

VILLAGE OF BOLTON



HERITAGE CONSERVATION DISTRICT PLAN

November 18, 2015

Appendix 5 revised as per OMB Order, File No. MM160012, issued March 5, 2018



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PREPARED FOR:
Heritage Resource Officer
Corporation of the Town of
Caledon
6311 Old Church Road
Caledon, Ontario L7C 1J6

PREPARED BY:
ERA Architects Inc.
10 St. Mary Street, Suite 801
Toronto, Ontario M4Y 1P9
416-963-4497

Project No.: 13-065-04
Prepared By: ER/LR/ART

Cover Image: Bolton postcard, dated November 23, 1907. (Source: courtesy of Albion-Bolton Historical Society)

This document is intended to be printed in colour on double-sided 8.5x11 paper.

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EXECUTIVE SUMMARY

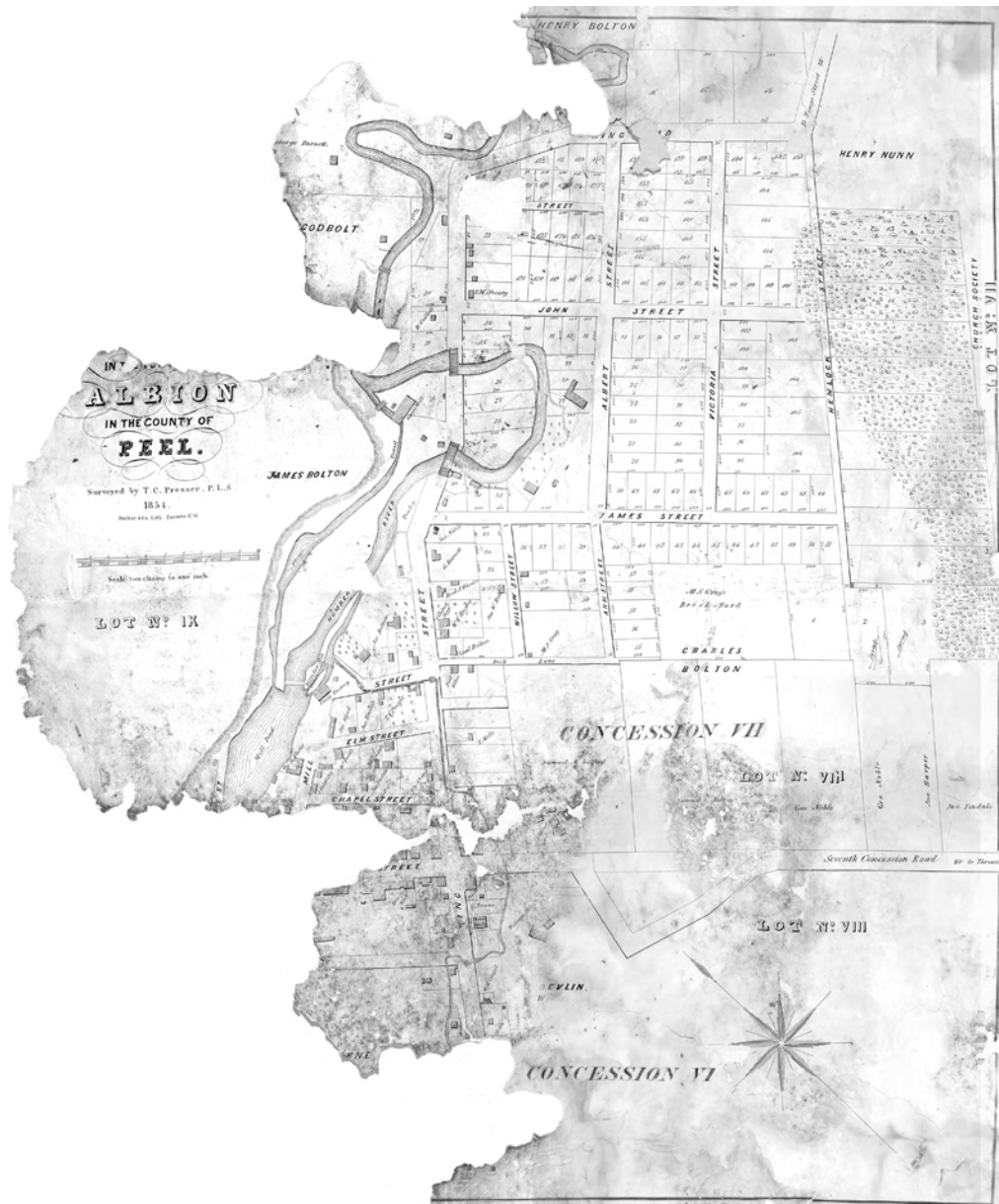
The *Village of Bolton Heritage Conservation District Plan* (the Plan), developed in accordance with Part V of the *Ontario Heritage Act, R.S.O. 1990, c. 0.18*, prepared for the Town of Caledon, is intended to provide an effective and straightforward framework for the development and assessment of design proposals, which protect and enhance the cultural heritage value and character of the Village of Bolton Heritage Conservation District (the District).

The Plan provides:

- A clear statement of objectives to be achieved in the designation of the Village of Bolton as a Heritage Conservation District;
- A clear statement of the District's cultural heritage values and description of its heritage attributes;
- Policies and guidelines for achieving the District's stated objectives and guiding future changes within it;
- Recommendations regarding changes to existing municipal policies or additional municipal policies to support the District;
- A list of minor alterations that can be carried out on properties within the District and do not require a heritage permit; and
- A clear explanation of when a heritage permit will be required for alteration or development on properties within the District and how the heritage permit process works;
- Other additional information relating to the implementation of the District and Plan.

The contents of this Plan will be considered and referenced by property owners, tenants, Town of Caledon staff, the Municipal Heritage Committee, Council and other external agencies when reviewing and making decisions regarding any proposed changes (e.g. alterations to existing buildings, new construction, public works, etc.) within or adjacent to the District.

Village of Bolton Heritage Conservation District Plan



1. 1854 Prosser Map of Bolton. Recently discovered and restored by the Town of Caledon. (Source: Town of Caledon)



2. Houses identified on the 1854 Prosser Map of Bolton. From left to right - 102 King Street East, 112 King Street East and 122 King Street East, Bolton. (Source: ERA Architects Inc. [ERA])

USER GUIDE TO THE PLAN

1. Determine if work requires a Heritage Permit

Heritage permits are required for significant repairs and alterations to properties. Maintenance items do not require a permit.

Review application types (pg. 105):

- Minor Alteration (no permit)
- Minor Heritage Permit
- Major Heritage Permit

2. Property information

Learn about the heritage features of your property and determine what design guidelines apply.

Review building inventory (pg. 135)

Review District maps:

- Heritage Evaluation (pg. 12)
- Design Guideline Areas (pg. 28)

3. Review applicable design guidelines

Understand how the design guidelines respond to the varying uses and unique aspects of the District.

Review Design Guideline sections:

- Residential (pg. 33)
- Commercial (pg. 57)
- Public Realm (pg. 75)
- Demolition (pg. 99)

4. Review supporting information (as needed)

Read about what makes the Village of Bolton historically significant and learn about the architectural style of your building.

Review historical background information:

- Statement of Cultural Heritage Value (pg. 5)
- Statement of Objectives (pg. 25)
- Architectural Styles (pg. 14)

5. Heritage Permit application

Consult with Town staff to verify what type of Heritage Permit is required, get advice on the application process and timing and to ask about local heritage and construction resources.

Review:

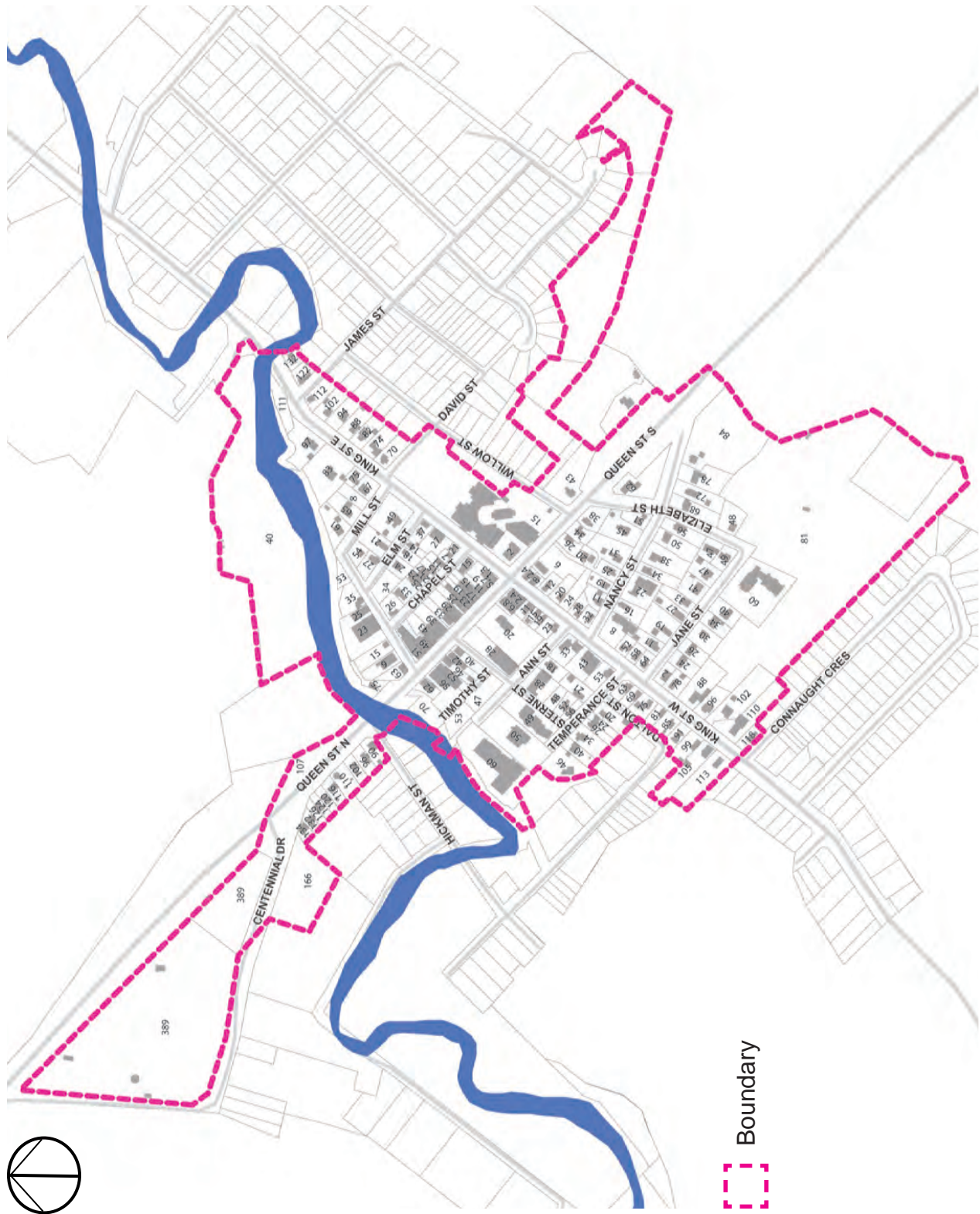
- Heritage Permit process (pg. 104)
- Financial Incentives (pg. 111)
- Promotion & Education (pg. 113)

Village of Bolton Heritage Conservation District Plan



3. Bolton Fire Insurance Plan, 1904. (Source: Town of Caledon)

PART A: DISTRICT OVERVIEW



4. Village of Bolton HCD Boundary. (Source: ERA)

1 VILLAGE OF BOLTON HCD

1.1 INTRODUCTION

A heritage conservation district (HCD) is an area with “a concentration of heritage resources with special character or historical association that distinguishes it from its surroundings.”¹ In September 2014, Council endorsed the *Village of Bolton Heritage Conservation District Study*, which concluded that sufficient cultural heritage value exists in the Village of Bolton to warrant designation as an HCD. This Plan has been developed to accompany the designation of the Village of Bolton Heritage Conservation District.

1.2 POLICY PROVISIONS

Under Part V of the *Ontario Heritage Act, R.S.O. 1990, c. 0.18*, municipalities may designate defined areas as HCDs. The processes and procedures of this Plan have been developed in accordance with Part V of the *Ontario Heritage Act* and the provisions of the *Town of Caledon Official Plan (Office Consolidation, November 2014)*.

The Plan also takes into account the *Provincial Policy Statement (2014)*, the *Bolton Core Area Secondary Plan (2008)*, the *Bolton Transportation Master Plan (2014)* and the general policy direction of the on-going *Bolton Intensification Study* and *Bolton Special Policy Area Study* as well as provincial and national standards for the conservation of historic places.

1.3 WHO IS THIS DOCUMENT INTENDED FOR AND HOW WILL IT BE USED?

This document is intended for the use of residents, business owners, property owners, tenants, Town of Caledon staff, the Municipal Heritage Committee, Council and other external agencies. It will provide residents and

Section 41.1 (5) of the Ontario Heritage Act states:

A heritage conservation district plan shall include:

- (a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;
- (b) a statement explaining the cultural heritage value or interest of the heritage conservation district;
- (c) a description of the heritage attributes of the heritage conservation district and of properties in the district;
- (d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and
- (e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42. 2005, c. 6, s. 31.

¹ *Ontario Heritage Tool Kit, Heritage Conservation Districts, Ministry of Culture (2006), page 5.*

Section 41.2 of the Ontario Heritage Act states:

(1) Despite any other general or special Act, if a heritage conservation district plan is in effect in a municipality, the council of the municipality shall not,

(a) carry out any public work in the district that is contrary to the objectives set out in the plan; or

(b) pass a by-law for any purpose that is contrary to the objectives set out in the plan. 2005, c. 6, s. 31.

(2) In the event of a conflict between a heritage conservation district plan and a municipal by-law that affects the designated district, the plan prevails to the extent of the conflict, but in all other respects the by-law remains in full force. 2005, c. 6, s. 31.

A Statement of Cultural Heritage Value briefly explains what the historic place is and why it is important. It includes a physical description, an explanation of why the place is of value to the community and a list of heritage attributes. Heritage attributes are the key features that must be conserved in order for the place to maintain its cultural heritage value.

business/property owners with clear guidance regarding appropriate conservation, alteration and new construction activities and assist Town staff and Council in reviewing and making decisions on heritage permit and development applications within the Village of Bolton Heritage Conservation District.

1.4 DISTRICT BOUNDARY

The boundary of the District generally encompasses the historic core of the village, including the commercial core, the crossroads of King and Queen streets, portions of the adjacent residential neighbourhoods, including the distinctive streetscapes of Nancy, Temperance, King East and King West streets as well as parts of the Humber River and valley slopes (see Figure 4). The District boundary recommended in the HCD Study (2014) continues to be recommended in the HCD Plan due to:

- The location of a concentration of heritage resources set within a natural landscape that are linked by an historical and socio-cultural context;
- The visual cohesion resulting from the architectural styles, periods of construction and 19th century subdivisions found in parts of the District in combination with the visual changes in the character of the District;
- Physical features including the Humber River flood plain and the green valley slopes;
- Gateways and viewsapes into, within and out of the District (north and south along Queen Street and east and west along King Street); and
- Legal factors such as property lot lines.

In addition, as indicated by community consultation in both the HCD Study and Plan phases, the local community strongly values the village ambience and setting, and understands the Village of Bolton as a

whole rather than its individual components. Please refer to Appendices 5 and 6 for further information on properties within the District.

1.5 LEGISLATIVE STATUS OF THE PLAN

The Village of Bolton HCD Plan is implemented through a By-law approved by Council. HCD Studies and Plans may include recommendations regarding amendments to Official Plans and Zoning Bylaws in order to ensure their alignment with the objectives of an HCD. However, in accordance with Section 41.2 (2) of the *Ontario Heritage Act*, ***in the event of a conflict with any other municipal bylaw, the provisions of an HCD Plan prevail***, but only to the extent that the conflict exists.

1.6 STATEMENT OF CULTURAL HERITAGE VALUE

1.6.1 Description of the District

The Village of Bolton is an historic 19th century mill village that has evolved into a contemporary village in the larger community of Bolton within the Town of Caledon, located in the Region of Peel. The village is nestled in a green river valley through which the Humber River meanders. Above the crest of the valley, the larger contemporary community of Bolton extends in a suburban development pattern to the north, south, east and west.

The District encompasses the core of the historic village, which is primarily based on a mid 19th century plan of subdivision, centred on the intersection of Queen and King streets. The District comprises component parts that, together, constitute a village character. These parts include the historic commercial and industrial core on Queen and Mill streets, the streetscapes of King Street East and West, the adjacent residential neighbourhoods, including Nancy and Temperance streets, and parts of the surrounding green valley and

Characteristics of an HCD may include:

A concentration of heritage buildings, sites, structures; designed landscapes, natural landscapes that are linked by aesthetic, historical and socio-cultural context or use.

A framework of structured elements including major natural features such as topography, land form, landscapes, water courses and built form such as pathways and street patterns, landmarks, nodes or intersections, approaches and edges.

A sense of visual coherence through the use of such elements as building scale, mass, height, material, proportion, colour, etc. that convey a distinct sense of time or place.

A distinctiveness which enable districts to be recognized and distinguishable from their surrounding or from neighbouring areas.

- *Ontario Heritage Tool Kit, 2006*



5. Viewscape overlooking the mill pond and village from the northeast, c. 1897. (Source: courtesy of Albion-Bolton Historical Society [ABHS])



6. Viewscape overlooking the village from the northwest, c. 1897. (Source: courtesy of ABHS)

Humber River. The District contains a variety of streetscapes and building types and styles, including residential, commercial and institutional buildings, representing successive periods of development within the village.

The original core of Bolton has developed from an industrial mill village to a contemporary village. Although evidence of Bolton's industrial past has largely disappeared and its key function and services have evolved, the village core continues to provide amenities to, and act as a commercial and community focus for the wider area.

1.6.2 Cultural Heritage Value

The Village of Bolton has historical significance as an example of a 19th century mill village on the Humber River, which is a *Canadian Heritage River*.² The village's origins are directly linked to the Humber River, with the construction of the first gristmill by George Bolton in 1822 along the river at the bend of Mill Street. Several other industries also located there, taking advantage of the Humber River's immense waterpower. The early growth and development of Bolton, leading to its incorporation as a village in 1872, can be attributed to the resulting prosperity of milling and other industrial activity on the river.

Situated on the flood plain between the river and the valley slopes, Bolton's pattern of development and village setting have been shaped by its local geography. This intimate, historic relationship between the village and the Humber River continues to play out in the 21st century, predominantly in relation to recreational opportunities and the impact of flooding on development potential within the river valley.

The Village of Bolton is valued for its strong sense of place that results from its village ambience and unique geography. This ambience is largely created by the composition of its constituent parts: the former commercial and industrial core along Queen and Mill streets, the streetscapes of King Street East and West, Nancy Street and Temperance Street, and the river and its associated green spaces. Together these attributes create a distinctive village along the Humber River and within the valley. Situated on the valley floor, Bolton's setting provides a sense of seclusion, screened from adjacent development beyond the crest of the valley.

² The Canadian Heritage Rivers System was established in 1984 by federal, provincial and territorial governments to conserve rivers with outstanding natural, cultural and recreational heritage, to give them national recognition, and to encourage the public to enjoy and appreciate them (chrs.ca).



7. Postcard of downtown Bolton, east side of Queen Street, looking south towards King Street. (Source: courtesy of Peel Art Gallery Museum and Archives [PAMA])



8. Smith and Schaefer's Hardware store at 56 Queen Street North. (Source: courtesy of ABHS)



9. T.A. Dick Garage at 42 Queen Street North, prior to 1945. (Source: courtesy of ABHS)

The historic core of Bolton has maintained its distinct character as a self-contained village, while having convenient access to nearby urban amenities. Residents and visitors continue to appreciate the village's strong sense of place and ambience, which is distinct from the rest of contemporary Bolton.

The Village of Bolton has aesthetic value as a distinct villagescape. Its variety of streetscapes and collection of commercial, institutional and residential buildings are laid out in a 19th century subdivision and street pattern, centred on the intersection of King and Queen streets and in relation to the topography of the Humber River valley. Collectively, these physical components provide visual evidence of Bolton's evolution and tell the economic, cultural and social history of the village.

The Village of Bolton has provided a community and commercial focus for the wider area since its inception. From the first gristmill and supporting industry to contemporary professional services, restaurants and retail, the village has provided amenities to the wider area for almost 200 years. Despite exceptional growth, development and change in contemporary Bolton outside of the valley, the village has retained an enduring and strong sense of local identity that has social value.

