serve as wayfinding elements and define the character of the HCD.
- New development shall conserve park and open space within the HCD, through the use of setbacks, building separation, and building height.
- New development shall conserve the view within the HCD looking north along Centre Street South towards the All-Saints' Anglican Church (located outside of the District).

7.5 Roofs

Policies

- Pitched rooflines, low to high pitched, of gable, hip, or gambrel will be used wherever possible to complement the HCD character. Irregular rooflines that contain combinations of gable and hip roof types are also appropriate.
- Contemporary roofing materials will be used on new construction (asphalt, metal, or composite) that is sympathetic to the character of the HCD.
- New development shall select colour palettes for roofing materials that are neutral (black, brown, grey) with pitched rooflines are visible from them public realm.

Guidelines

- Allow for and encourage 'green' roof and sustainable design where feasible.



7.6 Façade Pattern

Policies

- New development shall complement the character of the Werden's neighbourhood with similar façade patterns.
- Balanced proportions and at least some vertical alignments of 'bays' or windows and entrances shall be demonstrated. Façade patterns of residential properties may be symmetrical or asymmetrical.
- Do not replicate historical façade patterns but include street-facing entrances. Glazing proportions should be complimentary to the character of the streetscape and avoid large spandrel glazing.
- New development will include single storey commercial façades on the ground level. Do not design blank walls facing Brock Street South. Notwithstanding, the glazing proportions, sizes, and details should be consistent with the character of the adjacent buildings and avoid large spandrel glazing and curtain walls.
- New development will include glazing on the upper stories of street-facing commercial façades of new development, using repeated patterns of window openings with clear vertical alignments, reflecting the established historical pattern of upper windows on buildings along Brock Street South. Existing commercial buildings along Brock Street South are found in former residential structures. The façades should incorporate these fenestration patterns into the upper stories to reflect this.
- New development shall maintain consistency of floor to ceiling heights of new design with adjacent buildings.
- Do not have blank walls facing the streets.



7.7 Exterior Materials

Policies

- New development will use brick, particularly red brick, as a primary cladding material, particularly on the street-facing façades. Side and rear façades not easily visible from the public realm may feature alternative materials such as siding.

Guidelines

- Allow for secondary cladding materials on street-facing façades, if they are compatible with the character of the HCD. Suitable materials may include stone, wood, metal, glass, stucco, concrete, or composite siding products such as 'hardie board' siding.
- Allow for contemporary materials on new construction to indicate that the building is designed within its own era. Wherever possible, consider blending contemporary materials with historically used materials to allow the building to be compatible with its environment.

7.8 Windows

Policies

- New development will use contemporary metal, vinyl, or wood frame windows.
- Windows on upper storeys will be positioned in evenly spaced rhythms and vertical alignments in a manner that is compatible with adjacent buildings.
- New development shall include large storefront/display style windows on ground floors of commercial buildings and new construction along Brock Street South. Fenestration patterns on new development should, reflect a rhythm and pattern that is consistent with historic commercial buildings or considers nearby



contributing properties, many of which are residential style in nature but have been converted to commercial use.

Guidelines

- Encourage storefronts with large windows and display windows allowing pedestrians visibility. This promotes an attractive and vibrant core and maintains the existing character of the streetscape.
- Where dormer windows are proposed, use designs that are complementary to the roof pitch and type.

7.9 Doors and Entrances

Guidelines

- New development shall select doors that are made with traditional (wood and glass) or complementary contemporary materials (glass, metal, and fiberglass).
- The inclusion of porches (either full or partial) or entrance landings at main entrances will be encouraged on new residential design, as these are common components of historic residential buildings and contribute to the HCD character.
- Use single or double entrance doors on commercial buildings that have full or partial glazing.

7.10 Architectural Style and Details

Policies

- New development shall design new buildings using contemporary design that is sympathetic and compatible to the character of the Werden's HCD. Sympathetic does not mean new buildings should directly copy or mimic historic buildings by installing historically accurate decorative brackets, bargeboard, window surrounds, etc. Compatibility with historic buildings is best achieved through



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form, scale, and materials rather than mimicking historical details and creating a false sense of history (Photo 18 and Photo 19).



Photo 18 **Examples of compatible low density residential development**



Photo 19 **Examples of compatible medium density mixed use development that use brick and stone cladding, have regular fenestration patterns, and provide transitions to adjacent low rise buildings**



7.11 Garages and Carports

Policies

- Detached garages shall be located at the rear or side of the property wherever possible over an attached garage (Plate 4 and Plate 5).
- Attached garages fronting the streetscape will only be permitted if they are recessed from the front façade or located at the back of the building.

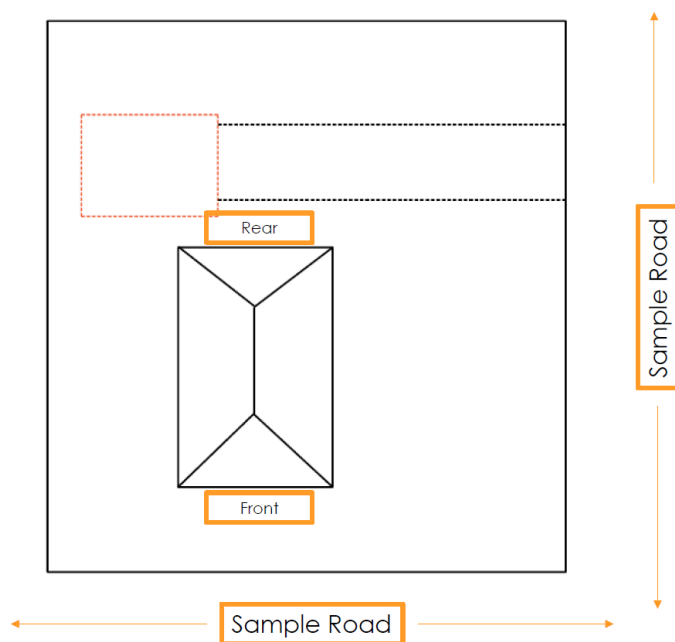


Plate 4 **Example of appropriate new outbuilding placement on a corner property with side yard driveway access**

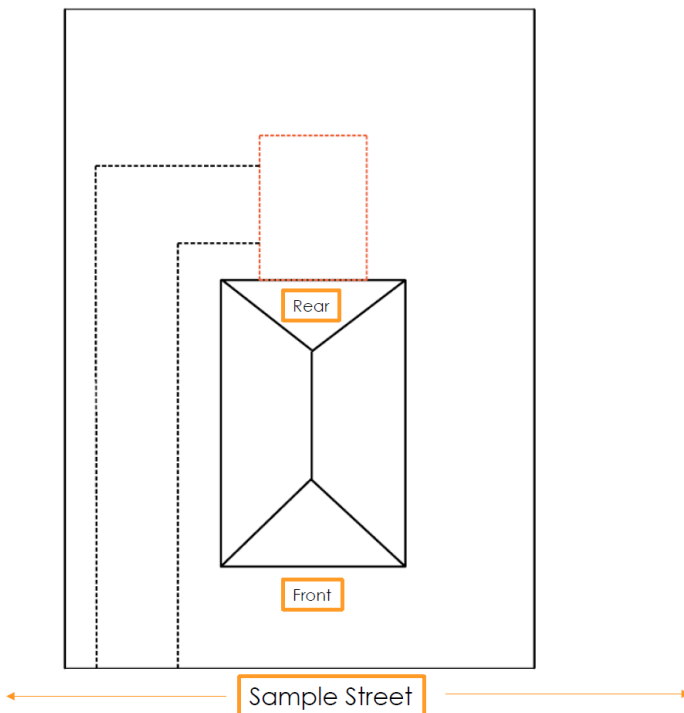


Plate 5 **Example of appropriate new attached garage placement**

7.12 Additional Dwelling Units

The creation of additional dwellings on existing properties is often referred to with various terms, including Accessory Dwelling Units (ADU), Additional Residential Units, secondary suites, basement apartments, two-unit dwellings, granny flats, in-law suites, accessory apartments, laneway houses, coach houses, garage suites, and garden suites depending on the source and when it was written. In the Town of Whitby, ADU is the term used within the existing policy framework. ADUs can take several forms, including creating a new dwelling unit within an existing residence, building an addition, or building a new accessory structure on the same lot.