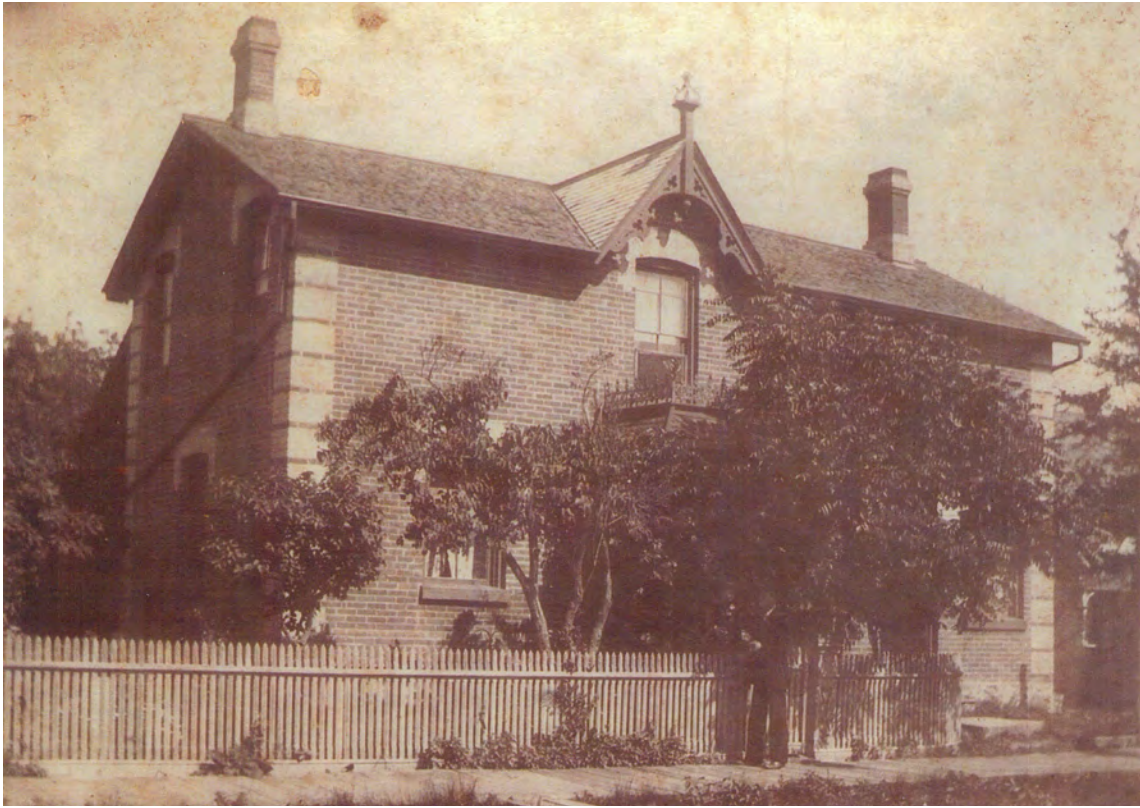
1.6.3 Heritage Attributes of the District

Setting:

- The green bowl and topography of the Humber River valley, which give the District a distinct setting and green threshold, screening the village from surrounding development.
- The meandering form of the Humber River and its influence on the village's pattern of development.
- The remnants of the former millraces and dams as a tangible reminder of the 19th century industrial origins of the village.
- The green thresholds at the north and south entrances to the village, which provide a transition from the densely treed and green valley slopes to the openness of the commercial core and the centre of the village with views to the surrounding residential neighbourhoods.

Patterns of development:

- The historic 19th century street layout, including the crossroad of King and Queen streets at the centre of the village.
- The containment of development in the village at the base of the valley and the absence of development on the green valley slopes.



10. D.B. Kennedy's house and store at 37 King Street East., Bolton. (Source: courtesy of ABHS)



11. Presbyterian Manse, King Street West, Bolton, c.1900. (Source: Courtesy of PAMA)

Streetscapes and character areas:

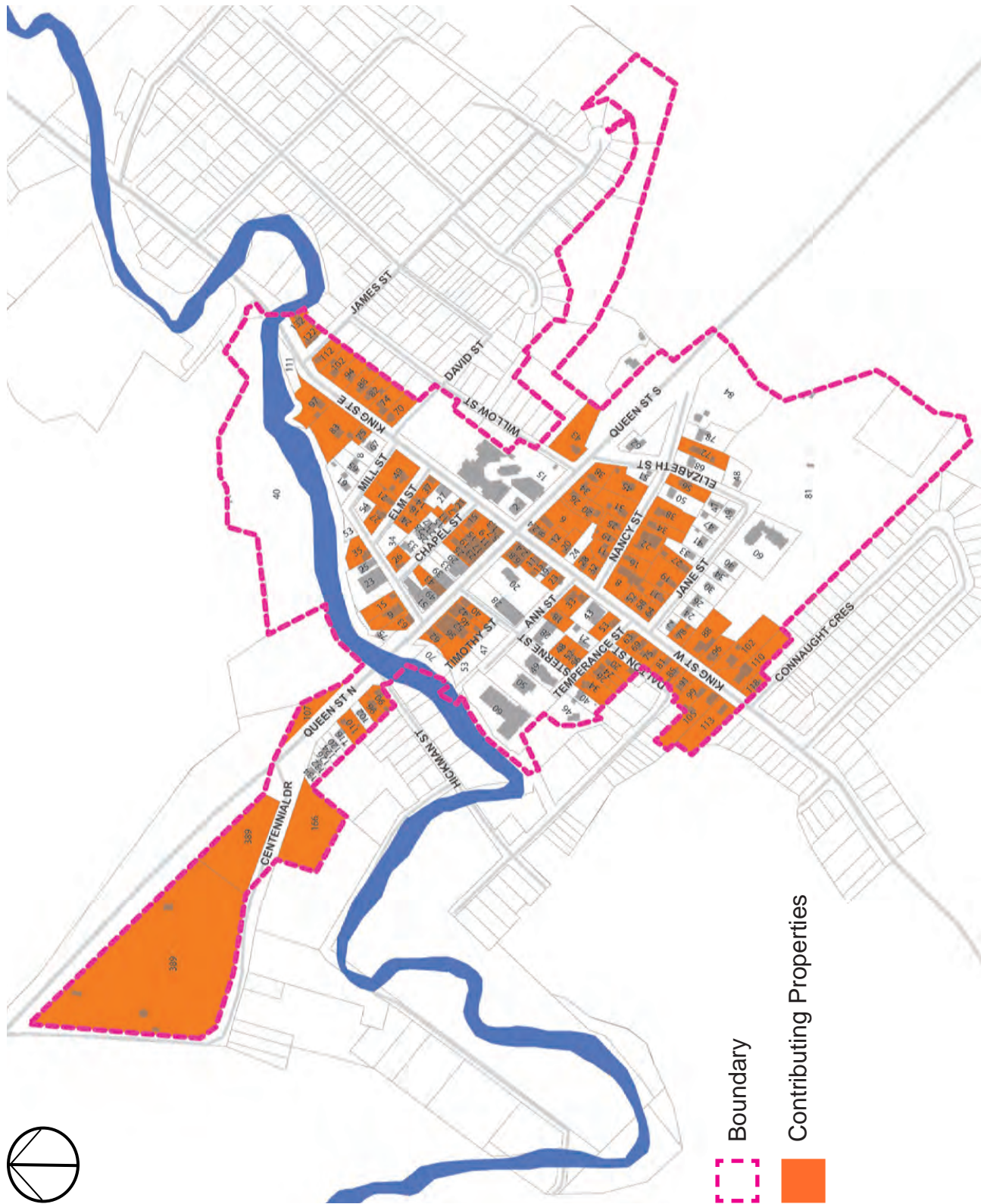
- The composition of component parts that together create a cohesive village scene: historic commercial/industrial core on Queen and Mill streets, the crossroads at Queen and King streets, the streetscapes of Nancy, Temperance, King East and West streets, and the surrounding Humber River valley.
- The current variety of activities and uses (e.g. commercial, residential, institutional and recreational), which are representative of a traditional village and continue to enable the village to provide amenities to the wider area.
- The commercial core on Queen Street between the Humber River and King Street, which features some fine 19th century commercial buildings, including the continuous streetwall on the east side between King Street and 25 Queen Street North.
- Mill Street, as the earliest street, location of the first mill, and origin of industrial development in the village.
- The distinctive streetscapes of King Street East, King Street West, Temperance Street and Nancy Street characterized by concentrations of fine examples of architecture from the different periods of Bolton's development.

Architecture and landscape:

- The variety of architectural forms and styles that relate to specific periods of development within the village, and the quality of the architecture and its survival.
- The generous spacing between houses allowing for additional vegetation and views between the buildings, creating a sense of openness and village character within the residential streetscapes.
- Large front yards allowing for the maturation of trees and other plantings.
- The mature row of white pines at 49 King Street East.
- The predominance of black walnut trees on Nancy Street.

Public realm:

- The network of publicly accessible trails, parks and bridges associated with the Humber River valley.
- Within the residential areas, the limited number of sidewalks and the rural quality that this absence creates.
- Mature soft landscaping and mature tree canopy along King Street East and West, Nancy Street and Temperance Street.



12. Contributing properties in the Village of Bolton HCD. (Source: ERA)

Key viewscales:

- Viewscales from within the District to the Humber River valley slopes, which provide a green backdrop to the village.
- Views descending north and south into the village and Humber River valley along Queen Street.
- Views from the entrances to the District on King Street, looking into the village from the east and west.
- Views through and from the bridge over the Humber River at Queen Street.³
- Views terminating at Mill and Temperance Streets and King Street West.

1.7 HERITAGE EVALUATION

All properties within the District are designated under Part V of the *Ontario Heritage Act* (please refer to page 120) for an explanation of the difference between Part IV and Part V designations). However, to assist with decision-making regarding alterations and development, properties are categorized as either “contributing” or “non-contributing” according to their contribution to the cultural heritage value of the District. *Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest* and the Statement of Cultural Heritage Value for the District were both used as evaluation tools.

“Contributing” properties have design, historical and/or contextual value that contributes to the District. Buildings identified as “non-contributing” are generally



13. Contributing property in the Village of Bolton HCD, 85 King Street West. (Source: ERA)



14. Non-contributing property in the Village of Bolton HCD, 26 Jane Street. (Source: ERA)

3 The current bridge with its open guard rail design does not obstruct these views.

modern buildings or heavily altered historic buildings that no longer contribute to the historic character of the village.

As the character of the District continues to evolve, these evaluations should be reviewed on a regular basis to ensure that an accurate representation of contributing and non-contributing buildings is maintained. For further information on the age of buildings, styles, heritage evaluation etc., please refer to Appendix 5: Building Inventory - Summary.

1.8 ARCHITECTURAL STYLES

The buildings located within the District represent a wide variety of architectural styles that reflect the village's development and growth. The architectural styles identified in the Village of Bolton HCD Study have been included and augmented with annotated photographs in this Plan. The date ranges associated with each style generally reflect the Village of Bolton context. The following architectural styles exist within the District:

- Ontario Cottage (1820s-1890s)
- Neoclassical (1840s-1890s)
- Victorian Gothic (1830s-1890s)
- Italianate (1860s-1890s)
- Edwardian Classical (1900s-1930s)
- Bungalow (1900s-1940s)
- Post-war (1945-present)

ONTARIO COTTAGE (1820s-1890s)



Hipped roof

Gable dormer with window

Tall window openings
(traditionally divided lite and/
or double-hung sash window)

Central entrance within a
symmetrical composition

15. 56 Nancy Street, Ontario Cottage. (Source: ERA)

In the early 19th century, the Ontario Cottage or Worker's Cottage emerged as a popular and pervasive house style in Upper Canada. The cottage was promoted in *The Canada Farmer* as an affordable,⁴ well-planned and tasteful dwelling that could be constructed in stone, brick or timber.

The cottages were one-and-a-half storey buildings with a hipped roof and often a windowed gable over the central entrance door. The buildings were symmetrically organized with a central hall plan, tall sash windows flanking the front door and chimneys on the side walls. As the style evolved, projecting entry bays and rear 'tail' additions were incorporated.

During the second half of the century, influenced by British immigrants, the Worker's Cottage moved away from Classical influences and adopted Gothic architecture's vertically oriented features such as steeply pitched gables, pointed arches at windows and doors, and decorative woodwork. The treatment of the exterior varied widely to reflect the local resources of wood (clapboard), stone or brick, and experiences of the builder.

⁴ In early 19th century Upper Canada, one's property tax rate was partially based on the number of storeys of the house. The design of the Ontario Cottage offered a second storey of half-height with a window in the gable above the entrance, which was assessed at a lower rate than a full 2-storey house.

NEOCLASSICAL (1840s-1890s)



Low pitch gable roof

Dichromatic brickwork

Quoins

Symmetrical composition

Tall double-hung sash windows

Finely proportioned door surround and door

16. 11 Nancy Street, Neoclassical house. (Source: ERA)

Originating from the English Palladian and Georgian styles, the Neoclassical style first arrived in Upper Canada with the United Empire Loyalists and later with British immigrants. Based on Georgian-era classicism, the Neoclassical style maintained its popularity late into the Victorian era.

Within the District, many of the Neoclassical style houses are of wood frame construction that would have originally been covered with painted clapboard siding. Most of these have been re-clad or over clad in vinyl or aluminium siding.

Neoclassical dwellings are one to two storeys in height and have a central hall layout. The houses display a Georgian composition, evident in the symmetrical arrangement of door and window openings, but with a lower pitch gable roof. Neoclassical buildings display refined and delicate architectural detailing, often found at entrances, windows and quoining.

VICTORIAN GOTHIC (1830s-1890s)



- Gable roof
- Decorative wood vergeboard and finials (gingerbread)
- Steep front gable or gable dormer
- Double-hung sash windows of varying shapes and sizes
- Porch or verandah with wood columns, railings and decorative woodwork

17. 122 King Street East, Victorian Gothic house. (Source: ERA)

Victorian Gothic refers to a revival style based on medieval Gothic buildings that developed during Queen Victoria's reign in the 19th century. The style encompassed a great deal of variety in materials, details and ornament, yet remained distinctive. In the later 19th century, it was a popular trend to apply the features of this style to the Ontario Cottage. The steeper roof pitch of the Victorian Gothic style provided more living space on the second floor.

Within the District, there are many variations of this style ranging from small, humble early rectangular plan cottages to large, grand residences and picturesque churches on Nancy Street, as well as a few commercial buildings on Queen Street.

The residences are generally one-and-a-half storeys with a large front centre gable. They are characterized by an L or T-shaped plan that followed either a symmetrical or asymmetrical composition. Similar to the Ontario Cottage, the Victorian Gothic houses were of brick, stone or wood frame construction. Brick examples often display dichromatic brickwork. Architectural details found in this style include carved or turned woodwork (gingerbread, finials and porch elements), quoins, bay windows and ornamented window and door surrounds.

ITALIANATE (1860s-1890s)



- Low pitched hipped roof
- Wide overhanging eaves with decorative paired brackets
- Heavily moulded openings
- Dichromatic brickwork
- Quoins
- Tall and narrow segmentally arched windows (often paired)
- Angular bay windows

18. 31 Nancy Street, Italianate house. (Source: ERA)



- Projecting cornice with decorative paired brackets
- Distinctive storefronts with deep recesses, very large plate glass windows, cast iron posts and pressed metal cornices

19. 2-4 Queen Street North Street, Italianate commercial building. (Source: ERA)

The Italianate style evolved from a Victorian interest in the vernacular architecture of central Italy. The composition was irregular and could be adapted to all types of houses and commercial buildings. There were no major style identifiers; rather it was a style of elements. In the District, Italianate buildings are typically two-storeys in height.

EDWARDIAN CLASSICAL (1900s-1930s)



Hipped roof

Double-hung tall
sash windows

Simplified classical details
e.g. cornice with dentils

Spacious front porch
or verandah with wood
columns and railings

Off centre entrance

20. 88 King Street East, Edwardian foursquare house. (Source: ERA)

Edwardian Classical was one of the most popular building styles in Ontario for several decades after the turn of the 20th century. The Edwardian Classical style in Ontario is a simpler form of a revival style that looked back to 19th century classical architectural models. The popularity of this house type was reinforced by pattern books and house plans that could be ordered from catalogues.

Edwardian Classical houses are often characterized by either a simple two to two-and-a-half storey square house with hipped roof (commonly referred to as foursquare) or two-and-a-half storey gable front house.

Within the District, there is a concentration of Edwardian Classical houses on King Street West between Temperance and Connaught streets. This distinctive streetscape was established in the early twentieth century as an upscale residential area when Bolton was being promoted as an alternative to city living.

BUNGALOW (1900s-1940s)



Wide front dormer

Broad low-pitched roof

Multi-paned upper sash and
single pane lower sash windows

Deep verandah or porch

Textured brick

Off set entrance

21. 58 King Street West, Bungalow house. (Source: ERA)

The Bungalow style house was an American import to Canada in the early 20th century. It was popularized in California; the Americans were inspired by the British version of India's *banglas* style of home (Bengali style). In Ontario, the Bungalow style is almost exclusively residential as it was commonly found in house pattern catalogues.

The Bungalow is generally a one or one-and-a-half storey dwelling with a front porch or verandah and displaying rustic materials such as textured brick, fieldstone and/or stucco. The roof is either a broad, low-pitched roof with a wide front dormer or a medium pitch front gable style.

Within the District, there are a few examples of this style on King, Nancy and Queen streets.

POST-WAR (1945-present)



Picture window

Exterior treatment in brick,
synthetic and precast stone

Integrated garage

22. 26 Jane Street, Post-war house. (Source: ERA)

The Post-War style covers all buildings constructed after the Second World War. Within the District, this includes a range of suburban houses, from the common side split to the single storey ranch style bungalow.

Postwar houses reflect the creation of suburban living. They are typically one or two storey dwellings on a green lawn with a garage. The houses are clad in brick, precast stone and/or vinyl or aluminium siding. The window openings are often set in pairs and feature a larger picture window. The proportion of openings to façade is generally smaller with an emphasis on energy efficiency. The garage forms part of the house design - the ranch style located the garage at an end of the house and the split level provided a heated garage space.

TRADITIONAL COMMERCIAL BUILDING



Cast metal cresting (more commonly a roof parapet)

Upper cornice

Segmented brick arches

Tall sash windows

Pilaster with quoined pattern

Decorative brickwork

Storefront entablature with cornice and signage

Entrance doors with transom light

Full height display window

Column

Recessed entrance

Base panel

23. 52 Queen Street North, date unknown. (Source: courtesy of PAMA)

There are a variety of architectural styles of commercial buildings within the District. This image illustrates the most traditional layout and elements, which includes a storefront as its most prominent feature with either residential or office uses on the second storey. The design of historic storefronts help to advertise the business and allow pedestrians to view the merchandise within.

PART B: POLICY & GUIDELINES



24. Bolton postcard c. 1920s, looking south on Queen Street. (Source: Town of Caledon)



25. 20 King Street West, Bolton. (Source: Town of Caledon)

2 DISTRICT POLICIES

2.1 STATEMENT OF OBJECTIVES

This statement of objectives represents the community's heritage related goals and aspirations for the future of the Village of Bolton. All proposals for change in the District will be measured in terms of their consistency with, and support for, these objectives.

The objectives of the Village of Bolton HCD designation are as follows:

- To retain, conserve and enhance existing buildings and structures that contribute to the heritage character and appearance of the District.
- To enhance and contribute to the Village of Bolton's unique sense of place by encouraging compatible new construction and development.
- To maintain and enhance the traditional role of the village as a service centre by encouraging re-investment in the historic commercial core.
- To promote increased awareness of the cultural heritage value of the Village of Bolton and the Humber River as a basis for economic development.
- To maintain and enhance the village ambience by promoting improvements to the public realm and pedestrian experience (e.g. street furniture, sidewalks, urban forest, etc.)



26. Town Hall and Orange Hall on King Street East. Date unknown, prior to 1940. (Source: courtesy of PAMA)



27. Town Hall and Orange Hall today. (Source: Google)



28. Historic photo of 11 Jane Street. (Source: courtesy of PAMA)



29. 11 Jane Street today. (Source: ERA)

Conservation: all actions or processes aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend its physical life. This may involve preservation, rehabilitation, restoration, or a combination of these actions or processes.

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, which protects its heritage value.

Rehabilitation: the action 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 an historic place, or of an individual component, as it appeared at a particular period in its history.