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Recent changes to Ontario's legislation, including Bill 23, More Homes Built Faster Act, Bill 185, Cutting Red Tape to Build More Homes Act, and amendments to the Ontario Planning Act, have changed provisions related to Additional Dwelling Units (ADUs) as part of the province's goal to increase available housing options (Government of Ontario 1990, 2022, 2024). An HCD Plan cannot permit or deny the creation of ADUs, nor can it regulate the use of a property or changes to the interior of a structure, unless identified in a Part IV designation. An HCD Plan can provide policies and guidelines designed to help make the development of ADUs consistent with an HCD's statement of cultural heritage value, heritage attributes, goals, objectives, and principles. The policies and guidelines in an HCD Plan can support construction of new ADUs and related alterations, like the creation of a secondary entrance, in a way that conserves heritage attributes and remains consistent with the district's character defining elements. Interior changes to an existing residence to create an ADU are not considered within this HCD Plan.

Policies and provisions regarding the ability to construct an ADU are contained in a municipality's Official Plan and Zoning By-laws, respectively, and any successors there to.

Recent amendments to the Zoning By-laws implemented "Additional Dwelling Units" as a replacement for previously used terms including "Apartments in Houses", "Accessory Apartments" and "Garden Suites". The amendment defines an ADU as "...a self-contained dwelling unit either located within a permitted residential dwelling or located within an accessory structure which is secondary to the main residential building on the same lot" (Town of Whiby 2024, 1). Some of the updated policies include allowing a maximum of three additional dwelling units on a parcel of residential urban land that permits a single detached dwelling, semi-detached dwelling, link dwelling, street townhouse dwelling unit (subject to provisions) and providing a maximum building height of 4.5 metres for accessory structures (Town of Whitby 2024, 1 and 3).



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If you plan to build an addition to an existing residence to create or expand an ADU, see the policies and guidelines in Part 2, Chapter 6 regarding additions.

The following policies and guidelines focus on and apply to construction of a new detached residential accessory structure being built for an ADU:

Policies

- New residential accessory structures for ADUs should be set back from the front and/or street facing façades of the existing residential building and strive to maintain the space between residences that reflects the district's small-town historical character.
- New ADUs based on pre-approved designs must also meet the policies and guidelines for new construction in the Werden's HCD Plan, and may need to be modified so that HCD policies for such matters as setback, placement, and materials are followed.
- ADUs shall be designed in an understated design aesthetic to compliment and highlight the historical character of the Werden's HCD.
- Follow policies and guidelines for ADUs related to the appearance of new residential construction and development contained in Part 2, Chapter 7. This includes information regarding:
 - heights, massing and setback in Chapters 7.3 and 7.4
 - roofs in Chapter 7.5
 - exterior materials in Chapter 7.7
 - windows in Chapter 7.8
 - doors and entrances in Chapter 7.9, and
 - architectural styles in Chapter 7.10.



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- Respect existing topography, trees, and landscape features when constructing a new residential accessory building for an ADU. New ADUs will be sited away from mature trees and landscaped front and side yards wherever possible. Designs for new ADUs that preserve mature trees and landscaped front and side yards will be preferred.
- Do not alter the contextual value of properties that have been identified as landmarks in Part 1, Chapter 2.4 when considering the location, height, massing, setback, and design of accessory buildings. ADUs should be subordinate to, and compatible with, the landmark building and its setting.



NRB Modular Solutions

Unit 2 - 310 sq.ft.

One-bedroom, one bathroom



NRB Modular Solutions

Unit 4 - 529 sq.ft.

Two-bedroom, one bathroom

Plate 6 **Two pre-approved ADU designs currently available on the Regional Design Catalogue**



8 Demolition and Relocation

The Town is committed to conserving the heritage attributes of the Werden's HCD. Demolition may result in the loss of heritage attributes of a particular building, or a loss that may impact the broader HCD character and streetscape by creating gaps or vacant areas inconsistent with the look and feel of the district. To support the conservation of the heritage attributes and the HCD character, the demolition of buildings within the HCD is prohibited unless under extenuating circumstances, such as when there is irreparable damage following a fire, flood, other natural disaster, or Council-approved change.

Buildings are to be conserved *in situ*, maintained, and restored instead of allowing them to deteriorate. Where relocation is being considered within the property envelope or to another property in the HCD it may be an accepted conservation strategy but should be considered a last resort. Demolition by neglect (the act of allowing a building to slowly decay through lack of maintenance or vacancy) is not acceptable.

The following policies and guidelines apply to relocation and demolition requests for buildings in the HCD including municipally owned properties.

Policies

- Council may permit demolition of a building within the HCD only under extenuating circumstances such as catastrophic damage from fire, flood, natural disaster, or, in select circumstances, severe structural instability. If a property owner proposes the demolition of a building, Council is required by the *Ontario Heritage Act* to consider the application. The application must be accompanied by a Cultural Heritage Evaluation Report (CHER) and/or a CHIA prepared by a qualified heritage professional and member of the Canadian Association of Heritage Professionals that outlines potential impacts to the heritage resource(s) and heritage attributes of the HCD. The CHIA shall contain mitigation measures



where adverse impacts of the proposed demolition (and proposed development, if applicable) are anticipated. Council has the authority to refuse applications for demolition if they determine demolition does not support the goals and objectives of the HCD Plan, or if the demolition poses adverse impact on the heritage attributes of an individual property or the district's heritage attribute without appropriate mitigation.

- Where new development is proposed, it must follow the policies for new construction outlined in Part 2, Chapter 7.
- Council may consider relocation of buildings within the HCD, through a heritage permit application supplemented by a CHIA. It is preferred that the building is to remain within the existing property boundary or to another property within the HCD. Relocation of a building(s) will require a Conservation Plan for the structure and a Commemoration Plan, where applicable.
- Document buildings prior to demolition. Documentation can be achieved through written/photographic form for deposition in municipal archives. Consideration should be given to salvaging materials from the building to be demolished and, where possible, reusing the salvaged materials in future construction or site features.

Guidelines

- Encourage commemorative or interpretive features, such as plaques or panels at the site where buildings are demolished or relocated, particularly if the CHIA identifies a significant person, event, group, organization, or theme associated with the property.



9 Streetscaping and Landscaping on Public Property

9.1 Gateways and Approaches

The intersection of Dundas Street West and Henry Street is the most prominent gateway in the HCD and remains visually and functionally distinct from other gateways into the HCD. The gateway includes Celebration Square and the Whitby Public Library that provide a distinct sense of place. This is an ideal location for the incorporation of additional gateway features which would further enhance the sense of arrival in the district and the broader downtown area. The district's secondary gateways and approaches are less perceptible and often lead to less heavily trafficked residential streets.

Guidelines

- Installation of a free standing sign or gateway feature denoting the entrance to the HCD at the southeast corner of the intersection of Dundas Street West and Henry Street is appropriate to the character of the HCD.
- Public art and interpretive signage specific to the Werden's HCD is appropriate to support the character of the HCD.

Secondary Gateways and Approaches

- The erection of small signs on existing utility poles or existing signage poles which demarcate the entrance to the HCD is appropriate to support the character of the HCD.



9.2 Streets and Sidewalks

Streets and sidewalks tie the landscape together, linking people and places with one another. Not only do they facilitate transportation and movement, but they are also physical and visual conduits through which much of our public life passes and can play a fundamental role in the vitality of our communities. While much of the HCD is residential in character, the streets and sidewalks of Dundas Street, Centre Street near the Ontario County Courthouse, and Byron Street South near Rotary Centennial Park are located along the district's commercial, civic, and recreational properties that are gathering spaces within the community. The following policies apply to streets and sidewalks:

Policies

- Landscaped boulevards/public areas with seating should be established along the sidewalks of Dundas Street, Centre Street South near the Ontario County Courthouse, and Byron Street South near Rotary Centennial Park to create visual character and vibrancy along the street.
- Distinct and unified street furniture and lighting that is sensitive to the heritage character of the streetscape but does not create a false sense of heritage can support the character of the HCD. Where replacement or additional street furniture or lighting is contemplated select high quality street furniture sympathetic to the heritage character of the core area or furniture that matches what is already in use.
- Wherever possible, alterations shall maintain and enhance the pedestrian realm through the use of unified paving materials, composition (design relation with concrete paving) and patterns that are sensitive to the heritage character of the streetscape of Dundas Street, Gilbert Street near the Ontario County Courthouse, and Rotary Centennial Park. Paving specifications such as colour



definition, materials and direction of pattern should be *Accessibility for Ontarians with Disabilities Act* compliant.