- *Standards and Guidelines for the Conservation of Historic Places*, Parks Canada

2.2 PRINCIPLES FOR MANAGING CHANGE

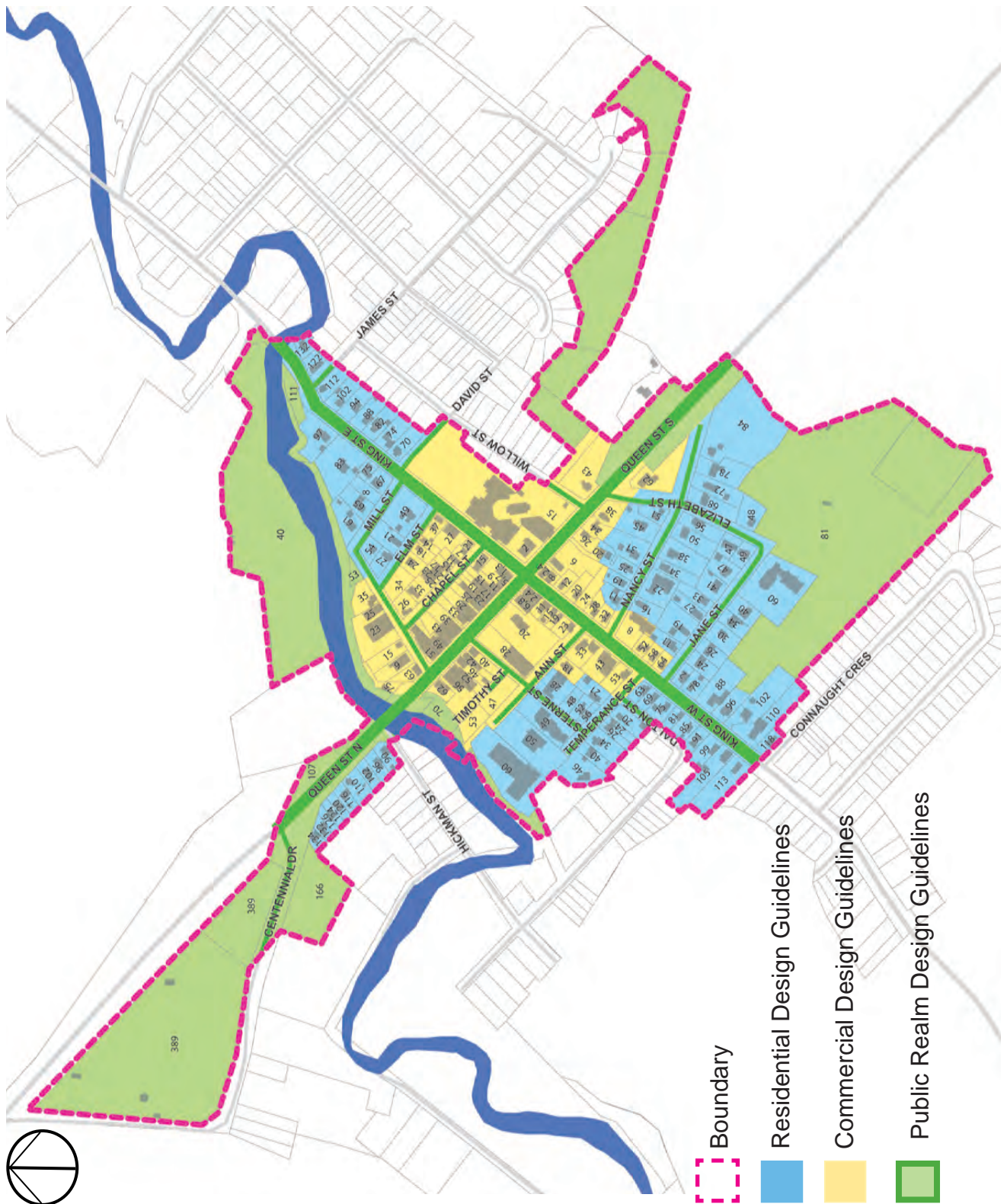
The following principles are intended to assist property owners, tenants and the Town of Caledon in assessing alteration and development proposals and determining whether the proposed changes will preserve the cultural heritage value and character of the village.

1. Conserve and maintain contributing properties within the District.
2. Maintain and enhance the distinctive character of key streetscapes, which together contribute to the overall identity of the village.
3. Allow for growth and change by encouraging new development and re-development that is compatible with the cultural heritage value of the District and enhances its streetscape setting.
4. Preserve the spatial organization of the village, which includes the commercial core supported by the residential neighbourhoods, laid out on a 19th century road network with the crossroads of King and Queen streets at its centre.
5. Maintain and encourage the current variety of land uses and activities in the village that sustain the District's character and enhance its economic vitality.
6. Improve and maintain the public realm and pedestrian experience of the village.
7. Preserve the unique geography and topography of the Humber River valley, including the meandering form of the Humber River, the natural valley slopes and mature tree canopy both within the village and on the valley slopes, which together create a dynamic and dramatic setting for the village.

2.3 PRINCIPLES FOR THE CONSERVATION OF HISTORIC BUILDINGS

The following guiding principles, prepared by the Ontario Ministry of Tourism, Culture and Sport, are based on international charters on heritage conservation that have been developed over the last century. They provide a framework for decision making in the conservation of built fabric and are to be applied to the conservation of contributing buildings in the District.

- 1. *Respect for Documentary Evidence:*** Do not base restoration on conjecture. Conservation work should be based on historic documentation, such as historic photographs, drawings and physical evidence. (The Albion-Bolton Historical Society and the Peel Art Gallery, Museum and Archives both have excellent collections of resources, including local historic photographs).
- 2. *Respect for original location:*** Do not move buildings unless there is no other means to save them. Site is an integral component of a building or structure. Change in site diminishes heritage value considerably.
- 3. *Respect for historic material:*** Repair/conservate - rather than replace building material and finishes, unless where absolutely necessary. Minimal intervention maintains the heritage content of the built resource.
- 4. *Respect for original fabric:*** Repair with like materials. Repair to return the resource to its prior condition, without altering its integrity.
- 5. *Respect for the building's history:*** Do not restore to one period at the expense of another period. Do not destroy later additions to a building or structure solely to restore to one single time period.
- 6. *Reversibility:*** Alterations should be able to be returned to original conditions. This conserves an earlier building design and technique (e.g. when a new door opening is put into a stone wall, the original stones are numbered, removed and stored, allowing for future restoration).
- 7. *Legibility:*** New work should be distinguishable from old. Buildings or structures should be recognized as products of their own time, and new additions should not blur the distinction between old and new.
- 8. *Maintenance:*** With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.



30. Areas for identifying which Design Guidelines apply to each property within the HCD. (Source: ERA)

2.4 INTRODUCTION TO THE DISTRICT DESIGN GUIDELINES

The District Design Guidelines are intended to help conserve the heritage attributes and cultural heritage value of the village, while allowing it to evolve and accommodate new buildings and public realm amenities in ways that will enhance its special character. The District Design Guidelines were developed through extensive discussions with the Stakeholder Advisory Committee and property and business owners at community meetings and two property owners workshops. Although there were differences of opinions regarding the level of control for design and architecture, the guidelines reflect as far as possible the community's choices and desires.

The District Design Guidelines differ in function from those in the *Bolton Urban Design Guidelines* (2009) and the *Landscape and Streetscape Plan* (1984), which both provide advice and guidance for the improvement of the commercial streetscapes of the village and serve as reference documents only. In contrast, the District Design Guidelines are used to assess proposed alterations to properties and new development within the District. Additionally, heritage permit, building permit and development approvals must demonstrate their compliance with the District Design Guidelines.

The District Design Guidelines are divided into three areas - residential, commercial and public realm. The residential guidelines are for residential property owners, the commercial guidelines are for commercial property owners and the public realm guidelines are for the Town of Caledon, other agencies and property owners within the District. There are a small number of properties with institutional zoning in the District. Any proposals for change or alterations to these buildings should generally be assessed against the corresponding Design Guidelines as identified on Figure 30. It is important to note that under exceptional circumstances more than one set of guidelines may apply to a property. For demolition guidelines, please refer to Section 6. In general, the District Design Guidelines apply to the parts of buildings or properties that can be seen from the street. In order to provide appropriate consideration of all proposed changes within the District, the Design Guidelines apply to all buildings regardless of their evaluation as contributing or non-contributing.

The District Design Guidelines are intended to be used in conjunction with Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (the *Standards and Guidelines*). The *Standards and Guidelines* contain a set of pan-Canadian standards as well as detailed conservation guidance. The

Design Guidelines complement the conservation advice provided in the *Standards and Guidelines* and property owners are encouraged to consult both. The latter is accessible online at www.historicplaces.ca. For ease of reference, Standards 1-14 are included in this Plan as Appendix 4.

The District Design Guidelines should also be read in conjunction with the *Bolton Community Improvement Plan* and associated *Urban Design Guidelines, Official Plan* policies on the Bolton Special Policy Area (SPA) and the Toronto and Region Conservation Authority's (TRCA) *Living City Policies*, which provide the regulated flood proofing standards for new construction built within the SPA.



31. Looking north on Queen Street South to King Street, Bolton, c.1909. (Source: Courtesy of ABHS)



32. Historic photo of D.J. McCarthy (on left) Real Estate on Queen Street North, Bolton, undated. (Source: Town of Caledon)

RESIDENTIAL

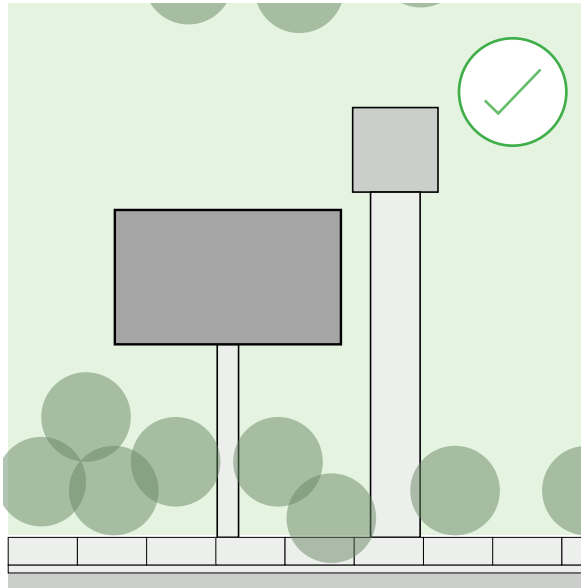


Diagram 1: Detached garage located as an ancillary building to the rear.

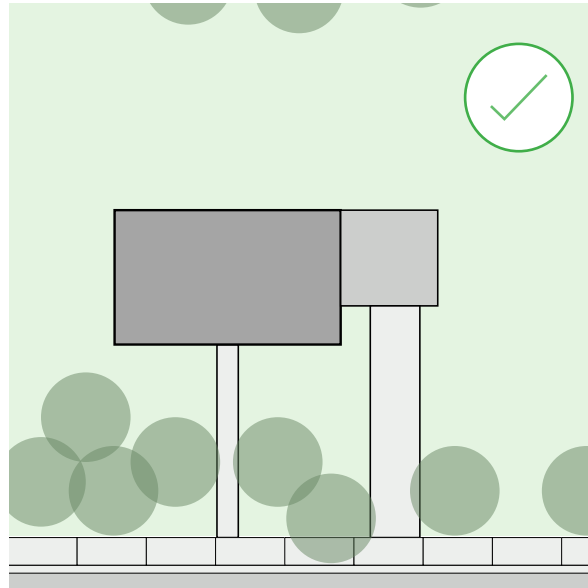


Diagram 2: Front wall of attached garage set back from the front façade of the house.

33. Schematic plan diagrams of appropriate locations for new garages. (Source: ERA)

34. Example of Diagram 1: Detached garage located to the rear of house, 97 King Street East, Bolton. (Source: ERA)



35. Example of Diagram 2: Historic home with attached garage in Brampton. (Source: City of Brampton)



3 RESIDENTIAL DESIGN GUIDELINES

3.1 INTRODUCTION

The preservation of the Village of Bolton’s residential streetscapes in combination with sensitive intensification is key to supporting the commercial core and ongoing health of the village. The intent of the Residential Design Guidelines is to help current and future property owners make sensitive repairs and alterations to existing properties and to encourage compatible new construction that adds a new layer of high quality architecture to the development of Bolton.

3.2 FRONT YARDS

3.2.1 Parking & Driveways

- .1 Maintain the predominant existing pattern of vehicle parking, driveways and garages located to the side and rear of residential properties.
- .2 Permeable materials such as gravel, pebbles or permeable pavers have a softer appearance than asphalt or concrete and are preferred over hard surface parking.
- .3 The conversion of soft landscaping in front yards to hard parking surfaces negatively impacts the cultural heritage value of the District, and is strongly discouraged.

3.2.2 Garages

- .1 Provide new detached garages to the side or rear of residential buildings. Where space does not allow for a detached garage, attached garages should be set back from the front façade.
- .2 Design new garages to be subservient to the principal building and to be compatible with the style of the principal building, including roof form and materials.

Garage Door Design

The following garage door designs are more compatible in the context and setting of historic residential buildings than average off-the-shelf garage doors found in building supply stores.





36. Mature tree canopy and vegetation at 83 King Street East, Bolton. (Source: ERA)



37. Mature landscaping and metal picket fencing at 88 King Street East, Bolton. (Source: ERA)



38. Wood picket fencing at 52 Sterne Street, Bolton. (Source: ERA)

3.2.3 Fences

- .1 Provide new front yard fences that preserve the soft village character of the residential streetscapes.
- .2 Provide transparent new front yard fences that do not obstruct views of front gardens or views along the houses.
- .3 Traditional fencing materials such as wood or wrought iron are encouraged. Chain link, brick, solid boarding and stone fences are generally not appropriate in the District.
- .4 Provide new front yard fences that do not exceed 3 feet in height.

3.2.4 Trees & Landscaping

- .1 Every effort should be made by property owners to maintain and enhance the mature tree canopy on private property, which contributes to the District's character and ambience.
- .2 Maintain the prevalence of soft landscaping in front and side yards, which contributes to the village character of the District. Avoid large areas of hard standing/paving.

3.3 REPAIRS & ALTERATIONS

3.3.1 Cladding

- .1 Conserve, maintain and repair original cladding, where it exists.
- .2 Where original cladding does not exist or is beyond "reasonable repair" (see definition on page 159), provide a new cladding that matches the material and profile of the original cladding or select a new cladding that is visually compatible with the style of the existing building.

Plummer Foundry

The Plummer Foundry, once located at 23 Mill Street in Bolton, produced ornamental wrought iron fencing.

Property owners may look to local historic examples of wrought iron fencing by the Plummer Foundry for reference when installing new fencing.



39. The Plummer Foundry, once located at 23 Mill Street, Bolton. (Source: courtesy of PAMA)



40. The Plummer family home at 114 Hemlock Street, Bolton. (Source: courtesy of ABHS)



41. Plummer Foundry cemetery fencing, Mount Pleasant Cemetery, 16381 Mount Pleasant Road, Caledon. (Source: Town of Caledon)

Approaches to Cladding Conservation

Maintained original brick cladding



42. Decorative brickwork featuring orange-red coloured brick, which is common in Bolton, 38 Nancy Street. (Source: ERA)



43. The size, proportions and texture of vinyl and aluminium siding are incompatible with the style of historic buildings in the District, 26 Mill Street (Source: ERA)

Maintained or replacement wood cladding



44. Original or traditional horizontal board cladding at 97 King Street East, Bolton. (Source: ERA)



45. Grey brick cladding conceals original masonry and architectural detailing on this historic house in Kingston, Ontario (Source: ERA) (Source: ERA)

Replacement cladding (Hardie Board)



46. Hardie Board was used to repair one wall of this wood clad building in Bronte, Ontario. (Source: ERA)



47. Artificial stone (seen here) or real stone cladding is not an appropriate material to use in Bolton. (Source: ERA)

- .3 The use of orange-red brick as an exterior building material is common within the village. Do not conceal existing brickwork under new cladding.

3.3.2 Architectural Detailing

- .1 Conserve, maintain and repair existing decorative architectural features.
- .2 Alterations should not conceal or obscure existing decorative architectural features on the front façades of buildings.
- .3 Where archival and photographic evidence exists, consider reinstating missing decorative architectural features on front façades (and on side elevations on corner lots) with new features whose forms, materials and detailing are based on sufficient physical and/or documentary evidence.



48. Maintain existing features such as this decorative bargeboard at 122 King Street East. This may require periodic repainting or refinishing. (Source: ERA)



50. The removal of synthetic siding at 56 Nancy Street revealed the original brickwork and architectural detailing, Bolton. (Source: ERA)



49. Investigate and document existing architectural elements prior to repair and restoration. (Source: ERA)

Repairing Brickwork

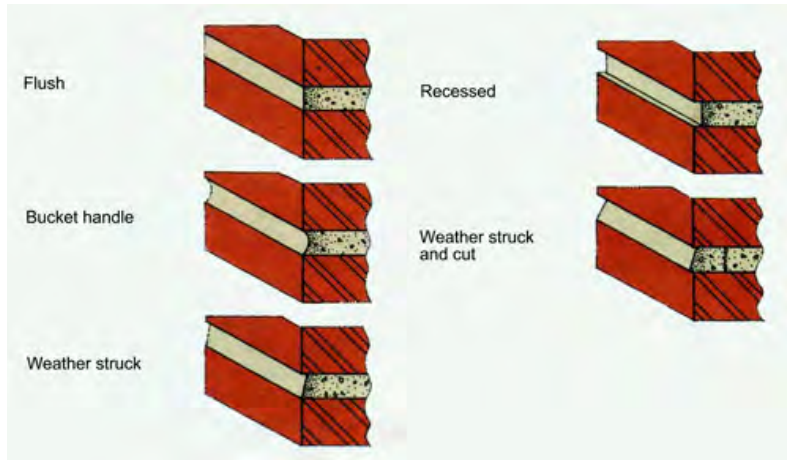
When replacing damaged or spalled bricks within an existing wall, match the new brick size to the existing. Typically, this will involve using the Ontario standard size, which is 8-3/8" by 2-1/2".

When re-pointing brickwork, match the existing profile (if you can identify it). As a default, use a slightly recessed flat profile.

Always use a soft lime-based mortar for re-pointing old bricks. A lime based mortar allows moisture to escape through the mortar as opposed to the brick, thereby preventing spalling and deterioration of the brick.

Carefully consider the colour of the mortar. As a default, use the natural colour of the lime and the aggregate. Avoid painting, parging or harsh cleaning of existing brickwork.

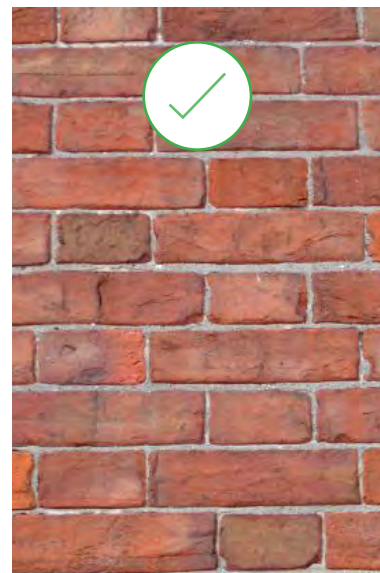
Parging over brickwork is not an appropriate alternative to repairing brickwork as it obscures architectural features and has the potential to damage the building in the long term.



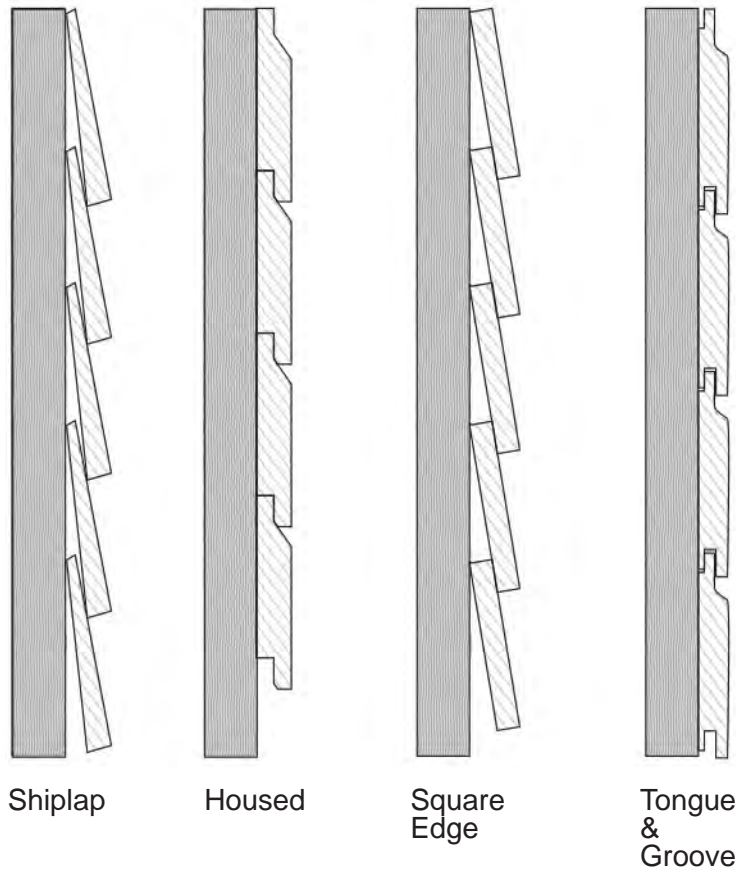
51. Examples of different styles of mortar joints found on historic Ontario houses. (Source: The Brick Development Association)



52. Spalling results from lack of maintenance and/or re-pointing with inappropriate hard mortar. (Source: ERA)



53. Regular maintenance, such as re-pointing with appropriate lime-based mortar, is encouraged. (Source: www.miamioh.edu)



54. Wood cladding profiles common to Ontario. (Source: ERA)

Maintenance of Wood Cladding

As with brick walls, trapped moisture causes the most damage to wood cladding. It causes paint to blister and the wood substrate to deteriorate and rot.

Identify the cause of the moisture and eliminate as far as possible. Repair/replace areas of deterioration and allow building to dry out. Do not cover over existing wood cladding with new impervious cladding material as this serves to trap any existing moisture.

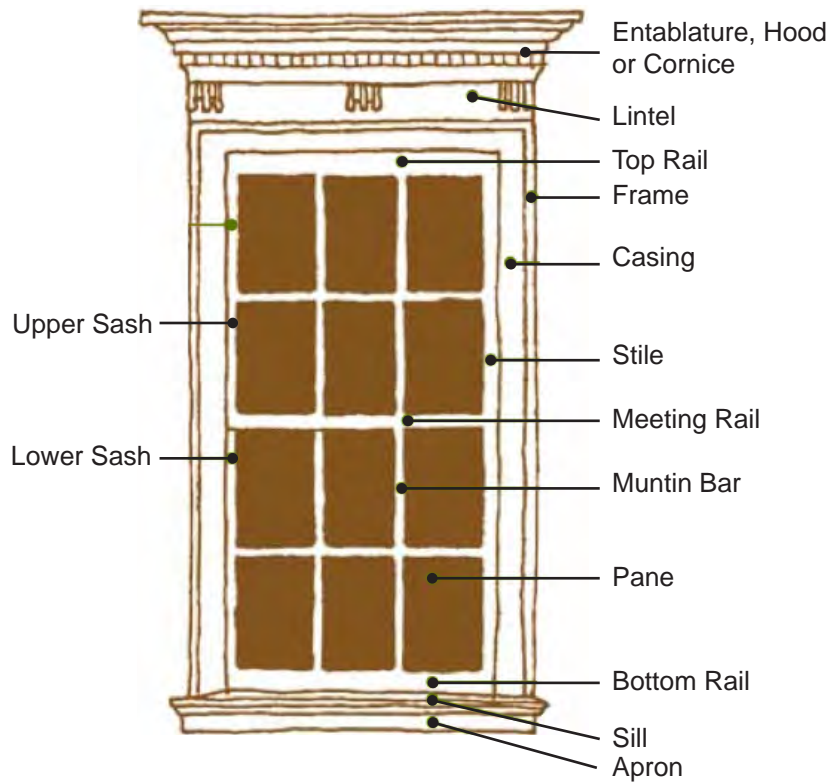
Painting and/or sealing of wood cladding should be undertaken regularly to extend the life of the original building fabric.

Where modern materials have been installed on historic buildings (i.e. aluminum, vinyl, etc.) and historic evidence exists of an earlier wood cladding, restoration to the original material is encouraged.



55. Investigate and document existing conditions and construction before repairing and replacing cladding. (Source: ERA)

Beyond “Reasonable Repair”
 When the severity of deterioration makes repair of a window or door impractical and financially burdensome.



56. Traditional window components. (Source: Saint John Heritage)

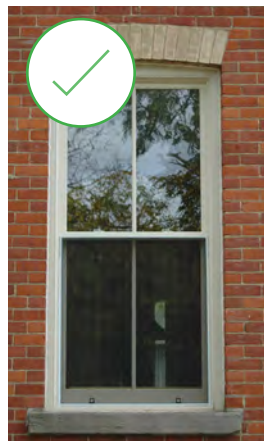
Approaches to Window Conservation

Restored historic wood window



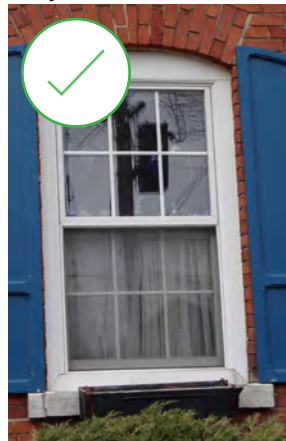
57. Restored wood window, 94 King Street East, Bolton. (Source: ERA)

Replacement wood window



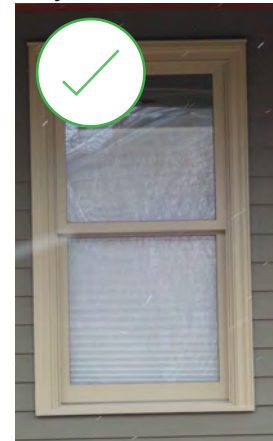
58. New double glazed wood window, 83 King Street East, Bolton. (Source: ERA)

Replacement vinyl window



59. New double glazed vinyl window with glazing pattern and profiled muntin bars that is compatible with historic buildings. (Source: ERA)

Replacement vinyl window



60. New high quality double glazed vinyl window, vertical sliding sash in compatible colour on historic house, Kingston, Ontario. (Source: ERA)

3.3.2 Windows & Doors

- .1 Conserve the form, patterning, proportion and rhythm of original or historic windows and doors and their openings.
- .2 If original or historic windows or doors are beyond “reasonable repair” (see sidebar on page 40), provide replacement windows and doors that either match the originals in design, materials, size, proportion, glazing pattern and detailing or if appropriate, reference the historic form and proportions with modern design and materials.
- .3 A modern window replacement is not appropriate for one window in a group of historic windows.
- .4 Conserve and maintain original or historic elements of windows and door openings (e.g. sills, lintels, architraves, etc.)
- .5 When introducing new window or door openings, ensure that the size and proportions of the openings are compatible with the architectural style of the building and generally locate them away from the front façade.
- .6 Window mounted air-conditioning units in windows on front façades and side elevations on corner lots are discouraged.
- .7 Conserve original shutters. When introducing new shutters, ensure that they are appropriately proportioned for the window opening so as to be operable or to give the impression that they are operable.

Improving the Thermal Efficiency of Historic Windows

Parks Canada’s *Standards and Guidelines* recommends “complying with energy efficiency objectives in upgrades to character-defining doors, windows and storefronts by installing weather-stripping, storm windows, interior shades and, if historically appropriate, blinds and awnings. The energy efficiency of the building envelope and systems as a whole should be considered[...] Working with specialists to determine the most appropriate solution to energy efficiency requirements with the least impact on the character-defining elements and overall heritage value of the historic building.”

The *Standards and Guidelines* also encourages “maintaining the building’s inherent energy-conserving features in good operating condition, such as operable windows or louvered blinds for natural ventilation.”

For further information and details please see:

- http://www.oldhouse-journal.com/strips_and_storms_windows
- http://www.historic-scotland.gov.uk/gcu-technical_thermal-efficiency-traditional-windows.pdf

Shutters
 Many historic houses once displayed wood shutters. Traditional shutters were wood construction, sized to suit the window opening and had louvred panels.



63. Historic shutters at 31 Nancy Street, Bolton. (Source: ERA)



64. Inappropriately proportioned new shutters. (Source: www.oldhouseguy.com)



61. New windows at second floor and at dormer of 34 Nancy Street, Bolton, complement the style and quality of the architecture. (Source: ERA)

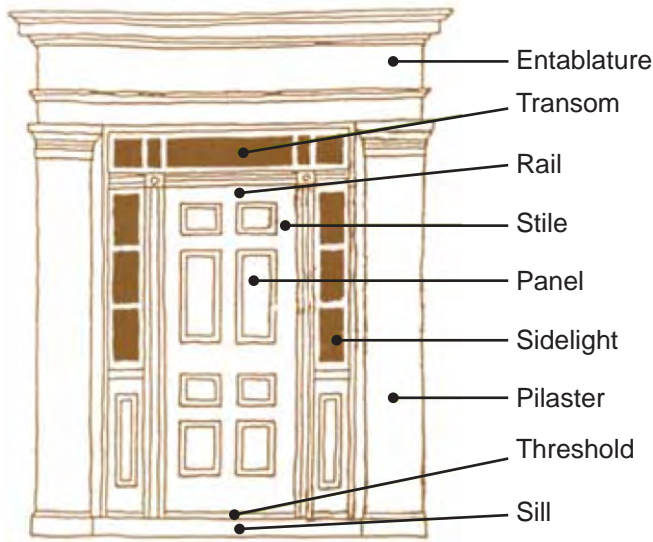


✓ DO maintain the rhythm and proportion of existing windows and dormers.



✗ Do NOT break the rhythm and proportion of existing windows and dormers.

62. New window and dormer layout and design. (Source: ERA)



65. Traditional entrance door diagram. (Source: Saint John Heritage)

Replacement Door Design

Consideration should first be given to wood doors, which are most compatible in terms of materials, texture and appearance for most historic buildings.

However, if choosing steel or fibreglass doors, carefully consider the proportions, layout and size of panels and overall design compatibility with the style of the existing building.

Painting steel and fibreglass doors greatly improves their appearance and compatibility with historic houses.

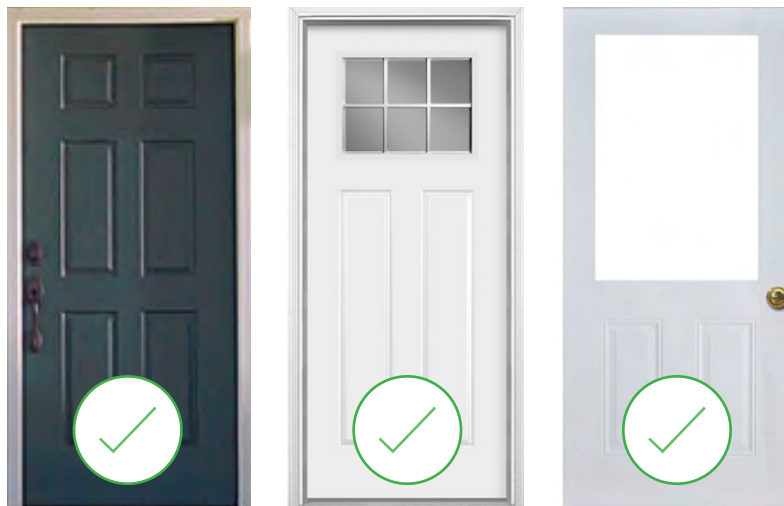
Approaches to Door Conservation

Restored or replaced wood door



66. Wood door with traditional panel layout and proportions. (Source: blog.oubly.com)

Replacement steel and fibreglass doors



67. A variety of steel and fibreglass doors that may be compatible with the architectural styles of existing residential buildings in the District. Note: The middle and right hand doors are off the shelf from building supply stores. (Sources from left to right: thermatru.com, rona.ca, rona.ca)

Roofing Materials

Roofs account for a large area of a building and therefore can have a large visual impact on the streetscape. Roofing is seen as a reversible alteration and there are many suitable traditional and modern treatments.

- Cedar shingles would have been the primary roofing material on historic buildings in the Village of Bolton and are therefore encouraged. However, the use of asphalt shingles began early in Canada, around the turn of the 20th century, and are also a suitable option.
- If choosing asphalt, consider the architectural 3-tab series as it provides additional texture and depth to the roof.
- Metal roofs are appropriate on many roof configurations in a neutral colour range (see Figure 68).



68. Appropriate use of metal roofing on gable roof at 16 Nancy Street, Bolton. (Source: ERA)



69. Wood shingle roofing. (Source: Nichololas Evanoff Roofing)



70. 3-tab asphalt shingle roofing. (Source: Roofpedia)

Eavestroughs & Downpipes

On historic buildings, either ogee or half-round shaped eavestroughs, pre-painted in a neutral colour, are compatible. Round downpipes would complement the above eavestroughs and heritage character of buildings in the village.



Half-round shaped eavestrough



Ogee shaped eavestrough

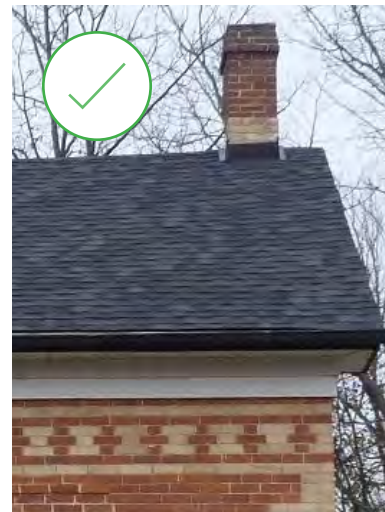
71. Historic style eavestroughs most commonly available in building supply stores. (Source: www.guttersupply.com)

3.3.4 Roofs & Rooflines

- .1 Conserve the original roof form and rooflines of contributing buildings in the District.
- .2 Ensure that any alteration to the roof form or roofline of an existing building visible from the public realm is compatible with, and complements, the design of the building and existing roofline.
- .3 Ensure that new roofing materials visible from the public realm complement the building's style.
- .4 Locate new roof features such as skylights, vent stacks, HVAC and air-conditioning units away from the front façade.
- .5 Conserve historic or original chimneys that contribute to the architectural style and design of existing buildings.
- .6 If visible from the public realm, ensure that the design and materials of new chimneys respect the historic architectural style of the building.

Chimneys

Decorative clay chimney pots are not typical in Ontario. Instead, traditional decorative effects were achieved by corbelling (stepping out) brick courses near the top of the chimney and the use of dichromatic brickwork.



72. Retention of original chimney at 11 Nancy Street, Bolton. (Source: ERA)



73. Retention of original chimney at 34 Queen Street South, Bolton. (Source: ERA)



74. Retention of original chimney in contrast to installation of unsympathetic new chimney at 49 Queen Street South, Bolton. (Source: ERA)

RESIDENTIAL



75. Well maintained historic porch, 122 King Street East, Bolton. (Source: ERA)



76. Compatible new porches on both principal house and addition, Barriefield HCD, Kingston, Ontario. (Source: ERA)



77. This porch enclosure respects the proportions of existing house and retains original porch elements such as the columns. Bloomfield, Ontario. (Source: ERA)



78. The enclosure of this historic porch maintains existing horizontal and vertical rhythms as well as architectural elements of this Edwardian Classical house in Peterborough, Ontario. (Source: ERA)



79. This enclosed porch is not compatible with the Victorian Gothic style of 27 King Street East, Bolton. (Source: ERA)

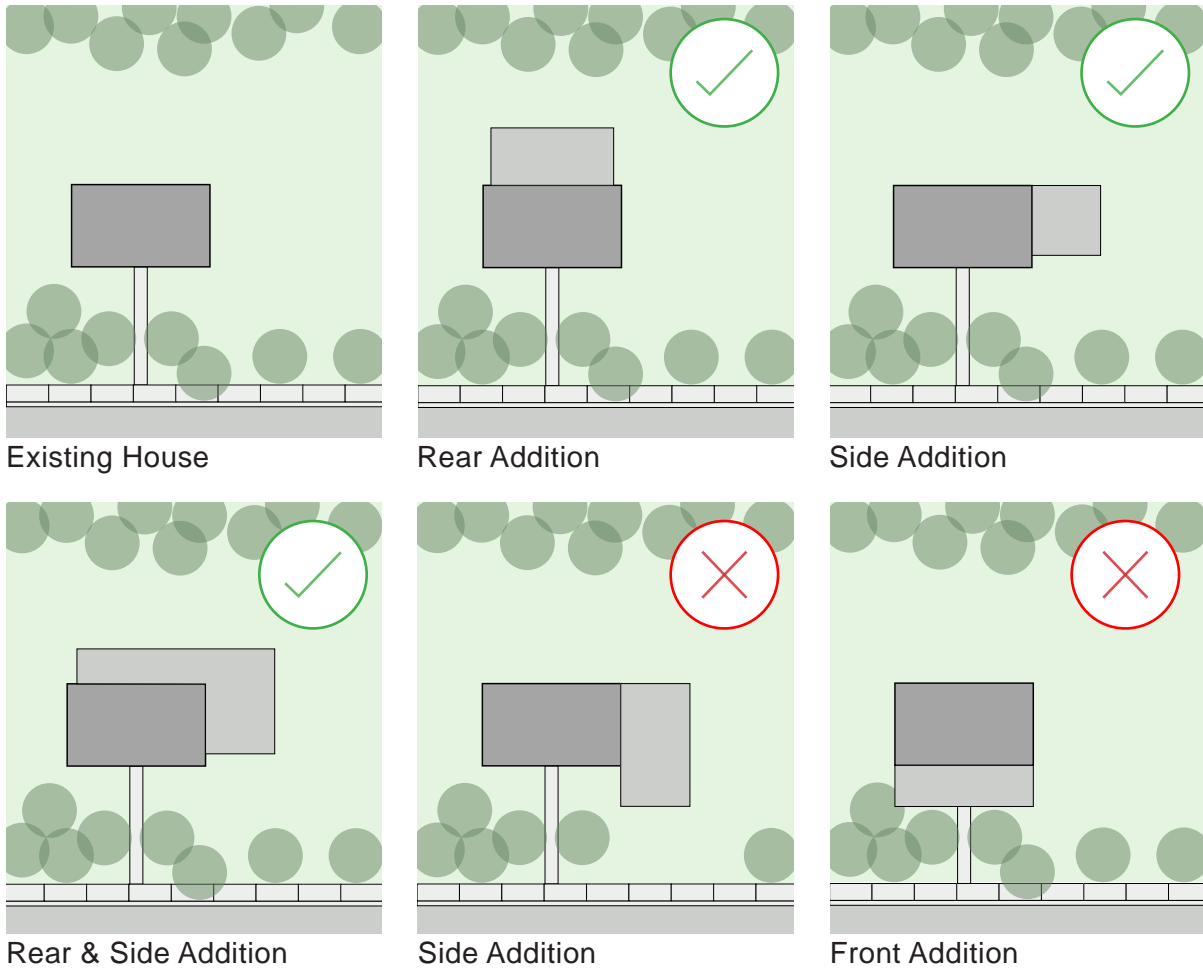
3.3.5 Porches & Porticoes

- .1 Conserve original or historic porches, porticoes and stairs.
- .2 The addition of porches and porticoes is not compatible with the design and architectural style of every building in the District.
- .3 Where appropriate, ensure that new porches, porticoes and stairs are compatible with, and complement, the existing building in scale, materials, design and detailing. Where available, use historical documentation to inform the design.
- .4 The enclosing of open porches, verandahs and porticoes is generally incompatible with the architectural design of most contributing buildings in the District and is discouraged. However, where porch enclosures are proposed, their design should seek to minimize negative impacts to the building and streetscape by:
 - .1 Considering and responding to the architectural style of the existing building;
 - .2 Maintaining the current horizontal and vertical rhythms of the existing porch; and
 - .3 Designing reversible enclosures that retain architectural porch elements, such as the roof and columns, by installing screens or clear glass inserts behind them.

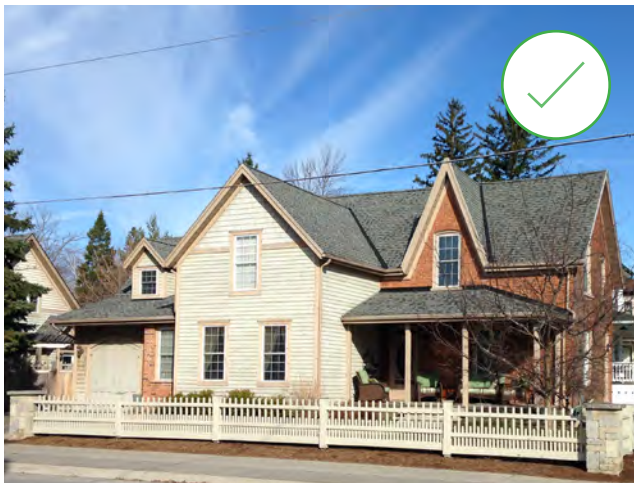
Porch Floors

Traditionally, porch, verandah and portico floors were constructed of wood and painted. New composite materials that closely match the size and texture of wood may be acceptable alternatives when constructing new porches, verandahs and porticoes. Composite materials should have a factory paint finish as this improves their compatibility with historic buildings.

RESIDENTIAL



80. Schematic plan diagrams illustrating appropriate locations for new additions. (Source: ERA)



81. Compatible new rear addition with garage on a corner lot in Picton, Ontario. (Source: ERA)



82. Modern rear addition, Annex HCD, Toronto, Ontario. (Source: Dubbeldam Architecture)

3.4 ADDITIONS

- .1 Additions visible from the public realm will have a greater impact on the cultural heritage value and character of the District than rear additions and will therefore require greater design consideration.
- .2 Locate additions to the rear or on a discrete side of the building.
- .3 Set side additions back from the front façade of the building.
- .4 Design new additions that:
 - .1 Are compatible in style and materials with the existing building and do not compete in size, scale or design;
 - .2 Consider and respond to the horizontal and vertical rhythms on the existing building such as proportions and alignment of windows and doors, rooflines, cornice lines, etc.;
 - .3 Are clearly distinguishable from the existing building; and
 - .4 Do not conceal or obscure decorative architectural features on the existing building.