- Alterations shall maintain roads containing existing curbs and sidewalks. maintain the overall existing proportions of the street and boulevard, and sidewalk (when present) on residential streets within the HCD so that setbacks and the relationships between built form and the street remain consistent.
- Alterations shall maintain and enhance the grid street layout and short block pattern to facilitate walkability in the HCD.

9.3 Boulevards

Boulevards are typically defined as the area between the edge of pavement or curb if present, and the sidewalk or property line if no sidewalk exists. In the HCD boulevards play an important role in contributing to the character of the streetscape. The following policies and guidelines apply to the HCD regarding the conservation and enhancement of boulevards.

Policies

- Existing boulevards in the HCD shall be maintained with regard to their location, size, capacity for turf, vegetation, and street trees, wherever possible.
- Maintain boulevards containing a lawn or vegetation when road reconstruction occurs, and where health and safety issues are not of concern. Boulevards containing a lawn or vegetation should be maintained, as they serve as an important buffer between vehicular and pedestrian space within the streetscape.
- Original topsoil depth and soils shall be maintained where feasible to support the longevity of street trees.



Guidelines

- Consider removing existing hardscaping from boulevards, where present, and replacing paving with turf to support the HCD character with generous greenspaces and landscaping.
- Where boulevards contain lawns or gardens, landowners should maintain the boulevards as part of overall lawn or garden care routine (i.e., watering, fertilizing, mowing, etc. as required).
- Planting vegetation in boulevards that can extend onto the sidewalk and impede pedestrian accessibility, plant species that contain thorns, or species that would impede visibility to and from roads or driveways and affect public safety should be avoided.

9.4 Street Trees and Vegetation

Town departments contemplating tree removal must consider the policies and guidelines of the HCD Plan. Staff responsible for tree removal shall adopt the HCD Plan policies and guidelines and where possible, communicate with planning staff regarding additions and replacements of vegetation over the future. The Town is currently developing a comprehensive 20-year Urban Forestry Management Plan to guide how to care for trees, expand canopy coverage, and respond to environmental challenges.

A multitude of changing and evolving environmental conditions such as Asian Long Horn Beetle, global warming/droughts, rusts and blights, puts particular tree species at risk. Species selections for new and replacement of dead or damaged trees within the HCD shall be at the discretion of qualified staff or consultants.

Most municipalities or regional/county governments have standards governing the installation of plant material and trees; these standards and details for boulevard street tree planting should be considered the minimum requirements for trees planted within the district.



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Policies

- The Town shall use a wide selection of native trees, shrubs, and wildflowers along street boulevards and in parks and encourage the planting of native trees, shrubs, and wildflowers within the private realm through the development process.
- Select a species when planting or replacing street trees that will approximate the same visual character of the streetscape to retain the consistency of the pattern and canopy structure.
- Plan streets to include a vibrant and healthy tree canopy that will provide shade, and enhance and establish a vibrant urban environment, and comfortable pedestrian experience, where feasible.
- Follow the Ontario Tree Atlas to find a native species for trees planted in public spaces, parks, and open spaces that are not subject to salt spray or other harsh environments and suit their site. Consideration should be given to the size of the area, and only trees identified as small or medium should be planted in areas with limited space.
- The Town should require an approved Tree Preservation Plan/Tree Management Plan developed by a ISA Certified Arborist or Registered Professional Forester for roadworks or general construction, including infrastructure improvements that will impact the root zones or otherwise have the potential to seriously affect the health, growth and survival of the street trees must have. Engineering drawings, inclusive of road works, lighting, underground services must be reviewed and approved by Town staff.
- Provide communication by either the outside consultant or Town department when construction is about to commence to acknowledge that tree protection/root zone measures are in place. Tree inspections shall include an examination of tree protection/root zone measures and conditions during construction, and



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examination of the restoration of the root protection zone to an equal or better condition during post-construction.

- Where the Town staff prepares an assessment of existing trees and recommendations for replacements, the consulting engineer shall include this information within their construction package/tender and include suitable tree preservation/mitigation measures and specifications.

Guidelines

- Fill gaps in the continuity of tree plantings in the streetscape as expediently as possible given scheduling and budgets. The potential to replace trees on the private side of the property line should be explored where suitable growing conditions no longer exist on the public side.
- Consider the caliper size of replacement trees when infill planting amongst mature trees; where possible, larger caliper infill trees should be selected in order to respect the size of the existing mature trees, and to respect the character of the district.
- Consider planting replacements before a tree is removed, to permit time for the newly planted tree, typically of smaller caliper, to grow in size.
- Where appropriate (as determined by qualified Town staff or consultants) infill trees should be either the same species as the trees adjacent to the infill location or of a similar form and size at maturity. Where infill or replacements are to be located amongst species that are deemed undesirable, replacement species shall be at the discretion of Town staff or consultants with an understanding of maintaining the visual character of the streetscape.



- Where construction and/or construction activities on private property may impact publicly owned trees, submissions for site plan approvals/permits shall be accompanied by a tree preservation plan clearly indicating measures to preserve the Town owned tree and approved by the Forestry Group. The tree preservation plan shall be prepared by an ISA Certified Arborist or Registered Professional Forester.

9.5 Street Furniture

Street furniture can have a strong unifying effect upon a streetscape if it is well coordinated. Placed in strategic areas, coordinated street furniture can be used to identify a space, set it apart from other neighbouring areas, and draw visitors into particular spaces. The following are guidelines aimed at unifying the streetscape through use of street furniture.

Guidelines

- Street furniture program should be consistent with the character of the HCD and Werden's community identity including trash receptacles, bike racks, and benches adjacent to and within the district's community gathering spaces, including the Ontario County Courthouse, Rotary Centennial Public Park, and the park located at 390 King Street South. A street furniture program could help maintain the unique character of the area and contributes to the HCD's distinct sense of place.
- Select street furniture that evokes a "heritage style" which is appropriate for a community with a concentration of mid-19th to early 20th century structures. Otherwise, consider artistic furnishings such as sculptural bike racks as they act as public art within the streetscape and add to the visual appeal to the community.



- Purchase street furniture sourced from the same supplier when possible to achieve an economy of scale and a consistent appearance throughout the HCD.

9.6 Commemorative Elements and Public Art

Commemorative and interpretive features, such as plaques, signs, monuments, murals, and public art, play an important role in creating community space and highlighting important events, groups, or themes in a community. While many of these features may not in themselves be “historic”, they add to the way people experience a sense of character and place.

Policies

- Streetscape features should be implemented throughout the HCD that enhance the pedestrian experience and encourage walkability, where feasible, including distinctive street furniture, unique paving features, public art, signage/wayfinding and seating areas.
- Support the continued installation of commemorative character elements within the HCD. Retain, maintain, and enhance commemorative character elements within the HCD, including murals, banners, commemorative or interpretive signs, and plaques.
- Consider the side façades of buildings or those that do not contain historic masonry to not damage or obscure historic building materials when adding new painted murals. Use tactics to minimize damage to historic materials by applying removable covers or consulting with a building condition specialist prior to conducting work.



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Guidelines

- Consult with the community when updating existing or establishing new commemorative features and public art.
- Consider the placement and composition of interpretive and commemorative elements to avoid creating areas that are over-crowded when adding additional commemorative character elements.
- Consider the installation of interpretive signage near the sidewalk at 300 King Street highlighting the history of the King Street School.
- Consider the installation of interpretive signage near the sidewalk at 416 Centre Street South highlighting the history of the Ontario County Courthouse.
- Use public art and commemoration to promote the distinctive identity of the HCD in alignment with the *Culture Connects Whitby, Whitby's First Culture Plan* (Town of Whitby 2020).