83. Incompatible rooftop addition that disregards the original roof shape and architectural style of the house. (Source: ERA)



84. Incompatible side addition that visually overwhelms the principal house and does not complement the design and rhythms of the existing building (Source: ERA)



85. Compatible side addition, Bloomfield, Ontario. (Source: ERA)



86. Rear addition using traditional building form and modern materials, Rosedale HCD, Toronto, Ontario. (Source: Drawing Room Architects)

RESIDENTIAL



87. New home design employs traditional form with a modern palette of materials, Toronto, Ontario. (Source: Globe and Mail)



88. New house in an Oakville HCD is contemporary in design but sensitive to the heritage character of the District through use of complementary materials and proportions. (Source: ERA)



89. Schematic design for new infill, which does not take massing, scale or design cues from the existing streetscape character. (Source: urburbia.ca)



90. Traditionally designed prefabricated home. (Source: musiccentreofkirkwood.com)

3.5 NEW RESIDENTIAL BUILDINGS

- .1 When designing new residential buildings avoid directly imitating historic architectural styles, but instead aim to add a new layer of architectural history to the village and add to the existing variety and character of the surrounding streetscape. For example, new buildings may have a traditional form that is similar to neighbouring buildings, but include high quality robust contemporary materials (see Figures 91 and 92). Alternatively, new buildings may have a contemporary design but incorporate traditional materials and proportions (see Figures 87 and 88).
- .2 Design new residential buildings that complement and are compatible with neighbouring buildings. Design new buildings that take into consideration:
 - .1 The existing pattern of building setbacks on the surrounding streetscape;
 - .2 The massing, scale and height of neighbouring contributing buildings;
 - .3 The height of the ground floor level on neighbouring buildings;
 - .4 The roof profiles of neighbouring contributing buildings;
 - .5 The horizontal and vertical rhythms on adjacent contributing buildings such as building widths, rooflines, cornice lines, proportions and alignment of windows and doors etc.; and
 - .6 The external materials and cladding on neighbouring contributing buildings. Traditional materials such as brick and wood are encourage. Stone veneer and real stone are not appropriate materials to use in the District.

Cladding on Additions and New Residential Buildings

When choosing cladding for new additions, the level of visibility of the addition from the public realm should be considered first. There is more flexibility in the type of cladding that may be installed on rear additions as its impact on the heritage character of the village is minimal. For example, note the use of composite panels and metal sheets on the rear additions in Figures 82 and 86.

The choice of cladding for side additions should be compatible with the materials on the existing building and of those on the surrounding streetscape. In these instances, traditional materials such as brick and wood are preferred. However, there is scope to utilize high quality durable modern materials such as a composite board (e.g. Hardie Board)

For infill buildings, consideration should first be given to compatibility with buildings in the surrounding streetscape. However, there is much greater design flexibility in the combination of, ratios of, and use of materials on new buildings (e.g. Figures 87, 91 and 92).

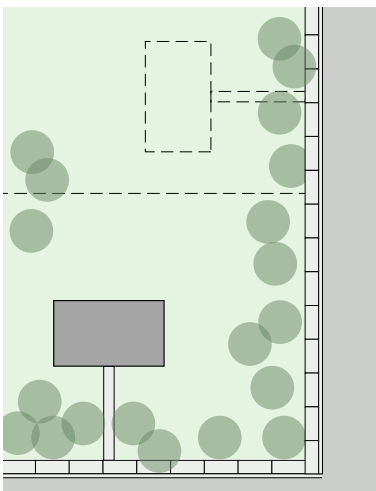
RESIDENTIAL



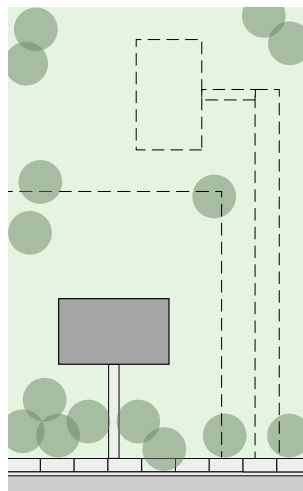
91. Contemporary design that sits comfortably in the context of an existing mature neighbourhood, Toronto, Ontario. (Source: slowhomestudio.com)



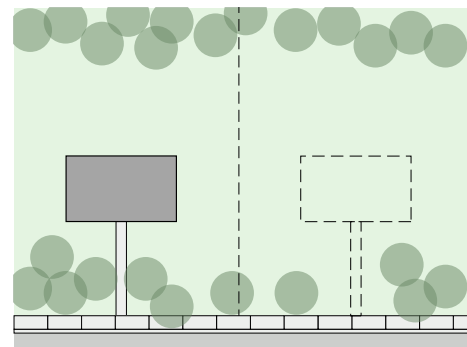
92. Contemporary design that incorporates traditional elements, such as the pitched roof and sits comfortably in the streetscape, Toronto, Ontario. (Source: homedesignlover.com)



Corner Lot



Deep Lot



Wide Lot

93. Schematic plan diagrams illustrating possible lot subdivision. (Source: ERA)

- .3 Locate parking spaces and/or garages to the side or rear of new residential buildings. Set garages back from the front façade.
- .4 Ensure that new medium and high-density residential buildings are broken up visually to reduce their perceived scale and to reflect the small and varied scale of residential buildings in the District.
- .5 Where the subdivision of an existing lot is proposed, it must be demonstrated that the proposed change to lot size and shape is compatible with, and will not negatively impact, the heritage attributes and cultural heritage values of the District (see Figure 93).

The **subdivision of lots** requires consideration of a range of planning issues as well as planning approvals (e.g. the Committee of Adjustment). These Design Guidelines only schematically address the impact of lot subdivision on cultural heritage value and character in the District.

The subdivision of lots may be considered when:

- .1 Corner lots with substantial lot widths would allow for the subdivision of lots along the secondary street (i.e. secondary streets intersecting King Street East or West);
 - .2 Substantial lot depths would allow for the rear subdivision of lots; and
 - .3 Substantial lot widths would allow for subdivision of two lots, whose size are compatible with the average lot width on the streetscape.
- .6 Ensure that any construction on private land that could impact the root zones of the existing mature street trees is executed under the supervision of the Parks and Recreation Department, or outside consultants, such as certified arborists or registered foresters, with the opportunity for Town staff to review engineering plans and provide tree preservation/protection measures. Standard detail #707 in the Town's *Development Standards, Policies & Guidelines* document outlines the measures that should be taken to ensure that the critical root zone is not disturbed or compacted due to construction.

Paint Colour

Many paint manufacturers (e.g. Benjamin Moore and Para Paints) provide a Canadian historical colour palette as well as suggestions for colour combinations for trim, windows etc.

A low sheen paint finish is recommended to hide small imperfections on the exterior of historic buildings.

By lightly sanding in a circular motion, expose earlier paint layers and see if you can determine the original paint colours used on the building. Paint woodwork in the historically original colour whenever possible.

Exterior Colours

These exterior colour combinations are designed to create the ambience of the more modest 18th century architecture to the late 19th century where the Victorian influence held sway. The main wall colour is represented by the large chip with the smaller swatches representing trim colours. Often only one of these trim colours was used. However as architectural detail became more elaborate the second shade was commonly used as an accent on doors, shutters and porch floors.

Exterior colours with timeless elegance.

COLONIAL PERIOD (PRE-1800)

White with green shutters was by far the most popular colour combination used on early colonial homes. Incidentally this same colour scheme is still being used today on new colonial residential architecture. However, as the century progressed, more subtle colours were used that tended to blend with the natural surroundings.

VICTORIAN PERIOD (1840 – 1900)

The Victorian influence with its more elaborate gingerbread detail often used a combination of 3 and even 4 colours. As a general rule the main colours were shades and tints of one colour family with accent shades on either shutters, door or other interesting architectural details.

Note: Actual paint colour may vary from selector chip depending on lighting, surface texture and gloss level.

94. Sample exterior historic paint colours. (Source: Para Paints)



95. Looking south on Nancy Street to Anglican Church, Bolton, c.1900. (Source: Courtesy of PAMA)



96. Rectory for Christ Church Anglican, 11 Jane Street, Bolton. (Source: courtesy of PAMA)

Cumulative Impact of Repairs/Alterations to Commercial Buildings on Queen Street



97. 50/52 Queen Street North: Former Enterprise Printers then and today. (Source: courtesy of PAMA and ERA)



98. 2 Queen Street South: Former confectionery store then and today. (Source: courtesy of Pat Hutchinson and ERA)



99. 3 Queen Street North: Stork Leggett building then and today. (Source: courtesy of ABHS and ERA)

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4 COMMERCIAL DESIGN GUIDELINES

4.1 INTRODUCTION

The intent of the Commercial Design Guidelines is to protect and enhance the village’s commercial core. The repair and enhancement of existing historic buildings and storefronts, compatible new commercial buildings and the sensitive commercial conversion of house form buildings in the commercial core will help the village to continue its role as a service centre for the local community and wider area.

4.2 REPAIRS & ALTERATIONS

4.2.1 Cladding

- .1 Conserve, maintain and repair original cladding, where it exists.
- .2 Where original cladding does not exist or is beyond “reasonable repair” (see definition on page 159), provide a new cladding that matches the material and profile of the original cladding or select a new cladding that is visually compatible with the style of the existing building.
- .3 The use of orange-red brick as an exterior building material is common within the village. Do not conceal existing brickwork under new cladding.

4.2.2 Architectural Detailing

- .1 Conserve, maintain and repair existing decorative architectural features.
- .2 Alterations should not conceal or obscure existing decorative architectural features on the front façades of buildings.
- .3 Where archival evidence exists, consider reinstating missing decorative architectural features on front façades (and on side elevations on corner lots) with

Removal of Stucco/Parging:

Where historic brickwork has been covered by modern stucco or parging, property owners are encouraged to remove the stucco/parging and repair the brickwork. The first step is to investigate how and when the stucco/parging was applied. If the stucco/parging was applied in the 1950s onwards, it is likely a cement-based mix. If the cement-based mix was applied directly to the brick, it is very difficult to remove without damaging the soft historic brickwork beneath. However, if the stucco/parging was applied to metal lath, the fastenings are often corroded and can be easily removed and the original brickwork repaired. There may be some damage to the bricks, if the fasteners were attached to the bricks as opposed to the mortar joint. If the stucco dates to the 19th century, it will likely be a softer lime-based mix, which can be removed with less damage to the brickwork. However, slow and thorough efforts to chip it away will be required. If the stucco is historic, it may form part of the original architectural design and removal may not be appropriate.



100. Original architectural detailing is concealed by modern metal cladding on 40 Queen Street North. In contrast to parging or stucco, this cladding could be more easily removed to reveal original cladding, design and detailing. (Source: ERA)



101. Historic photo of 40 Queen Street North, then the Bolton Telegraph Co. (Source: courtesy of Lois Downey)



102. Original window openings and patterning have been maintained in new window design and installation at 19 Queen Street North (right) in contrast to poorly modified window openings on 23 Queen Street North (left), Bolton. (Source: ERA)



103. Note the difference between conserved historic windows on the right and the modern replacements on the left. The new storefront on the left does not take into consideration the original window glazing pattern and proportions and as a result the new windows are not compatible with the architectural style of the building, Kingston, Ontario. (Source: ERA)

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new features whose forms, materials and detailing are based on sufficient physical and/or documentary evidence.

4.2.3 Windows & Doors

- .1 Conserve the form, patterning, proportion and rhythm of original or historic windows and doors and their openings.
- .2 If original or historic windows or doors are beyond “reasonable repair” (see sidebar on page 40), provide replacement windows and doors that either match the originals in design, materials, size, proportion, glazing pattern and detailing or if appropriate, reference the historic form and proportions with modern design and materials.
- .3 A modern window replacement is not appropriate for one window in a group of historic windows.
- .4 Conserve and maintain original or historic elements of windows and door openings (e.g. sills, lintels, architraves, etc.). See Figures 56 and 65 for an illustration of traditional window elements.
- .5 When introducing new window or door openings, ensure that the size and proportions of the openings are compatible with the architectural style of the building and generally locate them away from the front façade.
- .6 Window mounted air-conditioning units in windows on front façades and side elevations on corner lots is discouraged.
- .7 Conserve original shutters. When introducing new shutters, ensure that they are appropriately proportioned for the window opening so as to be operable or to give the impression that they are operable.

*Please refer to pages 40-43 for further information on different approaches to window and door conservation and for drawings of the traditional components of historic windows and doors.

Improving the Thermal Efficiency of Historic Windows

Parks Canada's *Standards and Guidelines* recommend “complying with energy efficiency objectives in upgrades to character-defining doors, windows and storefronts by installing weather-stripping, storm windows, interior shades and, if historically appropriate, blinds and awnings. The energy efficiency of the building envelope and systems as a whole should be considered [...] Working with specialists to determine the most appropriate solution to energy efficiency requirements with the least impact on the character-defining elements and overall heritage value of the historic building.”

The *Standards and Guidelines* also encourages “maintaining the building’s inherent energy-conserving features in good operating condition, such as operable windows or louvered blinds for natural ventilation.”

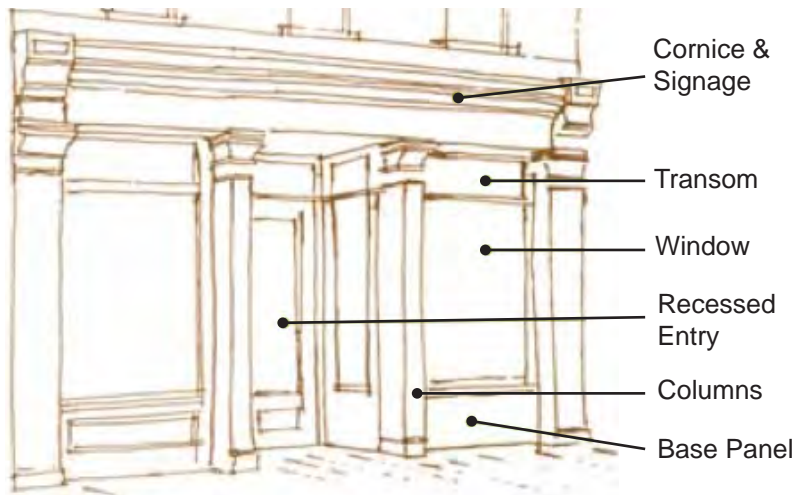
For further information and details please see:

- http://www.oldhouse-journal.com/strips_and_storms_windows
- http://www.historic-scotland.gov.uk/gcu-technical_thermal-efficiency-traditional-windows.pdf

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104. Restoration of historic storefront in Picton Main Street HCD, Ontario. (Source: ERA)



105. Traditional storefront diagram. (Source: Saint John Heritage)



106. New storefront with a traditional design in Orangeville HCD. (Source: ERA)



107. New storefront on a historic building that does not take into consideration the traditional components of a storefront or the proportions and architecture of the existing building, Kingston, Ontario. (Source: ERA)



108. New storefront in Picton Main Street HCD. Note the simple new storefront cornice and retractable awning, which doubles as storefront signage. (Source: ERA)

4.2.4 Storefronts

- .1 Existing historic storefronts have been designed to be compatible with the overall design and style of the host building. Where historic storefronts or parts of them exist, retain and restore them, wherever possible.
- .2 Ensure that the restoration or rehabilitation of existing storefronts and the construction of new storefronts is compatible with the host building in size, scale, proportions, colour, materials, and style.
- .3 Design contemporary storefronts that take into consideration the traditional elements (see Figures 23 and 105), rhythm, scale and proportions of historic storefronts on the same streetscape.
- .4 If it is necessary to merge multiple retail units, maintain individual historic storefronts and/or traditional storefront widths. The use of a continuous fascia across multiple units can harm the rhythm of the streetscape and the architectural character of the buildings. A visual link may be achieved by the use of colour or common detailing, while retaining the vertical emphasis between individual storefronts.
- .5 Ensure that awnings are of a size that is proportionate to the host building and do not obscure architectural features. Traditional horizontal awnings are encouraged as they can be retracted and do not conceal architectural features. Fixed awnings are discouraged.
- .6 Where modifications to storefronts are needed to improve accessibility and create barrier-free entrances, retain historic features and materials as much as possible.

New Storefronts

Factors to consider when designing new storefronts on historic buildings include:

- Style and period of the existing building
- Proportions & scale: bulkhead to windows to transom
- Structural framing
- Vertical vs. horizontal rhythms
- Materials
- Finish

Accessibility

When constructing or renovating a storefront, there may be an *Ontario Building Code* (OBC) requirement to update the area of work to current barrier-free standards.

New ramps and railings for barrier-free access should be compatible in scale, materials, design and detailing with the existing building.

Where possible, lowering a door threshold and ramping internally may help to preserve sidewalk area.

Note, the OBC does not apply retroactively. It applies only to new building permit applications.

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109. Projecting sign on historic building in downtown Kingston. (Source: ERA)



112. Banner style signage on the new Place-Royale, Quebec City. (Source: ERA)



110. Ground sign, Kleinburg-Nashville HCD. (Source: ERA)



113. The signage on the left is inappropriately proportioned, obscuring architectural detailing on the historic building. The signage on the right is correctly located but the box design with internal lighting is not compatible with the architectural style of the building or the character of the streetscape, downtown Kingston. (Source: Google)



111. Signage sits comfortably within the storefront fascia board and is painted on wood, downtown Kingston. (Source: ERA)

4.2.5 Signage & Lighting

- .1 Provide exterior signage that is designed to complement the proportions, size, design, colour and construction detail of the host building and be compatible with heritage attributes of the District.
- .2 Large and inappropriately proportioned signs can obscure architectural features and compete for visual dominance with the host building. Provide signage that is proportioned to fit within wall areas on the façade and complement architectural features.
- .3 Traditional storefronts are designed with a fascia, which is a display board that visually divides the storefront from the upper façade. The fascia is generally the most appropriate location for signage.
- .4 The type of illumination used for signage should be carefully considered. External illumination is preferred and internally illuminated signs should be avoided unless it can be demonstrated that the internally illuminated signage complements the building and does not have an adverse impact on the heritage attributes of the District.
- .5 Excessive numbers of signs or clustering of multiple signs on a single building should be avoided.

4.2.6 Roofs & Rooflines

- .1 Conserve the roof form and rooflines of contributing buildings in the District.
- .2 Ensure that any alteration to the roof form or roofline of an existing building visible from the public realm is compatible with, and complements, the design of the building and existing roofline.
- .3 Ensure that new roofing materials visible from the public realm complement the building's style.
- .4 Locate new roof features such as skylights, vent stacks, HVAC and air-conditioning units away from the front façade.

Signage Design

Signage can enhance a commercial area by providing variety and interest to the streetscape. This design element is an essential component of retail and service architecture.

Lighting

Exterior lighting can serve to illuminate signage and showcase architectural features.

When selecting new lighting, fixtures that provide down-lighting and accommodate warmer spectrum bulbs are preferred as they are more flattering on historic buildings.



114. Gooseneck down lighting, Kleinburg-Nashville HCD. (Source: ERA)

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115. Rooftop addition on historic commercial building in downtown Kingston. The addition has a simple design and is set back from the front façade, which minimizes its impact on the historic building. (Source: ERA)



116. Note the location of signage within fascia board and external goose neck lighting on 52 Queen Street North as well as rooftop addition set back from front façade and largely shielded by parapet on 54-56 Queen Street North, Bolton. (Source: ERA)



117. Rooftop addition that overwhelms the scale of the existing building. (Source: National Park Service, U.S.)

4.3 ADDITIONS

- .1 Locate additions to commercial buildings to the rear elevation of the building.
- .2 Rooftop additions may be appropriate where they are set back from the front façade, are minimally visible from the pedestrian view and are adjacent to similarly sized or taller buildings, which help to screen them.
- .3 Design new additions that:
 - .1 Are compatible in style and materials with the existing building and do not compete in size, scale or design;
 - .2 Consider and respond to the horizontal and vertical rhythms on the existing building such as proportions and alignment of windows and doors, rooflines, cornice lines, etc.;
 - .3 Are clearly distinguishable from the existing building; and
 - .4 Do not conceal or obscure decorative architectural features on the existing building.

Approaches to New Commercial Building Design



118. A replica style infill in Cobourg Commercial Core HCD. (Source: Google Streetview).



119. New infill is compatible in height and design with adjacent historic buildings, Washington, DC. (Source: Richard Layman, Flickr).