9.7 Parking

Public parking within the Werden's HCD consists of on-street parking and public parking lots.

Policies

- Continue the pattern of parking in accordance with the Town's Traffic By-law, including applicable updates in progress.
- Surface parking areas for commercial properties shall be located behind buildings whenever possible. Include access to parking areas that is consistent with the character of single or double driveway widths in the HCD. For large parking areas, consider separate entrance and exit routes to avoid wide paved areas between buildings or landscape elements.



- Vegetative elements should be included to soften the appearance of visible parking areas, such as hedge or vegetated screening, and/or the inclusion of planted “islands” or trees, where feasible.

Guidelines

- Above ground parking structures should be avoided. If no other parking alternatives are available, above ground parking must follow the guidelines for new construction in Chapter 7.

9.8 Views and Vistas

Views and vistas serve as the windows to, from, or within the district. Views can take on a number of forms, each of which contribute differently to the look and feel of a place.

Views to a landmark feature can provide a sense of unity within the surrounding neighbourhood by providing a central focal point to which the neighbourhood can connect to and can be a defining feature of a place. Designation under the *Ontario Heritage Act* can only relate to real property, and as such only vantage points from within the HCD can be managed by the policies and guidelines of an HCD Plan.

Policies

- Views within the HCD to the HCD's landmark structures should be maintained, including:
 - St. Mark's United Church (Methodist Tabernacle)
 - The former King Street School
 - The former Ontario County Courthouse and Registry Office
 - St. Arsenije Sremac Serbian Orthodox Church (St. Andrew's Church of Scotland)
 - Whitby Central Library and Celebration Square
 - Rotary Centennial Park
 - Lynde House Museum



10 Paving and Landscaping on Private Property

10.1 Landscaping and Gardens

Most landscaped and garden areas on private property have continually evolved and changed throughout the seasons and changes in property ownership. It is expected that private gardens will continue to do so, and that private landscaping will support the character of the HCD by being sympathetic and compatible while still allowing for individual expression, seasonal decisions, and site conditions.

Policies

- A balance of softscaping (e.g., lawns and/or vegetation) and hardscaping (walkways, driveways, surface paving) shall be maintained.
- Do not use synthetic lawn materials such as artificial turf and plastics. The use of live plant materials such as lawns, plantings, or native groundcovers is preferred. If lawn is undesirable, consider choosing low maintenance drought tolerant groundcovers.
- The existing topography of properties should be retained.

Guidelines

- Encourage a variety of landscaped front yards on private property, including lawns, formal planted beds, informal “cottage” style or pollinator plantings, and vegetable gardens.
- Encourage the use of native plants or plant materials that were typical in a front garden landscape in mid-19th to early 20th century southern Ontario residential landscapes, or plants that are historically sympathetic.
- Refer to Table 1 and Table 2 For a list of historically sympathetic shrubs and perennials.



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Table 1 Shrubs

Botanical Name	Common Name
<i>Cornus sericea</i>	red osier dogwood
<i>Deutzia gracillis</i>	slender deutzia
<i>Euonymus alatus</i>	burningbush
<i>Forsythia x intermedia</i> 'spectabilis'	showy forsythia
<i>Hydrangea arborescens</i> 'grandiflora'	snowhill hydrangea
<i>Kerria japonica</i> 'Pleniflora'	Japanese kerria
<i>Ligustrum amurense</i>	Amur privet
<i>Lonicera morrowii</i>	honeysuckle
<i>Magnolia x soulangiana</i>	saucer magnolia
<i>Philadelphus coronaries</i> 'Aurens'	golden mock orange
<i>Prunus triloba</i> var <i>multiplex</i>	flowering almond
<i>Ribes alpinum</i>	Alpine current
<i>Syringa vulgaris</i>	common lilac
<i>Syringa x vulgaris</i> 'Belle de Nancy'	Belle de Nancy lilac
<i>Viburnum opulus</i> 'Sterile'	European snowball viburnum

Table 2 Perennials

Botanical Name	Common Name
<i>Alyssum saxatile</i> 'Compacta'	Basket of Gold
<i>Anemone x hybrida</i> 'Whirlwind'	Whirlwind anemone
<i>Agueilegia canadensis</i>	Wild Columbine
<i>Campanula persicifolia</i> var	Bellflower varieties
<i>Centura dealbata</i>	Persian Cornflower
<i>Coreopsis</i> sp.	Coreopsis species
<i>Delphinium</i> sp.	Delphinium species
<i>Dianthus barbatus</i> var.	Sweet William varieties
<i>Dicentra spectabilis</i>	Bleeding Heart
<i>Digitalis</i> sp.	Foxglove species



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Botanical Name	Common Name
<i>Echinacea purpurea</i>	Purple Cone Flower
<i>Iberis sempervirens</i>	Candytuft
<i>Iris germanica</i>	Bearded Iris
<i>Iris pseudoacorus</i>	Yellow Flag Iris
<i>Iris siberica</i>	Siberian Iris
<i>Liatris spicata</i>	Blazing Star
<i>Lupinus var.</i>	Lupine varieties
<i>Monarda didyma var</i>	Bergamot/Bee Balm varieties
<i>Paeonia sp.</i>	Peony species
<i>Papavar orientale var.</i>	Oriental Poppy varieties
<i>Rudbeckia sp.</i>	Cone Flower species

10.2 Trees

Mature trees located on private property and within public streetscape contribute to defining the heritage character of the Werden's neighbourhood. Where boulevard space is insufficient or nonexistent for public planting, trees on private property often compensate for gaps found in the streetscape canopy. Privately owned trees can play a significant role in the streetscape and enhance the visual aesthetics of the district.

Tree maintenance regulation in boulevards is through the Town's Property and Boulevard Maintenance By-law and any successors there to. The conservation and management of trees on private land is at the discretion of the property owner following best practices. The Town requires a heritage permit for the removal of trees on property within the HCD. The care, maintenance, and replacement of the neighbourhood's street trees are integral to sustaining its green street canopies. While the Town does not currently have a specific tree by-law for the regulation of maintenance and removals, future by-laws should be adhered to once in place.



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Policies

- Mature trees and tree canopy within the HCD shall be maintained. Consult the Town to determine the need for a heritage permit for the removal of a tree or trees on private property.
- Do not injure or destroy a tree planted on a Town boulevard or other municipal property.
- Seek an ISA Certified Arborist for proper tree care, including pruning and removals.
- The Town may require an Arborist Report developed by an ISA Certified Arborist or Registered Professional Forester for tree removals.
- Encourage the replacement of trees with species selected in Table 3.

Guidelines

- Use care when cutting grass and using power lawn equipment directly adjacent to trees.
- If new trees have been planted, monitor them and water them regularly during periods of dry weather.
- Contact the Town for requests to plant trees within the boulevard areas.
- Keep planting, construction, and heavy foot traffic away from a tree's root zone.



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Table 3 Suitable Replacement Trees

Latin Name	Common Name	Notes
<i>Fagus grandifolia</i>	American beech	Best suited for large sites, dense shade makes growing grass difficult
<i>Tilia americana</i>	Basswood (American Linden)	Medium growth rate
<i>Quercus macrocarpa</i>	Bur oak	Large and slow growing shade tree
<i>Cornus florida</i>	Eastern flowering dogwood	Small to medium sized flowering tree
<i>Tsuga canadensis</i>	Eastern hemlock (Canada hemlock)	Shade tolerant coniferous tree
<i>Juniperus virginiana</i>	Eastern red cedar	Small to medium size coniferous tree, can be used for screening
<i>Thuja occidentalis</i>	Eastern white cedar	Small to medium size coniferous tree, can be used for screening
<i>Pinus strobus</i>	Eastern white pine	Large and stately coniferous tree, the provincial tree of Ontario
<i>Celtis occidentalis</i>	Hackberry	Interesting bark, attractive to pollinators
<i>Ostrya virginiana</i>	Ironwood	Produces nuts that grow in clusters
<i>Gymnocladus dioica</i>	Kentucky Coffeetree	Provides shade, open branching