120. Left hand side of building was re-built following fire damage, Picton Main Street HCD. (Source: ERA)



121. Mixed use infill, Albany, New York. (Source: 3tarchitects)



122. Unsympathetic post-war development at 4 Queen Street North, Bolton. (Source: ERA)



123. Unsympathetic post-war single storey bank building at 2 King Street East, Bolton. (Source: ERA)

4.4 NEW COMMERCIAL BUILDINGS

- .1 When designing new commercial buildings avoid directly imitating historic architectural styles, but instead aim to add a new layer of architectural history to the village and add to the existing variety and character of the surrounding streetscape (see Figures 119 and 121). For example, new buildings may have a traditional form that is similar to neighbouring buildings, but include high quality robust contemporary materials. Alternatively, new buildings may have a contemporary design but incorporate traditional materials and proportions. There may be instances where it is appropriate to design historic replicas, for example, following a catastrophic event such as fire or in the context of the design of neighbouring buildings (see Figures 118 and 120).
- .2 Design new commercial buildings that complement and are compatible with neighbouring buildings. Design new buildings that take into consideration:
 - .1 The existing pattern of building setbacks on the surrounding streetscape;
 - .2 The massing, scale and height of neighbouring contributing buildings;
 - .3 The floor-to-floor heights on the façades of neighbouring contributing buildings;
 - .4 The roof form and rooflines of neighbouring contributing buildings;
 - .5 The horizontal and vertical rhythms on adjacent contributing buildings such as building widths, rooflines, cornice lines, proportions and alignment of windows and doors, storefronts, etc.;

Flood Mitigation in New Buildings

When completed, the *Bolton Special Policy Area (SPA)* study will provide revised *Official Plan* policies addressing flood mitigation requirements within the SPA, which largely covers the District.



124. Gambrel shaped roof at 1 and 3 Queen Street North, Bolton. (Source: ERA)



125. Flat roof concealed by parapet at 42 Queen Street North, Bolton. (Source: ERA)



126. Pitched roof at 46 Queen Street North, Bolton. (Source: ERA)

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127. A ground sign and hanging sign do not conceal the building's architectural detailing, Kleinburg-Nashville HCD. (Source: ERA)



128. Several different design approaches to commercial conversions along Davenport Road, Toronto, all of which retain the residential character of the buildings. (Source: ERA)



129. Sensitive conversion of an historic house into a coffee shop in Kleinburg-Nashville HCD. (Source: ERA)

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- .6 Existing architectural detailing on commercial buildings incorporating a quality of detailing that reflects the visual interest of contributing buildings;
 - .7 The external materials and cladding on neighbouring contributing buildings. Traditional materials such as brick and wood are encouraged. Stone veneer and real stone are not appropriate materials to use in the District;
 - .8 New commercial buildings should generally be 2 to 3 storeys in height to complement the historic development pattern and the sense of enclosure it provides; and
 - .9 Encourage a variety of roof forms in new construction or redevelopment on Queen Street to reflect the historic architectural variety (e.g. flat and pitched roof forms).
- .3 Where large-scale retail uses are proposed in the redevelopment of consolidated lots, ensure that new buildings reflect the rhythm and scale of historic properties that arose from smaller lot sizes.
 - .4 In the redevelopment of any post-war retail building with forecourt parking, place the new building to reflect the front and side setbacks of historic neighbouring properties (beside or across the street).
 - .5 To encourage improved pedestrian movement and walkability between the commercial core and the adjacent residential neighbourhoods, encourage new mid-block connections scaled to the pedestrian realm in new development proposals on Queen Street between the Humber River and King Street (see Figure 130).



130. Existing pedestrian connection between 33 and 39 Queen Street North, leading to Chapel Street, Bolton. (Source: ERA)

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Good Examples of New “House Form” Commercial Buildings



131. New mixed use development in Kleinburg-Nashville HCD with a house form design. (Source: ERA)



132. New commercial building with a house form design under construction in Kleinburg-Nashville HCD. (Source: ERA)



133. Looking south on Chapel Street from Mill Street. (Source: ERA)



134. Rear elevations of Queen Street commercial properties facing Chapel Street, Bolton. (Source: ERA)

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4.5 CONVERSIONS (ADAPTIVE RE-USE)

Queen Street South and sections of King Street East and West, Mill and Elm streets are identified as “commercial” on *Official Plan Schedule C-1 Bolton Core Land Use Plan*. These streets are largely comprised of historic residential buildings, some of which already house commercial uses. Due to their residential architecture and larger front and side yard setbacks, these streets are distinctly different than the commercial streetwall on Queen Street North.

When converting residential buildings to office or commercial uses, key considerations include:

- .1 Retain original features (windows, doors, porches, etc.) as much as possible to reflect the residential history and architecture of the building;
- .2 Provide signage that is compatible with the residential character and scale of the building. Ground signs and small hanging or projecting signs are generally the most appropriate and do not obscure architectural details; and
- .3 If additional parking is required, locate it to the rear or side of the building and screen with appropriate landscaping.

4.6 NEW HOUSE FORM COMMERCIAL BUILDINGS

When designing new commercial buildings on Queen Street South, sections of King Street East and West, Mill and Elm streets, the residential character of the streetscapes should inform the design of new construction.

Key considerations for the design of new buildings in these areas include:

- .1 A commercial streetwall building is generally not appropriate in these locations;



135. Improved rear elevation of 52-56 Queen Street North facing the Ann and Samuel Sterne municipal parking lot and Timothy Street, Bolton. (Source: Town of Caledon)

The Evolution of 1, 3, 5, 7 and 9 Queen Street North

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136. 1, 3, 5, 7 and 9 Queen Street North façades with limewash or distemper in the 1920s/30s, Bolton. (Source: To be determined)



137. 1, 3, 5, 7 and 9 Queen Street North façades concealed by metal sheeting and stucco in the 1980s, Bolton. (Source: Town of Caledon)



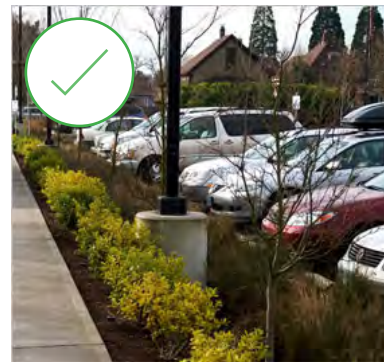
138. 5, 7 and 9 Queen Street North storefronts exposed following removal of modern cladding in August 2015, Bolton. (Source: Town of Caledon)

- .2 Reflect the softer residential character of adjacent buildings (e.g. pitched roofs, front porches, proportions of windows, doors etc.) in the design of new buildings;
- .3 Maintain the house form character and proportions of the building when designing new retail display windows and locate them on the ground floor; and
- .4 Provide sufficient open space for the planting and maintenance of trees and landscaping through front and side yard setbacks.

Applicants should also reference the **Zoning By-law** with regards to quantitative requirements and parking design (e.g. size of spaces, setbacks from other uses etc.).

4.7 CHAPEL & TIMOTHY STREETS

- .1 The redevelopment of rear facing properties on Chapel and Timothy streets (Ann and Samuel Sterne municipal parking lot) to provide either a new building façade, an improved rear entrance or amenity space is encouraged to enhance the character and appearance of Chapel Street and the area adjacent to the municipal parking lot.
- .2 Identify opportunities to improve the pedestrian environment on Chapel Street, and implement them wherever possible.



139. Landscaped setback for parking area. (Source: City of Portland)



140. New landscaping that screens parking lot between Queen Street North and Ann Street, Bolton. (Source: ERA)

4.8 PARKING

- .1 Locate new parking associated with the redevelopment of a commercial property or new commercial building to the rear of the building and where visible from the public realm, screen through the use of fencing, robust low boundary walls or landscaping.



141. Refreshed and improved Ann and Samuel Sterne Municipal Parking Lot, Timothy and Ann streets, Bolton. (Source: Town of Caledon)

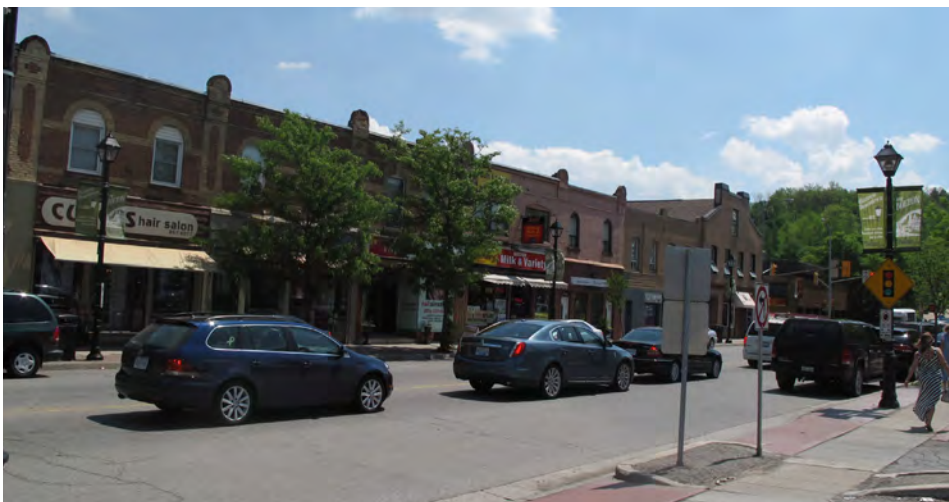
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142. Looking west on King Street East from Mill Street, Bolton. (Source: ERA)



143. Western gateway to the District on King Street West, Bolton. (Source: ERA)



144. East side of Queen Street North, Bolton. (Source: ERA)

PUBLIC REALM

5 PUBLIC REALM GUIDELINES

5.1 INTRODUCTION

The Design Guidelines in this section are intended to build upon those in the *Bolton Community Improvement Plan Urban Design Guidelines (2009)* and the Bolton Business Improvement Area’s (BIA) initiatives. Bolton’s sense of place and village ambience largely arises from its unique and dramatic setting within the Humber River valley. In addition, the community feels strongly that improvements to the village’s public realm will serve to enhance the cultural heritage value and livability of the village.

The Public Realm Design Guidelines provide advice and ideas for reinforcing the village’s identity through streetscape elements such as signage, furniture, lighting, etc., for protecting and enhancing the mature urban forest, and lastly for improving the pedestrian experience of the village in order to foster a vibrant and animated downtown. These design guidelines are largely intended for use by the Town of Caledon, the Region of Peel and other public bodies due to public ownership and stewardship of a large proportion of the public realm in the District. All public realm initiatives require interactive support between interested and regulatory public bodies. For example, the Bolton Master Transportation Plan contains policies and plans that further reinforce the policies within this HCD Plan and its implementation.

5.2 STREETScape

The term “streetscape” is used to describe the visual elements that compose a street, including the road, sidewalks, street furniture, trees and open spaces, etc. Together, these form the street’s character.

“Public Realm”

Within the District, the public realm includes all exterior places, linkages and built form elements that are physically and/or visually accessible regardless of ownership. These elements include, but are not limited to, streets, sidewalks, trails, bridges, parks, valley slopes, the Humber River, view corridors, front yards and building interfaces.



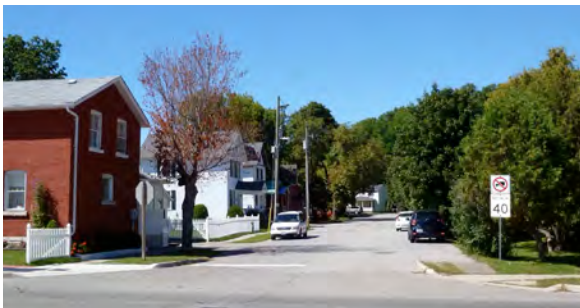
145. Map and interpretive panel for visitors, Port Hope HCD. (Source: ERA)



146. Nancy Street looking north to King Street West, Bolton. (Source: ERA)



147. Temperance Street streetscape, Bolton. (Source: Google)



148. Elm Street looking north to Mill Street, Bolton. (Source: ERA)



149. Chapel Street looking south to King Street, Bolton. (Source: ERA)

5.2.1 Character

- .1 In all municipal streetscape improvement projects, maintain the distinctive and varied characters of individual streetscapes, which together comprise the village character (refer to Section 1.6.3 Heritage Attributes of the District for further information on streetscape character).
- .2 In general, maintain overall existing proportions of the streets, boulevards and sidewalks so that the historic relationship between the buildings and the street is conserved.
- .3 Maintain and reinforce Queen Street’s role and appearance as the principal historic commercial streetscape.
- .4 Maintain and reinforce King Street West and King Street East’s role as gateways to the village and as transitional areas connecting the commercial core to the adjacent residential neighbourhoods.
- .5 Maintain and reinforce the semi-rural character of the residential streetscapes that results from the early subdivision of land for residential development, including generous plot sizes and setbacks as well as the general limitation of sidewalks to only one side of the street.
- .6 Maintain and reinforce Nancy Street’s unique land use pattern of residential buildings to the east and predominantly institutional buildings to west.
- .7 Due to the historic residential and industrial use of the area, Mill, Chapel and Elm streets display a mix of building types, lot sizes and shapes, as well as some vacant lots. The *Bolton Core Area Secondary Plan* allows for both residential and commercial uses in this area and as such there is opportunity for sensitive redevelopment, including restoration and rehabilitation of historic properties, that would improve the visual coherence of the streetscapes.

Public Art

Art can beautify and humanize the public realm. It can also tell stories or social messages and celebrate heritage. Many different forms of public art exists, including monuments, sculpture, paintings, paving, fountains/water features, temporary installations etc.

Within the District, public art already exists in the form of an interpretation pavilion and decorative red brick paving in the commercial core.

Further public art would serve to beautify and celebrate local stories and historical narratives. One identified opportunity is the retaining wall on the east side of Queen Street South. The vertical bands of smooth concrete and/or the horizontal coping band could be used for a public art/mural installation that takes advantage of the rhythmic sequence and gateway into the District.



150. Mural on south elevation of 6 Queen Street South, Bolton. (Source: ERA)



151. Customized street sign in Kleinburg-Nashville HCD. (Source: ERA)



152. Customized street furniture resulting from a partnership with local artists, Dundas Street West, Toronto. (Source: PMA Landscape Architects)



153. Existing gaslight style light standard with banners contributes to streetscape character, King Street East, Bolton. (Source: ERA)



154. Example of gateway signage in Unionville HCD (Source: www.amdolcevita.com)

5.2.2 Street Furniture

- .1 Provide street furniture, including benches, waste/recycling receptacles, bicycle racks, planters, water fountains etc. that is compatible with the historic character of the village and is implemented in a coordinated approach by the Town of Caledon, Region of Peel and the BIA.
- .2 As and when additional or new street furniture is needed, collaboration between the Town of Caledon, Region of Peel, BIA and local artists is encouraged to facilitate the development of street furniture designs that are informed by the local history and narratives (e.g. the river valley and early industry).

5.2.3 Signage

- .1 Identify gateways to the village with distinctive signage that indicates and promotes the presence of the District and complements its heritage character (see Figures 154, 158 and 160).
- .2 A coordinated approach to all municipal signage (e.g. street signs, walking/biking trail signs, wayfinding signs etc.) in the District that complements the heritage character of the village and improves way finding is encouraged.
- .3 Maintain existing heritage interpretation plaques and develop and install new ones wherever possible, in cooperation with the Albion-Bolton Historical Society, Heritage Caledon, the BIA and local property owners.

5.2.4 Lighting

- .1 The existing gaslight style light standards with themed banners on King and Queen streets reinforce the village identity and ambience of the District. Maintain the existing height and scale of street lighting, which in the commercial core and implement on the residential streetscapes.

- .2 Ensure that any public infrastructure lighting installations (light standards, signage etc.) are sensitive to the heritage character of the District both in terms of the light standard as well as the quality of light emitted from the luminaire. Generally, “softer” and “warmer” down lighting is most appropriate.

5.2.5 Sidewalks

- .1 Encourage sidewalk cafes, patios and temporary merchandise displays to create a vibrant and animated pedestrian realm, which is consistent with the historical use of the commercial core.
- .2 Burying utilities underground is encouraged to increase the usable area of the sidewalk and limit necessary tree pruning.
- .3 Consider the inclusion of recessed storefronts in new commercial buildings on Queen Street North to increase and improve the pedestrian environment.



155. Recessed storefront with outdoor seating, Picton Main Street HCD. (Source: ERA)



156. Recessed storefront with porch, Kleinburg-Nashville HCD. (Source: ERA)

5.2.6 Parking

- .1 Municipal parking lots should be screened and softened, where possible, through the use of low fencing, robust boundary walls or landscaping.
- .2 The incorporation of trees and plantings would also serve to soften and blend large parking areas with the village character.



157. Trees and shrubs screen existing forecourt parking and serve to define the street edge, Ottawa. (Source: City of Ottawa)



159. Even a small area of sidewalk cafe can animate the pedestrian realm, Port Hope HCD, Ontario. (Source: ERA)



160. Gateway signage in Picton, Ontario. (Source: ERA)



158. Sidewalk plaque indicating entrance to Port Hope HCD, Ontario. (Source: ERA)

PUBLIC REALM

- .3 King and Queen streets have a tradition of on-street parking. The creation of the “Emil Kolb Parkway” (Bolton by-pass) allows for the opportunity to improve and expand the use of on-street parking on Queen Street, which can facilitate one-stop shopping, calm traffic and reduce traffic noise, all of which would likely improve the pedestrian experience downtown.
- .4 The creation of the “Emil Kolb Parkway” will also enable the creation of bike lanes in downtown Bolton, which will further improve the pedestrian experience and may encourage cyclists to stop, shop and experience the village.

5.2.7 Trees & Plantings

- .1 Every effort should be made by the Town, the Region of Peel, TRCA and property owners to maintain and enhance the mature tree canopy on private and public property, which is a significant heritage attribute of the District.
- .2 The Town should continue to work with Heritage Caledon and the community to identify heritage trees (e.g. Caledon’s Heritage Trees 2013 booklet) and to preserve them wherever possible.
- .3 The maintenance and planting of trees may be used to reinforce the village structure of the District by developing tailored palettes of trees for the commercial crossroads and residential streetscapes.
- .4 The District’s tree canopy is largely deciduous and its seasonal change in colour contributes to the dramatic character of the valley setting of the village throughout the year. The composition of the tree canopy should continue to be primarily deciduous species.
- .5 Replace any tree on public property that has been removed due to poor health, public safety, infrastructure works or any other unavoidable circumstance with an appropriate species that



161. Tree planting pits can act as infiltration rain gardens during flooding events, Portland, Oregon. (Source: City of Portland)



162. Horticultural display in large street tree planters, Michigan Avenue, Chicago. (Source: Hoerr Schaudt)



163. Dual use tree box and bench seating. (Source: checkped.com)



164. Customized tree grates celebrate local historical narrative of “Dia de Muertos” in the Mission neighbourhood of San Francisco. (Source: Art and Architecture)

PROPOSED TREE PLANTING AND HORTICULTURE STRATEGY

A variety of factors must be taken into consideration when selecting appropriate tree species and planting strategies for urban environments, including space for root systems, overhead utility lines, local native species, local conditions (weather, foot traffic, use of de-icing salts etc.) and streetscape character. The following tree and planting suggestions are based on a general overview of the District's conditions and the above factors. In general, the goal is to improve the overall amount and health of vegetation, while recommending native species or other species that together offer four-season interest. Tree recommendations can be found on pages 80 and 81.

Queen Street

- On the east side of Queen Street South, plant small flowering trees or large shrubs in the existing circular flower pots. For example Amelanchier Canadensis (Serviceberry) or Crataegus Crus-galli (Cockspur Hawthorn).
- On both sides of Queen Street South, maintain and expand horticulture program featuring annual planters hanging on sidewalk railings.
- On the east side of Queen Street North just south of Centennial Drive, create a gateway garden similar to the garden on Queen Street South just north of Willow Street.
- Within the commercial core, maintain the open pit tree plantings and understory of horticultural planting.
- Within the commercial core between King Street and the Humber River, there is little opportunity to introduce additional trees. However, new “bump-outs” could house larger tree canopies and other street furniture.

King Street

- Where there are overhead utility lines, enhance the grassy boulevard with low growing trees/flowering shrubs.
- Where there are no overhead utility lines, enhance the grassy boulevard with canopy trees.
- Between Ann and Mill streets, the street character transitions from the residential neighbourhoods to the commercial core. The grassy boulevards are replaced with the same red brick boulevard as on Queen Street North. In this stretch, open pit tree planting with an understory of horticultural planting would be appropriate (as on Queen Street North).

** The quality of the tree being planted is the first step in growing healthy mature street trees. For guidance on selecting nursery trees, please refer to pages 44-45 of the Tree Planting Solutions in Hard Boulevard Surfaces: Best Practices Manual (City of Toronto).*

Species native to Ontario are indicated with green text

TYPE / CONDITION	RECOMMENDED TREE SPECIES
Canopy trees in grassy boulevards	<ul style="list-style-type: none"> • Red Maple (<i>Acer rubrum</i>) • Silver Maple (<i>Acer saccharinum</i>) • Freeman Maple (<i>Acer x freemanii</i>) • Red Oak (<i>Quercus rubra</i>) • American Elm (<i>Ulmus americana</i>) • Kentucky Coffee Tree (<i>Gymnocladus dioicus</i>) • Sweetgum (<i>Liquidambar styraciflua</i>) • Tulip Tree (<i>Liriodendron tulipifera</i>)
Smaller trees in grassy boulevards (under power lines)	<ul style="list-style-type: none"> • Amur Maple (<i>Acer ginnala</i>) • Serviceberry (<i>Amelanchier canadensis</i>) • Cockspur Hawthorne (<i>Crataegus crusgalli</i>) • Flowering Crab Apple (<i>Malus spp.</i>) • Japanese Tree Lilac (<i>Syringa reticulata</i>) • Common Lilac (<i>Syringa vulgaris</i>) • Nannyberry Viburnum (<i>Viburnum lentago</i>)
Trees suitable for planting in open pits / covered trenches in hardscape	<ul style="list-style-type: none"> • Common Hackberry (<i>Celtis occidentalis</i>) • Turkish Hazel (<i>Corylus colurna</i>) • Ginkgo (<i>Ginkgo biloba</i>) • Kentucky Coffee Tree (<i>Gymnocladus dioicus</i>) • Sweetgum (<i>Liquidambar styraciflua</i>) • Bur Oak (<i>Quercus macrocarpa</i>) • Chinkapin Oak (<i>Quercus muehlenbergii</i>) • Japanese Pagoda Tree (<i>Sophora japonica</i>) • Japanese Zelkova (<i>Zelkova serrata</i>)

Best practices for the establishment of trees, particularly trees planted in hard surfaces or harsh urban conditions, should be employed, including minimum soil volumes and measures to minimize soil compaction. For further information, please refer to the standards in *Tree Planting Solutions for Hard Boulevard Surfaces – Best Practices Manual* (https://www1.toronto.ca/city_of_toronto/parks_forestry__recreation/urban_forestry/files/pdf/TreePlantingSolutions_BestPracticesManual.pdf).

The above recommended tree species are generally known to be tolerant of the condition under which they are grouped. It is recommended to plant a variety of species to protect against the possibility of future unforeseeable disease and/or infestation.

TYPE / CONDITION	RECOMMENDED TREE SPECIES
<p>Canopy / evergreen (E) trees in private yards</p>	<ul style="list-style-type: none"> • Sugar Maple (<i>Acer saccharum</i>) • Red Maple (<i>Acer rubrum</i>) • American Beech (<i>Fagus grandifolia</i>) • Eastern Hemlock (<i>Tsuga canadensis</i>) (E) • Red Pine (<i>Pinus resinosa</i>) (E) • Eastern White Cedar (<i>Thuja occidentalis</i>) (E) • Red Oak (<i>Quercus rubra</i>) • Kentucky Coffee Tree (<i>Gymnocladus dioicus</i>) • Basswood (<i>Tilia americana</i>) • American Elm (<i>Ulmus americana</i>) • Tulip Tree (<i>Liriodendron tulipifera</i>) • American Hornbeam (<i>Ostrya virginiana</i>) • Bur Oak (<i>Quercus macrocarpa</i>) • Chinkapin Oak (<i>Quercus muehlenbergii</i>) • Eastern White Pine (<i>Pinus strobus</i>) (E) • Butternut <i>Juglans (cinerea)</i> • Eastern Larch, Tamarack (<i>Larix laricina</i>) • Black Walnut (<i>Juglans nigra</i>) - for public safety reasons, this tree must be planted no less than 8 metres from the edge of any public right of way (street curb or sidewalk)
<p>Smaller trees in private yards</p>	<ul style="list-style-type: none"> • American Hornbeam/Blue-Beech (<i>Carpinus caroliniana</i>) • Redbud (<i>Cercis canadensis</i>) • Pagoda Dogwood (<i>Cornus alternifolia</i>)

PUBLIC REALM



165. Mature tree canopy on both public and private property is a significant attribute of the District. (Source: ERA)



166. Humber River bridge at King Street East, date unknown. (Source: courtesy of PAMA)



167. Bolton flood, looking south along Queen Street North near Mill Street, 1950. (Source: courtesy of PAMA)

contributes to the visual character of the streetscape. In the case of an infill to a grouping of trees, the existing form of the canopy should be replicated to retain the consistency and pattern of the canopy.

- .6 Take into consideration the location of overhead power lines in any future tree planting strategies by planting smaller species that will not interfere with the lines and necessitate unsightly pruning.
- .7 Installing tree boxes or grates around existing street trees and with new tree plantings in areas with high foot traffic (e.g. Queen Street) would help to protect roots from soil compaction and de-icing salts.

5.3 HUMBER RIVER, PARKS & TRAILS

The Humber River is a tangible reminder of the village’s industrial origins. The river and adjacent parks and trails are unique and valued amenities for the local community and visitors.

- .1 The Town and TRCA should work together to identify potential locations for additional pedestrian connections between the village, parks and the Humber River Heritage Trail.
 - .1 Where potential connections are located on public lands, plan and prioritize these connections in capital budgets; and
 - .2 Where these potential connections are located on private lands, the Town and TRCA should work with developers to encourage and enable connections when new development applications are considered.
- .2 Encourage new buildings to address the river and to provide controlled public access (i.e. restaurants, café patios etc.) to the Humber River when new development applications abutting the Humber River are proposed.



168. The Humber River Heritage Trail as it crosses under the Queen Street bridge, Bolton. (Source: ERA)



169. The Humber River Heritage Trail and entrance to Bolton Mill Park, Bolton. (Source: ERA)



170. Interpretation panel on the history of the railway in Port Hope. The panel is located on the site of the former main office for the Midland line, now Lent Lane. (Source: ERA)

PUBLIC REALM



171. The new heritage interpretation pavilion at Humber River Heritage Park next to the Humber River Queen Street bridge, Bolton. (Source: ERA)



172. Existing interpretation panels at McFall Lookout, King Street East, Bolton. (Source: ERA)

- .3 Maintain and supplement existing heritage interpretation plaques.
- .4 Encourage additional commemoration activities that acknowledge and celebrate the Humber River's impact on the origins and development of Bolton.
- .5 The existing parks and open spaces within the District contribute to the village setting and mature tree canopy. They should continue to be maintained and enhanced, including:

- .1 McFall Lookout;
- .2 Ted Houston Memorial Park;
- .3 Bolton Mill Park;
- .4 Founder's Park;
- .5 Humber River Heritage Park; and
- .6 Laurel Hill Cemetery.



173. The Charles W. Stockey Centre for the Performing Arts is an excellent example of a multi purpose community centre. Designed to read as a ship, it is inspired by its setting and local historic narrative, Parry Sound, Ontario. (Source: Stockey Centre website)



174. The Don Valley Brick Works, now converted to a city park with restored and new buildings provides an environmentally focused community and cultural centre run by Evergreen. It is an excellent precedent combining commemoration activities and new community uses, Toronto. (Source: DTAH)

5.4 VIEWSCAPES

- .1 Carefully consider and protect the key viewscales as illustrated on Figures 175, 179, 182, 187 and 190 in any major redevelopment or new construction projects within or adjacent to the District. It is the applicant's responsibility to demonstrate that key viewscales will be conserved.

Views and viewscales within the District serve to reinforce its heritage character as a mill village settlement contained within a valley setting. These are:

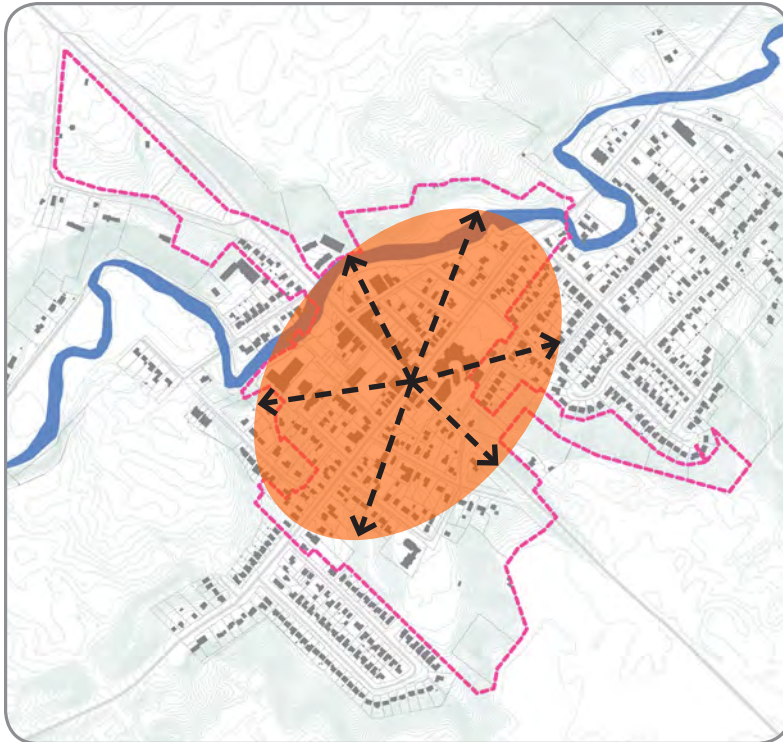
- .1 Panoramic 360 degree viewscales from within the village to the surrounding valley slopes, which reinforce the unique sense of containment and intimacy of the village setting.
- .2 Viewscales descending north and south along Queen Street, which emphasize the impact of the topography and geography of the Humber River and valley on the origins of the village and offer panoramas of much of the village.
- .3 Views from the entrances to the District on King Street, looking into the village from the east and west, which create a picturesque sequence of framed views of the transition from the "rural" valley to the residential neighbourhoods to the commercial crossroads.
- .4 The view east from the bridge on Queen Street North along the Humber River, which provides a tangible reminder of the impact of the river on the village's industrial origins.
- .5 The terminating views at Mill and Temperance streets and King Street West, which provide framed views of historic buildings of architectural value and/or of the surrounding green valley bowl.

Viewscape: A viewscape can include scenes, panoramas, vistas, visual axes and sight lines.

In designed landscapes, a viewscape may have been established following the rules of pictorial composition: elements are located in the foreground, middle ground and background.

A viewscape may also be the chief organizing feature when a succession of focal points is introduced to draw the pedestrian onward through a landscape.

- *Standards & Guidelines for the Conservation of Historic Places, 2010*



175. Viewscapes of the valley setting. Pink dotted line indicates District boundary. (Source: ERA)



176. View north along Queen Street to north valley slopes. (Source: ERA)

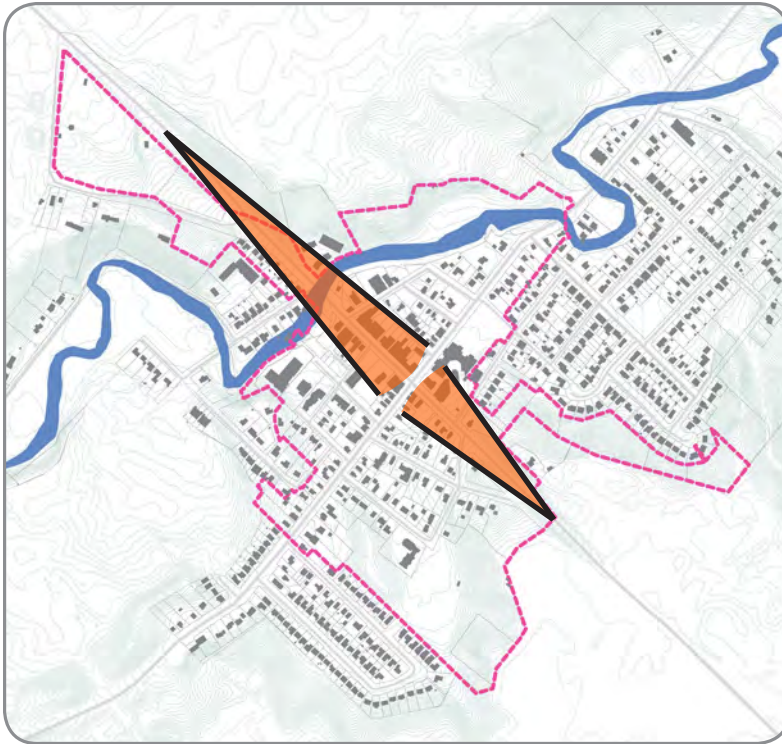


177. Looking north along Queen Street towards the north valley slopes. (Source: ERA)



178. Looking south along Queen Street towards the south valley slopes. (Source: ERA)

PUBLIC REALM



179. Viewscapes north and south along Queen Street. Pink dotted line indicates District boundary. (Source: ERA)

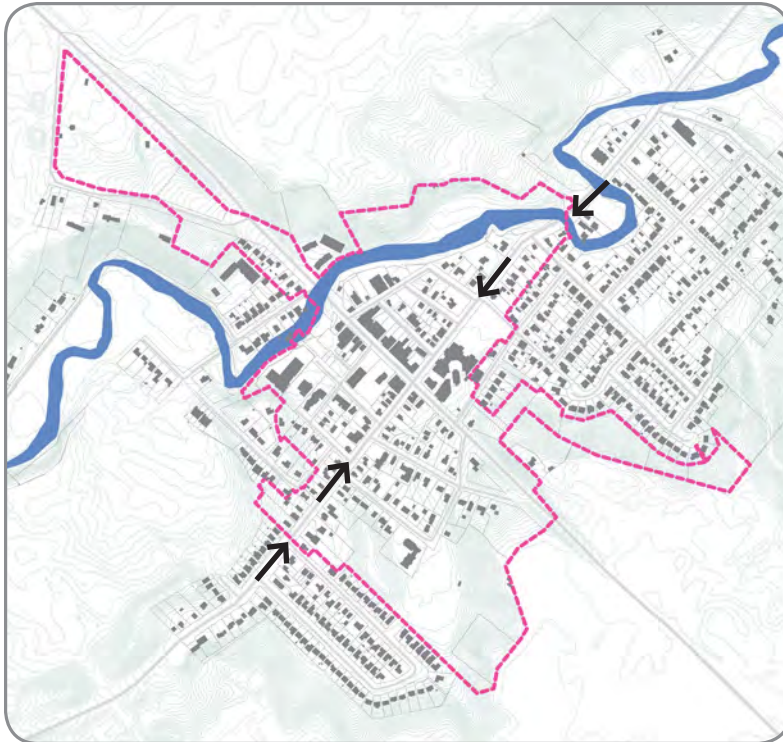


180. Looking north along Queen Street from top of south hill, Bolton. (Source: ERA)



181. Looking south along Queen Street from top of north hill, Bolton. (Source: ERA)

PUBLIC REALM



182. Picturesque sequence of framed views entering the District along King Street. Pink dotted line indicates District boundary. (Source: ERA)



183. Looking east on King Street West from Connaught Crescent, Bolton. (Source: ERA)



184. Looking east on King Street West from between Jane and Nancy streets, Bolton. (Source: ERA)



185. Looking west on King Street East just west of Humber Lea Road, Bolton. (Source: ERA)



186. Looking west on King Street East from Mill Street, Bolton. Note the mature and majestic stand of white pines in front of 49 King Street East. (Source: ERA)



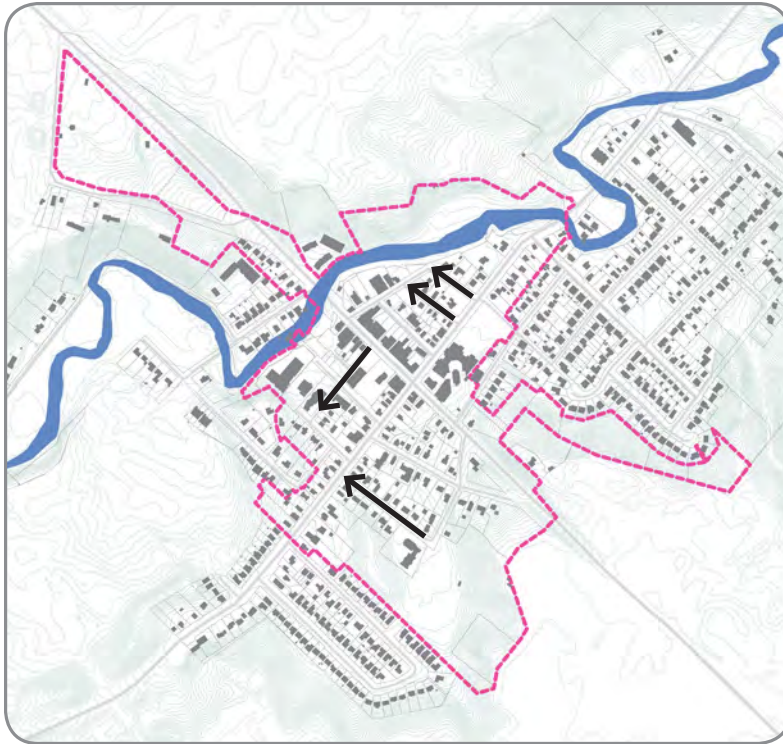
187. View looking east from the Queen Street bridge over Humber River. Pink dotted line indicates District boundary. (Source: ERA)



188. View looking east from the Queen Street bridge over Humber River. (Source: ERA)



189. Historic view looking east from the Queen Street bridge, date unknown. (Source: courtesy of PAMA)



190. Terminating views at Mill and Temperance streets and King Street West. Pink dotted line indicates District boundary. (Source: ERA)

PUBLIC REALM



191. The terminating view looking north on Mill Street provides a clear view of the green valley bowl and Founders Park on the Humber River, both of which contribute to the District's natural setting. (Source: ERA)



192. The view looking north on Elm Street to Mill Street illustrates the streetscapes's sense of enclosure and cohesion, and terminates with a building of architectural value. (Source: ERA)



193. The view west on Sterne Street provides a view into the residential neighbourhoods from the commercial core, terminating at Temperance Street with a framed view of a designated heritage building. (Source: ERA)



194. The view looking north on Jane Street terminating at King Street West provides a framed view of a historic building of architectural value with mature urban forest in the fore, middle and background. (Source: ERA)



195. Contributing Building at 48 Sterne Street, Bolton. (Source: ERA)



196. Non-contributing building at 17-25 Chapel Street, Bolton. (Source: ERA)



197. Catastrophic event, tornado damage, Goderich HCD, Ontario. (Source: www.ontariopics.com)

6 DEMOLITION GUIDELINES

6.1 CONTRIBUTING BUILDINGS

- .1 Heritage Permit applications to demolish contributing buildings will be discouraged, except in extraordinary circumstances, such as structural instability or damage resulting from a catastrophic event, where the building has been assessed by qualified professionals as per 6.1.4.1, and has been deemed to be beyond reasonable repair.
- .2 The Town may ask for a peer review of any of the above professional reports or opinions.
- .3 A Heritage Permit application to demolish a contributing building will not be issued until the design of the replacement building or alterations to a partially demolished contributing building has been reviewed and it has been determined that the design is compatible with the cultural heritage value of the District and complies with the Plan's policies and Design Guidelines.
- .4 Following a catastrophic event, the property owner shall complete and submit a report to the Town of Caledon, providing the following information:
 - .1 A thorough assessment of the building's condition by qualified professional(s) (e.g. architect, heritage professional, engineer etc.). Heritage professionals should be members of the Canadian Association of Heritage Professionals.
 - .2 A demonstration that all alternative retention options have been analyzed (preservation, rehabilitation, restoration, reinvestment, retro-fitting, re-use, mothballing etc.) and none are feasible for the long term use of the building.
 - .3 A demonstration that the Municipal Heritage Committee has been consulted, specifically regarding the identification of any groups with a potential interest in the building and these groups have expressed no interest in re-locating the building or in salvaging surviving architectural components.

6.2 NON-CONTRIBUTING BUILDINGS

- .1 Heritage Permit applications for demolition of non-contributing buildings will generally be accepted as long as the design of the replacement building is compatible with the cultural heritage value of the District and complies with the Plan's Design Guidelines.
- .2 Heritage Permit applications for demolition of non-contributing buildings will only be approved once the design of the replacement building has been approved by Council.



198. Bolton Parade, c. 1920s or 1930s. (Source: courtesy of Derek Paterson)



199. Queen Street North, east side. Bolton. Date unknown. (Source: courtesy of ABHS)

PART C: IMPLEMENTATION



200. Queen Street looking north from King Street c. 1897. The building on the north-east corner was built c. 1852 by Callendar Bros. (Source: courtesy of PAMA)



201. Queen Street looking north from King Street in the early 1960s. (Source: Town of Caledon)

7 HERITAGE PERMIT REVIEW

7.1 INTRODUCTION

The cumulative impact of many, seemingly minor but inappropriate changes can diminish the cultural heritage value and appearance of an area. The purpose of the Heritage Permit process is to ensure that all alteration and development proposals are considered in terms of their impact on the District’s cultural heritage value and character. Proposals will be measured against the Statement of Objectives, Statement of Cultural Heritage Value, the Architectural Styles and District Design Guidelines in this Plan.