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Latin Name	Common Name	Notes
<i>Acer rubrum</i>	Red maple	Turns bright red in the fall
<i>Quercus rubra</i>	Red oak	Fastest growing of the native oak trees
<i>Carya ovata</i>	Shagbark hickory	Bark separates into large plates as it ages, providing visual interest
<i>Amelanchier spp.</i>	Serviceberries	Flowers in the spring, good for smaller sites
<i>Acer saccharum</i>	Sugar maple	Ideal shade tree, prefers moist conditions
<i>Larix laricina</i>	Tamarack (Larch)	Rare example of a deciduous conifer tree
<i>Liriodendron tulipifera</i>	Tulip Tree	Unique green flowers in late spring
<i>Platanus occidentalis</i>	Sycamore	Fast growing and large shade tree
<i>Betula papyrifera</i>	White birch (Paper birch)	Fast growing tree valued for its white bark, relatively short lived.
<i>Quercus alba</i>	White oak	Slow growing shade tree ideal for large sites
<i>Picea glauca</i>	White spruce	Stately evergreen. Consider this native tree instead of Norway spruce of blue spruce
<i>Betula alleghaniensis</i>	Yellow birch	Slow growing medium sized shade tree



10.3 Paving, Hardscaping, and Driveways

Many residential or commercial properties contain paving in the form of parking or driveway areas and pathways to building entrances. Paving and hardscaping have been prevalent across Ontario for over a century and in many cases, paving and hardscaping can be compatible with the HCD character when appropriately scaled.

Policies

- Lawns, gardens, trees, or open spaces should not be replaced with new hardscaping.
- A range of paving materials on private property will be allowed including concrete, stamped concrete, asphalt, interlocking pavers, stone, and gravel.
- Encourage the retention of existing driveway widths and the existing ratio between softscaping and driveway hardscaping at properties. If driveway expansion is needed to accommodate an ADU, a balance of hardscape and softscaping must be maintained.
- New driveways shall be located at the rear or side of buildings. Include vegetative elements to soften the appearance of visible parking areas, such as hedge or vegetated screening, and/or the inclusion of planted boulevards or islands or trees.
- Encourage driveways from the side street rather than that front yard on corner lots. Additional driveways on front streets of corner lots may be permitted to access ADUs but shall not be more than a single car width.

Guidelines

- Encourage pathways that lead from the sidewalk to the main entrance of the property, in keeping with traditional historical landscaping patterns. Paths and walkways may take linear or curvilinear forms.



11 Signage

The HCD contains some mixed use, commercial, and institutional properties and signs may be required to advertise or display information to the public. Signs can contribute to the character of the Werden's neighbourhood, however, some signs that are internally-lit, banners, or large window signs can have a negative effect on the character of the HCD. Signage in the HCD is regulated by the Town's Permanent Sign By-law and Temporary Mobile Sign By-law and any successors there to. The policies and guidelines below are intended to be read in conjunction with the appropriate provisions of those by-laws.

Policies

- Adhere to the Town's Permanent Sign and Temporary Mobile Sign By-law and any successors there to.
- Install signs in a manner that shall avoid covering windows or important elements of the building façade.
- Design new signage to be compatible with the character of the HCD. This may include signage in the valence of awnings, above storefronts, on canopies, sandwich boards, small-scale projecting or hanging items and temporary window decals.
- Do not use internally illuminated signs as per the Town's Permanent Sign By-law and any successors there to.
- Install wayfinding materials and signage so that shall be visibly legible and consistent with the *Accessibility for Ontarians with Disabilities Act* guidelines.



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Guidelines

- Retain signs that are pre-existing and contribute to the character of the building.
- Use signage that is appropriate size to be read from across the street.
- Attach signs to the front façade of a building in a manner that is reversible. For masonry buildings, signs may be fastened into the mortar joints and not through the brick face or masonry itself.



Photo 20 **Examples of appropriate signs in the HCD that do not cover up windows or important elements of the building façade**



12 Lighting

Street lighting can be a defining feature within a streetscape, not only because our night environment can be significantly enhanced by the quality of light provided, but also because the character of a street during the day can be affected by the form of the light standard. Although it is not necessary to replicate historic light features, installing standards that complement the historic fabric of an area benefits the overall HCD character.

Policies

- External lighting shall be compatible with the character of the area and low-profile. Most properties within the HCD have one pendant over the main entrance, or wall mount lights on one or both sides of the front door. Lighting is appropriate for illuminating commercial signage (e.g., 'gooseneck' lighting), address numbers, or entrances.
- Lighting should be of a scale that is compatible to buildings and should avoid fixtures that shine directly and brightly towards adjacent properties.
- Encourage use of energy efficient L.E.D. lights of an appropriate brightness to avoid excess light pollution. Lighting too bright appears harsh. When possible, businesses should try to match the colour temperature of municipal street lighting to provide a uniform appearance to the district.

Municipal street lighting should comply with the Town's design standards, including materials for both poles and luminaries. The use of the black octagonal pole with black decorative head is appropriate in the HCD.





Photo 21 **Examples of appropriate pendant lighting in the HCD**



Photo 22 **Examples of appropriate wall mount lighting in the HCD**

Guidelines

- While most municipal streetlighting in the HCD is affixed to utility poles, if free standing light standards are installed at a later date consideration should be given to the installation of historically sympathetic standards and luminaires.
- Light poles that provide options for hanging baskets and/or banners may be considered to create a unique streetscape character.

13 Accessibility

Accessibility is an important consideration in an HCD Plan. Historically, buildings were not often designed with accessibility in mind. However, through alterations and new construction accessibility can be introduced and enhanced in the HCD. All alterations and new construction will need to follow the *Accessibility for Ontarians with Disabilities Act*. :

Policies

- Barrier-free design shall be included in all new construction. This includes commercial, residential, and institutional building types.
- Barrier-free design shall be included for all new streetscape, open space, and park design to remove barriers for people with disabilities.
- Barrier-free design should be located on existing buildings when making alterations to entrances or other building features wherever possible, while avoiding damage or adverse impacts to original historic materials or heritage attributes.
- Barrier-free designs should avoid adverse impacts to heritage attributes or historic materials on front façades. Where impacts may occur, consider side or rear elevations instead, where possible.
- Install wayfinding materials and signage so that it is visibly legible and in accordance with the *Accessibility for Ontarians with Disabilities Act* guidelines.

Guidelines

- Allow for temporary or transportable ramps to access commercial properties to improve access for people with disabilities even when alterations to entrances are not being proposed.



- Allow for the use of markers, grip-tape or finishes or similar devices on entry surfaces such as steps, landings, or ramps.
- Allow the use of accessible door handles and railings at entrances.

14 Sustainability

Research and new technologies continue to uncover more ways to improve the sustainability of new and existing buildings. Consideration should be given to improving the sustainability of HCD resources and allowing for appropriate means of alternative energy, while also maintaining the historic character of the HCD. For new development, the Town's *Whitby Green Standard* toolkit should be followed. Council should consider the following guidelines related to sustainability and alternative energy:

Policies

- Allow for the installation of solar panels on roofs, particularly on flat roof buildings or those that have low pitched roofs masked by parapets.
- Install solar panels, related infrastructure, or other alternative energy sources set back from the roofline or parapet to be inconspicuous from the street level.
- Do not remove or damage historic materials when installing solar panels or related infrastructure.
- Encourage property owners to conduct an energy audit prior to replacing original historic windows or doors to determine the greatest sources of heat loss. In some cases, minor repairs can provide as much improvement as full replacement.
- Allow for the use of 'green' building materials and techniques on new construction where the designs are compatible with the HCD character and consistent with guidelines in Part 2, Chapter 7 for new construction.
- Encourage property owners to source materials from local suppliers and manufacturers, where possible.



Guidelines

- Consider green infrastructure and Low Impact Development techniques, such as permeable paving, infiltration trenches, rain gardens and other stormwater management techniques, wherever possible in the design of new development and through retrofit opportunities to adapt existing buildings for sustainable design.



15 Part IV Designations

The policies and guidelines of the Werden's HCD Plan apply to all properties currently designated under Part IV of the *Ontario Heritage Act* within the district. Any interior and exterior elements of the building/property protected under Part IV of the *Ontario Heritage Act* continue to remain protected in the same way prior to their designation under Part V of the *Ontario Heritage Act*.

Property owners and the Town are to adhere to the requirements of Part IV designations within the HCD, unless otherwise repealed by Council. Where there are conflicts between the Part IV and Part V Statements of Cultural Heritage Value or Interest, decisions should be made with regard to the policies and guidelines of the HCD Plan. If a Part IV property includes interior heritage attributes, decisions regarding alteration of interior attributes is governed by the process outlined in Part IV of the *Ontario Heritage Act*, and not Part V.



16 Adjacent Properties

Development or alterations outside of the Werden's HCD boundary are not subject to the policies and guidelines of the HCD Plan, nor are they required to obtain heritage permits. However, site alteration and development adjacent to the HCD is required to conform to the PPS. In accordance with Policy 4.6.3, "Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* unless the *heritage attributes* of the *protected heritage property* will be *conserved*" (Government of Ontario 2024). To achieve this, the Town may require the preparation of a CHIA carried out by a qualified professional for development adjacent to the HCD. The CHIA should be conducted by a member in good standing of the Canadian Association of Heritage Professionals (CAHP) and be prepared according to the Town's CHIA Terms of Reference. The Town, the HWAC, and Council may require that a proponent implement mitigative measures where impacts on the HCD attributes are identified, as outlined in the CHIA.



Part 3

Implementation



17 Designation

The *Ontario Heritage Act* and the Town's Official Plan contain the framework for establishing HCD Plans. To implement this Werden's HCD Plan, the Town will amend the existing designation By-law (7297-17). When the by-law is adopted, it will be registered on title with all property owners. The registration will remain on title for the property in perpetuity or until updated in the future. The Town will file a notice with the Ontario Heritage Trust that the by-law has been adopted.

Policies and best practices change and evolve over time. It is recommended that the Werden's HCD Plan be reviewed and updated occasionally so that it remains reflective of the appropriate planning and heritage frameworks. Review should typically occur within a five-to-ten-year period of its publication, or as applicable based on municipal requirements and budgetary considerations.



18 Heritage Permit Process

HCD Plans are managed by Town Planning staff, the HWAC, and Council in cooperation with property owners. Each group has their own roles and responsibilities to play in maintaining a successful HCD Plan, as outlined below.

18.1 Roles and Responsibilities

Planning Staff

- Advise property owners when heritage permits are required
- Receive and review heritage permits for completeness
- Determine if alteration is delegated to staff for approval (if applicable), or whether HWAC and/or Council consideration would also be required
- Acknowledge receipt of application and begin 90-day process to grant (with or without conditions), if permit is delegated to staff for approval
- Forward heritage permit application to the HWAC for discussion and review at next available meeting, where applicable
- Work with property owner to modify application/plans, if required
- Grant or refuse permit

Heritage Whitby Advisory Committee

- Include heritage permit applications during regularly scheduled meetings, where HWAC review is required on an application
- Receive delegations at committee meetings to speak on behalf of their applications
- Review heritage permit applications and their adherence to the HCD Plan policies and guidelines



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- Provide constructive comments or feedback where applications may need revision to meet the HCD Plan policies and guidelines
- Make recommendation on granting, granting with conditions, or refusing heritage permits

Council

- Include the HWAC on resolutions, staff reports, and heritage permit applications during regularly scheduled meetings
- Receive supporting staff reports, applications, or other documentation regarding heritage permit applications
- Receive delegations at Committee of the Whole/Council meetings to speak on behalf of their applications, if applicable
- Make decision on granting, granting with conditions, or refusing heritage permits within 90 days of receiving the application
- Acknowledge decisions made by Ontario Land Tribunal regarding heritage permits, if applicable

Property Owners

- Consult with Planning Staff to discuss the nature of the proposed alteration or development and confirm requirements of the heritage permit
- Review the policies and guidelines of the HCD Plan
- Apply for heritage permit with required supporting documentation
- Undertake alterations and development in accordance with the principles, policies, and guidelines outlined in the HCD Plan



18.2 Heritage Permit Applications

The Town currently has a heritage permit system in place to manage heritage permit applications for properties designated under Part IV and Part V of the *Ontario Heritage Act*. The existing permit system requires review and approval by Heritage Planning staff, and may also require review by HWAC, and/or approval by Council.

Heritage permit applications are currently required to contain the following information:

- Work proposed (alterations to a building/landscape, demolition, new construction, or tree removal)
- Heritage Designation (Part IV, V, or both)
- Property address
- Owner or Applicant
- Detailed description of the work to be undertaken, including drawings, photographs, studies, reports, or other additional items identified by Town Heritage staff, as applicable.
- Consultation with Heritage Planning Staff
- Project timeline

18.3 Heritage Permit Exemptions

The *Ontario Heritage Act* requires a list of alterations or classes of alterations that are minor in nature and do not require a heritage alteration permit. The following provides a list of alterations that are exempt from permits in the Werden's HCD:

- Interior work (unless otherwise specified from a Part IV designation)
- Alterations to rear façades that are not visible from the public realm of the Werden's HCD



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- Minor repairs and maintenance (e.g., patching holes, re-affixing existing features) and cleaning
- Painting trim, porch components, window frames, shutters, and entrance doors
- Painting brick or cladding surfaces that have already been painted
- Replacing existing windows or doors with new features of the same materials, styles, and dimensions (e.g. replacing existing vinyl windows with vinyl windows of the same style, replacing steel or fibreglass doors with the same material and style). Note that both the material and style of the replacement must be like-for-like – if an exact like-for-like replacement is not available, consult Staff to determine the need for an alteration permit.
- Replacing roofing material with the same materials (e.g., asphalt to asphalt, metal to metal, cedar shingles to cedar shingles)
- Replacing existing gutters, downspouts, and soffits with the same materials
- Replacement of existing exterior lighting on residential properties in the same location
- Vegetative landscaping (softscaping) e.g., planting flower gardens, shrubs, laying or removing sod, adding or modifying garden beds or planters
- Minor repairs to streets and sidewalk surfaces
- Re-paving driveways, streets, sidewalks, and walkways with the same material and the same dimensions (e.g., asphalt to asphalt, interlock pavers to interlock pavers, concrete to concrete)
- Trails and bicycle lanes within the existing municipal right-of-way
- Installation and/or repair of underground utilities and services within the municipal right-of-way (e.g. water, sewage, gas, or communications)
- Installation and/or repair of aboveground utilities and services within the municipal right-of-way (e.g. hydro poles or boxes and fire hydrants)



- Installation and/or repair of street furniture, including seating, planters, tree grates, banners, hanging baskets, garbage receptacles, and bike racks

All other activities not included on the list above require a heritage alteration permit. It is recommended that property owners consult the Town if they have any questions about whether a particular activity may or may not require a permit.

18.4 Cultural Heritage Reports

Some heritage permit applications may require a supplementary CHER or CHIA. The preparation of a CHER involves the evaluation of a property according to O. Reg. 9/06, to determine if a property merits cultural heritage value under the *Ontario Heritage Act*. Where a property has identified heritage value according to O. Reg. 9/06, or is a contributing property to the Werden's HCD Statement of CHVI, the preparation of a CHIA may be needed where there are impacts to the identified cultural heritage value or interest or heritage attributes of a property. To determine if a CHER or CHIA is required, consult Town staff.

18.5 Town and Regional Public Works

The Town is required to follow the requirements of the Werden's HCD Plan when undertaking public works. As outlined in the *Ontario Heritage Act*, the Council of a municipality may not carry out any public work in a HCD that is contrary to the objectives of the Plan.

HWAC review and Council approval is required for municipal and regional infrastructure, streetscaping, major park landscaping projects, or the installation of public art/murals, such that they are consistent with the policies and guidelines of the HCD Plan. The following Town actions are exempt from requiring HWAC and Council approval:

- Changes to road signage
- Replacing existing light standards in-kind



- Replacing existing street furniture in-kind
- Annual streetscape planters and park landscaping (e.g., planting of annuals in existing garden beds, planting hanging flower baskets)
- Routine park/open space maintenance (irrigation, mowing lawn, trimming vegetation, cleaning/repairing street furniture)

18.6 Appeals Process

As per the *Ontario Heritage Act*, property owners have the right to appeal the decision of Council to refuse a heritage permit or the terms and conditions applied to the granting of a heritage permit. Appeals will be directed to the Ontario Land Tribunal. A property owner must appeal the decision of Council to refuse or apply terms and conditions to the permit with 30 days of receiving notice of Council's decision.

The Tribunal shall hear the appeal and may take one of the following actions:

- Dismiss the appeal
- Direct that the permit be issued without terms and conditions or with such terms and conditions as ordered by the Tribunal



19 Education and Promotion

Education and promotion can be a valuable part of successfully managing an HCD Plan. Providing property owners, the heritage committee, and Council with tools to understand the HCD Plan process and tools at their disposal helps to get all parties on the same page with proposing or reviewing applications for alterations or new development.

Given the Werden's HCD has been in effect since 2019, it is likely that there does not need to be a substantial increase in education and promotion of the HCD within the Town. This may only be necessary when there are changes and turnover with HWAC or Council.

While increased education may not be required, guidance should remain available for existing and future property owners in the HCD. The Town maintains a page on its website dedicated to Heritage including links to the heritage register, HCD Plans, and additional heritage resources. This website should be maintained and updated with additional information when required or when there are legislative changes.

It may also be beneficial to provide tools to educate property owners and business owners on other aspects of the HCD outside of the implementation details. This may include providing an overview of how property owner's investments in their properties can be protected by the HCD Plan process, links to groups or organizations that can provide support or resources for property owners (see Appendix E), information on financial incentives available for property owners (if applicable), and answers to frequently asked questions about HCD Plans. Links to these tools in a dedicated place can be valuable resources to property owners in an HCD. Over the long term, as properties change hands, these tools can continue to be useful resources for new property owners.



Promoting the HCD Plan within and outside of the neighbourhood is in line with the Town's direction of conserving Whitby's cultural heritage resources to enhance the Town's sense of community and identity. Encouraging community awareness in the HCD through festivals, events, guided and self-guided tours, and "Doors Open" events can draw interest from those outside the HCD. It is recommended that the Town engage with business owners, residents, and organizations to establish appropriate promotional materials and events.

Other means of promoting the HCD Plan may come through recognizing the efforts of property owners by establishing local awards programs, such as urban design awards or heritage focused awards. Annual awards created by the Town or local heritage organizations may highlight examples of restoration, façade improvements, or new development that complies with HCD Plan policies and heritage best practices.



20 Conclusion

The contents of this HCD Plan are intended to guide the Town, HWAC, Council, and property owners in working together to conserve the cultural heritage value or interest of the Werden's HCD. Through managing the changes in the HCD, the community has a stake in how the HCD continues to evolve over time. This HCD Plan provides the roadmap to decision-making for the most common types of change an HCD is likely to encounter, including the alteration of a variety of building types, additions to existing buildings, and new development. The Plan also provides guidance on streetscaping and landscaping throughout the HCD.

As communities continue to evolve and grow, and policy frameworks inevitably change, the HCD Plan cannot imagine all the possibilities of change that may occur or be proposed within the HCD. Where specific scenarios are not present within this plan, the overall objective of the Werden's HCD Plan and Principles should be consulted for guidance on decision-making, as these relate to the core values identified for the HCD and long-standing heritage best practices. Through this approach, the cultural heritage value or interest of the Werden's HCD can be retained for future generations and managed in such a way that reflects the continually evolving nature of human society.



Appendices



Appendix A References



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Appendix B Glossary



Glossary

The following terms contained within the HCD Plan report have been derived from the *Ontario Heritage Act* (Government of Ontario 1990), *Ontario Heritage Tool Kit* (Ministry of Culture 2006 and Government of Ontario 2025), the *Standards for the Conservation of Historic Places in Canada* (Parks Canada 2010), the *Provincial Planning Statement* (Government of Ontario 2024), and the Town of Whitby’s Zoning By-laws (Town of Whitby 2021 and 2024).

Term	Definition
Additional Dwelling Unit	According to the Town of Whitby’s Zoning By-laws, Additional Dwelling Unit means a self-contained dwelling unit either located within a permitted residential dwelling or located within an accessory structure which is secondary to the main residential building on the same lot.
Adjacent	Real properties or sites that are contiguous or separated by a laneway, easement, right-of-way or roadway. Under the PPS, this includes lands contiguous to a protected heritage property.
Alter or Alteration	To change in any manner including to restore, renovate, or repair. Alteration has a corresponding meaning.
Conservation	All actions or processes that are aimed at safeguarding the heritage attributes of a place so that it retains its heritage value and extends its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.



Term	Definition
Contributing Property	Those properties that directly support the Statement of Cultural Heritage Value and Heritage Attributes of the HCD. These properties were designed or constructed in the mid 19 th to early 20 th century as part of the commercial and residential streetscapes and retain historic building fabric or heritage features that distinguish them as older buildings of a particular era, type, or place. Mid-20 th century residential infill properties that complement the district's historic architectural character through their low-rise form and use of red brick cladding and may also be contributing properties as part of a cohesive streetscape.
Cultural Heritage Value or Interest (CHVI)	As outlined in <i>Ontario Regulation 9/06 of the Ontario Heritage Act</i> , an individual property may be determined to have CHVI if it demonstrated design/physical value, historic/associative value, or contextual value. In the context of HCDs, the <i>Ontario Heritage Tool Kit</i> outlined that CHVI within an HCD may be expressed broadly as an area that demonstrates natural, historic, aesthetic, architectural, scenic, scientific, cultural, social, or spiritual value.
Development	Means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the <i>Planning Act</i> .
Gateway	A significant vantage point defined by a key feature or features framing or marking the entry to an area.



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Term	Definition
Guideline	A recommended action that may be taken in a given situation. A guideline arises from a policy and is facilitated by a procedure.
Heritage Attribute	The physical characteristics of a property or resource that contribute to its cultural heritage value or interest.
Heritage Conservation District (HCD)	An area or grouping of properties collectively designated pursuant to Part V, Section 41, of the <i>Ontario Heritage Act</i> .
Landmark	A prominent structure because of architectural elements, historical importance to community, or contextual position.
Maintenance	The routine cyclical, non-destructive actions necessary for the long-term conservation of a protected heritage resource and its heritage attributes.
Municipal Heritage Committee	A municipal heritage committee is an advisory committee to a Municipal Council. A municipal heritage committee can help a community participate more directly in a municipality's decision-making process by broadening the scope of information that informs the decision-making process.
Non-Contributing Property	Properties that do not directly support the Statement of Cultural Heritage Value or Interest and Heritage Attributes of the HCD. These properties may have been constructed more recently or may be older properties that have been modified to such an extent that historic building fabric or detailing has been substantially altered, removed, or obscured.



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Term	Definition
Part IV Designation	In reference to real property designated under Part IV of the <i>Ontario Heritage Act</i> by municipal by-law. The designation by-law for an individual designation includes a description of the property, a statement explaining the cultural heritage value or interest, and a description of the heritage attributes.
Policy	A statement of intent or position that is adopted that provides the framework for a course of action.
Preservation	The action or process of protecting, maintaining, and/or stabilizing the existing materials form, and integrity of an historic place, or of an individual component, while protecting its heritage value.
Procedure	A course of action developed to implement and support a policy. Example: Heritage Permit Application.
Protected Heritage Property	Real property protected under Part II, Part IV, Part V, and Part VI of the <i>Ontario Heritage Act</i>
Rehabilitation	The actions or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component while protecting its heritage value.
Restoration	The action or process of accurately 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, while protecting its heritage value.



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Term	Definition
Statement of Cultural Heritage Value or Interest	As outlined in the <i>Ontario Heritage Tool Kit</i> , this is a statement that describes the heritage values of the HCD, or why the area is considered to have merit as an HCD and includes a list of heritage attributes.
Vistas	Views enclosed by buildings/structures, landforms, and vegetation from a stationary vantage point.






Appendix C Architectural Terminology



Architectural Terminology



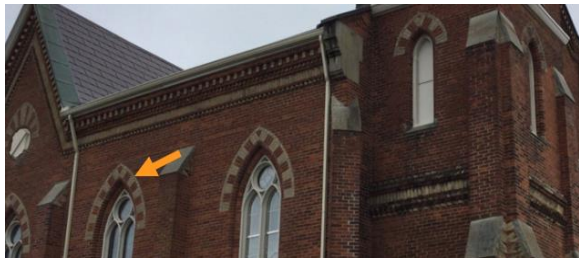

Term	Photo	Definition
Bargeboard		Boards or other decorative woodwork fixed to the edges or projecting rafters of a gabled roof. Sometimes called gingerbread or vergeboard.
Bay Window		A window which projects out from a wall in a semicircle, rectangle, or polygon shape.
Bracket		An ornamental projection which provides visual or structural support for a cornice, balcony, statue, or window
Chimney		The masonry of a fireplace that extends up through the roof and carries smoke outside.

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Term	Photo	Definition
Cladding		The external, non-structural material that protects the structural wall or frame from the weather.
Columns		A freestanding vertical structure that supports a roof or porch
Colonial Revival		An architectural style that recalls colonial 18 th and 19 th century architecture in North America; popular between 1900 and the present.






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Term	Photo	Definition
Contemporary Replica of Historic Style		Refers to structures built after 1980 that are designed to evoke a historic building style.
Dentils		A series of rectangles used as ornamentation for cornices
Dichromatic Brickwork		The utilization of two or more types of brick colour.
Dormer		A window that projects from a sloping roof with a small roof of its own.



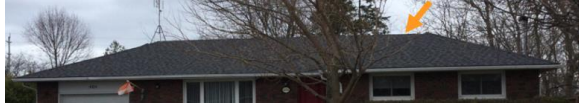



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Term	Photo	Definition
Eaves		The roof overhangs that protect a home from various elements.
Edwardian		An architectural style popular between 1900 and 1930 with understated classical detailing and modern proportions. Typical features include stone lintels and sills, pilasters and columns, and hipped roofs.
Gable		The triangular portion of the wall beneath the end of a gabled roof.







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Term	Photo	Definition
Gabled Roof		A roof that slopes on two sides.
Gothic Revival		An architectural style popular between 1830 and 1890 and found in many forms. Typical features include steep gables, bargeboard, drip mouldings, finials, and pointed arch windows.
Hip Roof		A type of roof where all sides slope down towards the walls without any flat ends or gable walls.
Hood Mould		A projecting hood or moulding over a window.


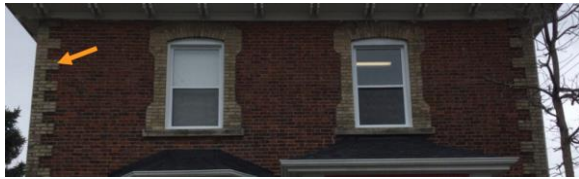




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Term	Photo	Definition
Italianate		An architectural style popular between 1850 and 1900 that was characterized by a hip roof, a symmetrical front façade, strongly accentuated corners, segmentally arched windows, tall chimneys, and sometimes a pedimented projecting frontispiece.
Mansard Roof		A roof that has a double slope with the lower steeper and longer than the upper one. Common to Second Empire architecture.
Pendant		An ornament added to the bottom of a gable or spire. Commonly used in Gothic Revival architecture.
Porch		An extension of a residence, typically in the front of the house, that can be enclosed or open.






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Term	Photo	Definition
Queen Anne		An architectural style that was popular between 1880 and 1910. This style was characterized by an asymmetrical composition, towers, and decorative brick work and woodwork.
Quoins		A decorative stone around the corner of a wall or around a window.
Segmental Arch Window Opening		A window or opening with a circular arc of less than 180 degrees.
Shutters		Historically movable covers for windows or doors. Today, shutters are typically decorative only.





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Term	Photo	Definition
Sidelight		A window beside a door, forming part of the door unit.
Sills		The horizontal material that spans the bottom of a window
Twentieth Century Modern		An architectural style popular between 1940s and 1970s. Typical features include modern materials (steel, glass, and concrete), simple and minimalistic exteriors, and clean lines with a horizontal or vertical emphasis.



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Term	Photo	Definition
Vernacular		Built form that reflects local or regional materials, influences, patterns or themes. Vernacular properties typically have less ornamentation or different characteristics than buildings of an architectural style.
Voussoir		An arch above a window or door.



Appendix D Resources for Property Owners and Community Members



Appendix D: Resources for Property Owners and Community Members

The principles of an HCD Plan are drawn from heritage best practices established at the provincial, federal, and international level through guiding documents and charters. The principles outlined in this report are derived from the 2007 publication the *Eight Guiding Principles in the Conservation of Built Heritage Properties* and the 2010 publication the *Standards and Guidelines for the Conservation of Historic Places in Canada*. These documents provide overarching guidance on how to approach conservation, restoration or rehabilitation projects on historic buildings and can help property owners and community members understand the bigger picture of heritage conservation:

- *Eight Guiding Principles in the Conservation of Built Heritage Properties:*
<https://www.ontario.ca/page/eight-guiding-principles-conservation-built-heritage-properties>
- *Standards and Guidelines for the Conservation of Historic Places in Canada:*
<http://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf>

The policies and guidelines in this HCD Plan require and suggest maintenance and repair of original materials and features of the buildings in the HCD. Some policies and guidelines refer to specific materials or techniques that may be new to property owners not familiar with caring for heritage buildings. The *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*, edited by Mark Fram, provides a practical guide to restoration and rehabilitation of heritage buildings: <https://www.heritagetrust.on.ca/pages/publications/well-preserved>

The National Park Service of the United States Department of the Interior offers a series of Technical Preservation Briefs that provide useful guidance on preserving, rehabilitating and restoring historic buildings:

- National Park Service Preservation Briefs:
<https://www.nps.gov/orgs/1739/preservation-by-topic.htm>



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The following specific *Well-Preserved* chapters, and National Park Service briefs may be useful to property owners in Whitby, such as:

- Maintenance
 - Pages 190-193: https://www.heritagetrust.on.ca/user_assets/documents/8-WP-Interior.pdf
- Masonry, including cleaning and repointing
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-02-repointing.pdf>
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-01-cleaning-masonry.pdf>
 - Pages 126-135:
https://www.heritagetrust.on.ca/user_assets/documents/7-WP-Exterior.pdf
- Improving energy efficiency
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-03-energy-efficiency.pdf>
 - Pages 185-185:
https://www.heritagetrust.on.ca/user_assets/documents/8-WP-Interior.pdf
- Dangers of abrasive cleaning
 - <https://www.nps.gov/orgs/1739/upload/preservation-brief-06-abrasive-cleaning.pdf>
- Rehabilitating historic storefronts
 - <https://www.nps.gov/orgs/1739/upload/its-13-missing-altered-storefronts.pdf>
 - Pages 160-163:
https://www.heritagetrust.on.ca/user_assets/documents/7-WP-Exterior.pdf
- Making historic properties accessible



- <https://www.nps.gov/orgs/1739/upload/preservation-brief-32-accessibility.pdf>

Maintaining, repairing, and restoring historic buildings can require special approaches, tools, and methods. It is important to understand the nature of your building, its materials, and its needs before you begin your work. Seeking the advice of qualified professionals is advisable, particularly those with experience working with older buildings.

To find professionals with experience working with historic buildings and structures, you can search the Canadian Association of Heritage Professionals (CAHP) directory to find architects, consultants, tradespeople, historians, and other specialists:

- CAHP Website: <https://cahp-acecp.ca/professionals/>

Regeneration Works, a project of the National Trust for Canada, provides tools for communities, organizations and property owners who are working to renew and protect heritage places. Regeneration Works provides learning opportunities (webinars and in-person events) on topics geared towards raising funds, increasing revenue in heritage places, and revitalizing heritage places or downtown main streets. Regeneration Works also offers a program called Launch Pad, which provides grants to community organizations to help them pay for professional expertise to help them renew historic places. Browse the Regeneration Works website to see what tools might be useful to your community heritage projects:

- Regeneration Works Website: <https://regenerationworks.ca/>