7.2 WHEN IS A HERITAGE PERMIT REQUIRED?

A Heritage Permit is required for approval under the *Ontario Heritage Act* for all alterations to the exterior of all properties located within the boundaries of a heritage conservation district, except those identified as “minor alterations” in the HCD Plan (see 7.3.3.1).

Although public bodies are not required to obtain Heritage Permits, they are expected to comply with the intent of the Plan and the Design Guidelines when carrying out:

- Works to public property and infrastructure;
- Replacement of street lighting and street signs;
- Installing and maintaining street furniture, including benches, waste/recycling receptacles, bicycle racks, planters and other similar items;
- Alterations, reconstruction or removal of grassed boulevards;
- Changes to sidewalks or roadway pavement widths; and/or

***Ontario Heritage Act*
Section 42 states that:**

42. (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure. 2005, c. 6, s. 32 (1).

***Ontario Heritage Act*
Section 41.2 states that:**

41.2 (2) Despite any other general or special Act, if a heritage conservation district plan is in effect in a municipality, the council of the municipality shall not,

- (a) carry out any public work in the district that is contrary to the objectives set out in the plan; or
- (b) pass a by-law that is contrary to the objectives set out in the plan. 2005, c. 6, s. 31.

Additional Permitting Processes

The designation of the District does not result in any changes to the types of works or building projects that may require Building Permits, Development approvals and/or Toronto and Region Conservation Authority (TRCA) approvals.

Under the *Building Code Act*, when both a Heritage Permit and Building Permit are required, the Heritage Permit must be approved and issued prior to the issuing of a Building Permit. It is important to note that Heritage Permits are sometimes required for projects that do not require a Building Permit.

It is also important to note that TRCA approvals may be required even if a Heritage Permit is not, as the majority of the District is located within the broader Humber River Valley, which is regulated by the TRCA.

- Significant changes or improvements to public park and open space features.

7.3 THE HERITAGE PERMIT PROCESS

7.3.1 The Administration of Heritage Permits

The Heritage Permit process harmonizes with the current Town of Caledon Development Application and Building Permit processes. All permit applications should be made to: the Development Approval & Planning Policy Department.

There is no fee charged for a Heritage Permit.

7.3.2 Pre-Application Advice

Heritage Permit applicants are encouraged to meet with Town staff and when necessary the Municipal Heritage Committee regarding proposed work prior to submitting applications. These meetings will help to determine whether a Heritage Permit is required and to allow for an open dialogue to ensure that the best possible design is achieved.

The Town of Caledon is committed to making all reasonable efforts to assist with the preparation, approval and implementation of a Heritage Permit process that conforms to the intent of the Plan policies and District Design Guidelines. Any issues arising through the process can most often be resolved through discussion, site visits, and if required, the guidance of a qualified heritage consultant.

7.3.3 Heritage Permit Types

There are three routes that a proposed project/work may take:

1. **No Heritage Permit** is required because the proposed work constitutes maintenance or repairs that are minor in nature and will not affect the cultural heritage value of the District.

The following is a list of minor alterations to properties in the District that do not require a Heritage Permit:

- Interior renovation work;
- Installation of utilities, including gas, water and electrical meters and any associated piping or conduit;
- Installation or replacement of eavestroughs and downpipes;
- Minor repairs to exterior building elements in the same style, materials, size, shape and detailing;
- Re-painting of wood, stucco, metal or painted brick finishes;
- The construction of residential rear patio decks; and
- Gardening and soft landscaping.

“Minor repairs” refer to work on components of a building element such as the replacement of a bottom rail of a window sash, panel mouldings on a front door, part of an eave fascia board, or a tread on entrance steps.

**Appeal to Ontario
Municipal Board**

(6) If the council refuses the permit applied for or gives the permit with terms and conditions attached, the owner of the property may appeal to the Board. 2005, c. 6, s. 32 (4).

Notice of appeal

(7) To appeal to the Board, the owner must give a notice of appeal to the Board within 30 days after the owner receives notice that the council is refusing the application, or receives the permit with the terms and conditions attached, as the case may be. 2002, c. 18, Sched. F, s. 2 (26).

Board's powers

(8) The Board shall hear the appeal and shall,

- (a) dismiss the appeal; or
- (b) direct that the permit be issued without terms and conditions or with such terms and conditions as the Board by its order may direct. 2002, c. 18, Sched. F, s. 2 (26).

-Ontario Heritage Act

2. A Minor Heritage Permit is required when small changes to a property are proposed that will generally have a positive or neutral impact on the cultural heritage value of the District, conform to the intent of this Plan and comply with the Design Guidelines.

These may include:

- Alterations or replacement of exterior building elements (windows, doors, roof finishes, cladding, cornices, decorative architectural features, porches/verandahs, roof finishes, etc.);
- Alterations to storefronts;
- Alterations to signage;
- Replacement storefronts;
- Additions to residential buildings;
- Additions to commercial buildings not visible from the public realm; and
- New or increased parking areas.

3. A Major Heritage Permit is required when significant changes to a property are proposed that may have a major impact on the cultural heritage value of the District.

These include:

- Relocation of a building(s) or structure(s);
- Demolition of a building(s) or structure(s);
- Construction of a new building(s) or structure(s); and
- Additions to a commercial building visible from the public realm.

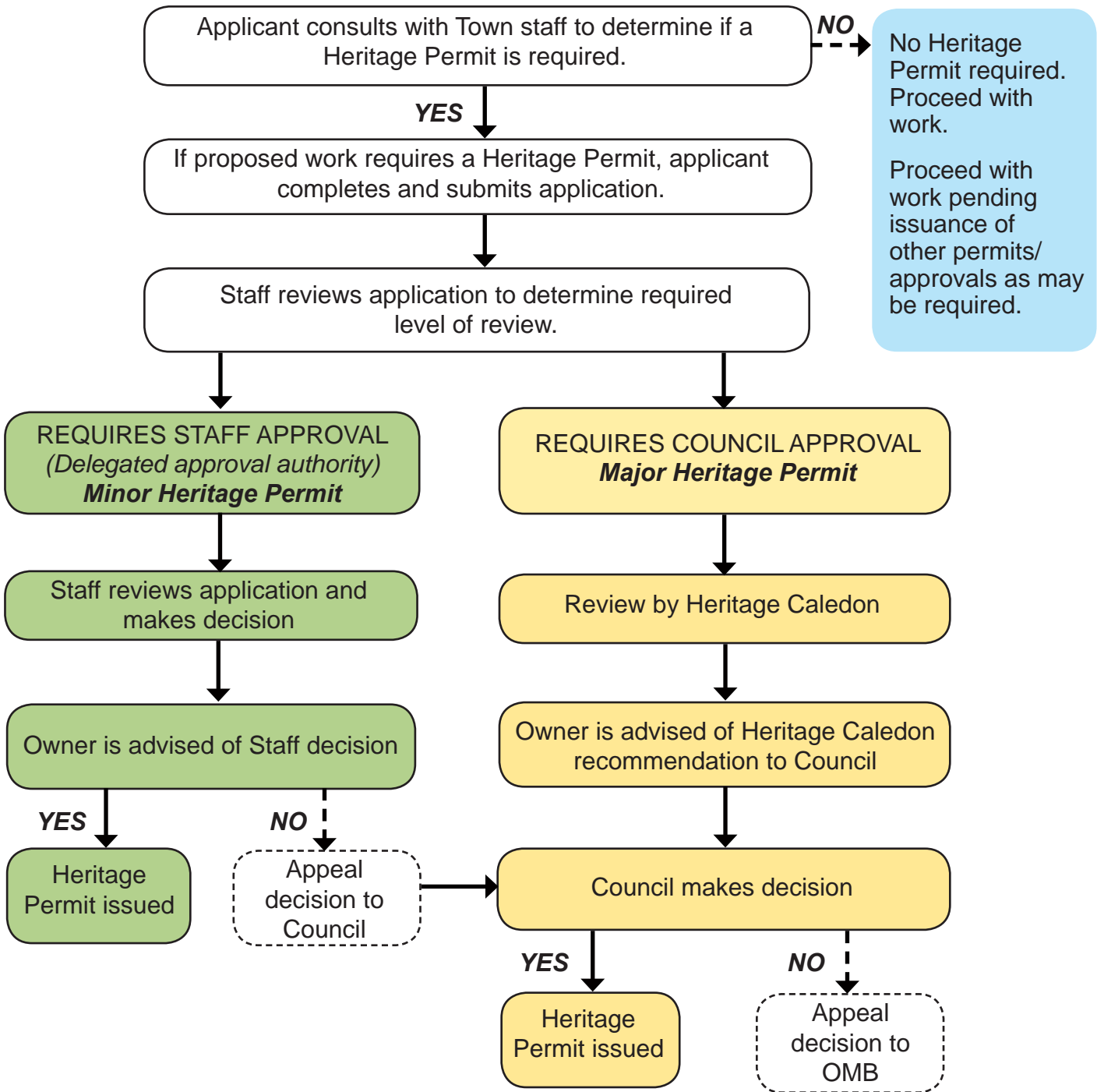
Under the **Ontario Heritage Act**, Council is required to review applications concerning relocation, demolition and construction of new buildings. Generally speaking, the majority of Heritage Permit applications will be minor in nature and not require Council review.

Part 11 of the **Ontario Building Code** addresses changes to existing buildings and is useful when dealing with alterations to heritage buildings. When preparing building permit drawings, please ensure your designer references Part 11 of the **Ontario Building Code**.



202. Queen Street looking north from King Street. Note the seasonal colour change of the Humber River Valley slopes. (Source: Town of Caledon)

HERITAGE PERMIT PROCESS



The requirement of a Heritage Permit does not preclude the potential requirement of other local or regional permits/approvals (e.g. Building Permits, Development approvals, TRCA approvals, etc.)

7.3.4 Appealing a Decision

Any applicant has the right to appeal a Heritage Permit decision. If the Heritage Permit is “Major”, the applicant must appeal to the Ontario Municipal Board (OMB). If the Heritage Permit is “Minor”, the applicant must first appeal to Council; if they are dissatisfied with Council’s decision, they may appeal to the OMB.

7.4 DEVELOPMENT APPLICATIONS

In keeping with the *Official Plan*, all development applications within the District will undergo heritage review in relation to the District Plan and Design Guidelines. This review may require the completion of a Cultural Heritage Impact Statement (see Section 7.5 for further details).

7.5 CULTURAL HERITAGE IMPACT STATEMENTS

The *Provincial Policy Statement* (2014) identifies heritage impact assessments as a means of conserving cultural heritage resources (see adjacent sidebar for definition of conserved). In the case of the District, affected cultural heritage resources may include individual buildings within the District, or the District as a whole. The Town may require a Cultural Heritage Impact Statement, as identified in the *Official Plan*, as part of any application to demolish or re-locate a designated cultural heritage resource, for alterations that are likely to affect the heritage attributes of a designated cultural heritage resource or in support of any development or site alteration that is adjacent to a designated cultural heritage resource in the Village of Bolton. Please refer to Appendix 1 for information on the difference between Part IV (individual) and Part V (HCD) designations.

Provincial Policy Statement (2014)

Section 2.6.3 states:

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

Conserved:

Means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development.

- *Provincial Policy Statement, 2014*

Adjacent lands means:

d) for the purposes of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan.

- *Provincial Policy Statement, 2014*

Protected heritage property means:

Real property designated under Parts IV, V or VI of the Ontario Heritage Act; heritage conservation easement property under Parts II or IV of the Ontario Heritage Act.; and property that is the subject of a covenant or agreement between the owner of a property and a conservation body or level of government, registered on title and executed with the primary purpose of preserving, conserving and maintaining a cultural heritage feature or resource, or preventing its destruction, demolition or loss.

- *Provincial Policy Statement, 2014*

7.5 ADJACENT LANDS & DEVELOPMENT

The cultural heritage and archaeological resource policies of the *Provincial Policy Statement (2014)* address the potential impact(s) of development on lands adjacent to protected heritage property. In the case of the Village of Bolton HCD, any development proposals outside but adjacent to the District boundary must comply with Section 2.6.3 of the *Provincial Policy Statement (2014)* and consider the District Policies and Design Guidelines contained within this Plan.

8 FINANCIAL INCENTIVES

8.1 ENABLING LEGISLATION

Subject to funding, there are a variety of potential incentive programs arising from various pieces of provincial legislation to encourage and support property owners to preserve, restore and rehabilitate their properties within the District.

These include:

- Community Improvement Plan (*Planning Act*).
- Grant program (*Ontario Heritage Act*); and
- Property tax relief program (*Municipal Government Act*);

There are various benefits and challenges associated with each program; however, a strong commitment from, and cooperation of Council, the BIA and property owners is needed to successfully implement all programs.

8.2 BOLTON COMMUNITY IMPROVEMENT PLAN

In April 2009, Council approved by bylaw the *Bolton Community Improvement Plan (Bolton CIP)* (amended January 2014). This plan sets out a framework that guides community improvement in Bolton through the identification of a “Municipal Leadership Strategy” and “Financial Incentive Programs”. The boundary of the *Community Improvement Plan* includes the lands designated as “Bolton Core” on Schedules C and C-1 of the *Official Plan*. This boundary includes the commercial area of the HCD as well as a small portion of the residential neighbourhoods on Elm Street, Mill Street, King Street East and King Street West.

The financial incentive programs of the Bolton CIP that are most applicable to the objectives of the District include:

- Tax Increment-Equivalent Grant Program;
- Building and Facade Improvement Grant Program;
- Mixed-Use Construction/Conversion Grant Program; and
- Landscape Improvement Grant Program.

To date, uptake of these grants has been low. Based on feedback from a questionnaire carried out during the development of this Plan, there is a perception by property owners that the application process requirements are too onerous and that they do not balance with the level of financial compensation offered. In further discussions with property owners at community consultation meetings, it was suggested that uptake may be improved by decreasing the number of annual grants available and increasing the level of compensation.

For further information on any of the above Bolton CIP grant programs, the *Bolton Community Improvement Plan* can be viewed on the Town of Caledon website.

8.3 DESIGNATED HERITAGE PROPERTY GRANT PROGRAM

This municipal grant program is intended to assist owners of residential and institutional designated heritage properties with small to mid-size preservation and/or restoration projects. With the designation of the Village of Bolton Heritage Conservation District, all residential and institutional properties are eligible for this grant program.

For further information on this program, please visit the Town of Caledon website.

8.4 PROPERTY TAX RELIEF PROGRAM

Under the Municipal Act (2001), municipalities can give tax relief to owners of eligible heritage properties by passing a by-law creating a heritage property tax relief program. Eligible properties include buildings, structures or a portions of a building or structure that are either designated under Part IV or Part V of the *Ontario Heritage Act* or subject to a heritage conservation agreement. Under the Act, municipalities have the flexibility to adapt their program to local circumstances. For example, municipalities can set the amount of tax relief they wish to offer (between 10% and 40%) and develop eligibility criteria in addition to those prescribed in the legislation. The Province of Ontario shares the cost of the program by funding the education portion of the property tax relief. If such a program were developed and implemented in the Town of Caledon, the properties in the District would be eligible for property tax relief.

9 PROMOTION & EDUCATION

9.1 PROMOTION

Promotion and education following the designation of the Village of Bolton HCD will help to dispel myths, promote the benefits of an HCD and gain community support for future HCD initiatives.

Potential activities/actions include:

- Creating an active partnership between Council, Town staff, the BIA, business owners, property owners and tradespeople, and designating a member of staff at the Town as a part-time District coordinator;
- Maintaining a Village of Bolton HCD webpage on the Town's website, which provides information and updates;
- Running workshops for property and business owners (e.g. conservation techniques, maintenance, improvements etc.);
- Informing local realtors of the designation of the HCD and providing information on what designation means for prospective buyers; and
- Promoting the HCD within the Town and in tourism related literature/communications.

9.2 MONITORING

In order to evaluate the long term impact and effectiveness of the Village of Bolton HCD, a monitoring program should be developed by the Town of Caledon. Both phases of the *Heritage Districts Work* study by the Heritage Resources Centre at the University of Waterloo recommend the continued monitoring and evaluation of districts. A monitoring program may provide valuable information regarding the Heritage Permit approvals process and associated time frames, as well as the ease of implementing the Design Guidelines and policies and whether further Staff resources are needed.

Factors that may be considered as part of a monitoring program include:

- Number and type of heritage permits applied for and granted;
- Number of building permits granted;
- Number of development approvals granted;
- Time frame required for the review and approval process for heritage permits;
- Qualitative / photographic record of alterations and (re) development undertaken; and
- Successful implementation of the policy recommendations made in Appendix 3 by the Town of Caledon.

The monitoring program should be carried out annually and a brief report prepared for Council.



203. W. Norris store attached to 37 King Street East, Bolton - date unknown. (Source: courtesy of PAMA)



204. 37 King Street East, 2013. (Source: ERA)

9.3 HERITAGE CONSERVATION INFORMATION & RESOURCES

There are many sources of heritage conservation advice available that may be helpful to consult when undertaking maintenance work or planning a repair to a property within the District. Below is a list of selected heritage conservation resources that provide practical and useful guidance. For larger or complex projects, the advice of a heritage professional should be sought.

Canada

- Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*. <http://www.historicplaces.ca/en/pages/standards-normes.aspx>
- *Ontario Heritage Tool Kit*. http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml
- Ontario Architecture website: www.ontarioarchitecture.com
- *Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation*: <http://www.heritagetrust.on.ca/Resources-and-Learning/Free-publications/Well-Preserved.aspx>
- Manitoba Culture, Heritage and Tourism, Historic Resources Branch, Heritage Publications: http://www.gov.mb.ca/chc/hrb/heritage_pubs.html
- Alberta Culture, Heritage Notes: <http://culture.alberta.ca/heritage/resourcemanagement/historicplacesstewardship/adviceassistance/heritagenotes.aspx>

United States

- Technical Preservation Services, National Park Service, U.S. Department of the Interior
 - Preservation Briefs: <http://www.nps.gov/tps/how-to-preserve/briefs.htm>
 - Preservation Tech Notes: <http://www.nps.gov/tps/how-to-preserve/tech-notes.htm>
 - The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings: <http://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>
- National Trust for Historic Preservation, Preservation Green Lab: <http://www.>

preservationnation.org/information-center/sustainable-communities/sustainability/green-lab/#.UUnaCl7vy_E

- Downtown Research & Development Centre, Downtown Guideline Exchange: http://www.downtowndevelopment.com/guideline_exchange.php

United Kingdom

- English Heritage - Maintenance and Repair: <http://www.english-heritage.org.uk/professional/advice/advice-by-topic/buildings/maintenance-and-repair/>
- Historic Environment Local Management: <http://www.helm.org.uk/guidance-library/new-guidance-for-2012>
- Managing Change in the Historic Environment Guidance Notes: <http://www.historic-scotland.gov.uk/index/heritage/policy/managingchange.htm>



205. Pedestrian walkway over the Humber River at Queen Street North, Bolton. (Source: ERA)

PART D: APPENDICES

10 APPENDICES

Appendix 1: Additional HCD Information

Appendix 2: Village of Bolton HCD Methodology & Community Engagement

Appendix 3: Policy Review & Recommendations

Appendix 4: Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*, Standards 1-14

Appendix 5: Building Inventory - Summary

Appendix 6: Building Inventory - Contact Sheets

Appendix 7: Glossary of Key Terms

Appendix 8: Sources

Appendix 9: Project Personnel

APPENDIX 1: ADDITIONAL HCD INFORMATION

The Benefits of a Heritage Conservation District

According to the Ontario Heritage Tool Kit and recent studies by the University of Waterloo Heritage Resource Centre, there are many potential benefits associated with HCD designation. HCDs can help to:

- Create a coherent, community-based vision and goals for an area;
- Enhance the special qualities and character of an area;
- Foster a sense of place and community identity;
- Encourage compatible construction and alterations;
- Foster greater environmental sustainability through the reuse of existing buildings, infrastructure and materials;
- Create a sense of stability within an area;
- Attract visitors and tourists to an area; and
- Stimulate economic development and create jobs for skilled tradespeople.

These days, it is recognized that cultural heritage can be one of a community's greatest assets. When used properly, cultural heritage can play a key role in community revitalization and serve as a cornerstone for social and economic regeneration. Rather than being seen as an obstacle to development, it is increasingly understood as a catalyst, in particular, for small businesses and creative industries. The key to positioning cultural heritage as an asset is possessing an understanding of the nature of a place, its characteristics, qualities and development potential, and collaboration between the heritage and development sectors.

What does designation mean for property owners?

HCD designation is not intended to freeze an area in time, but rather to ensure that alterations to properties and new construction take into consideration and respect the special character and attributes of an area. In addition to the requirements to obtain a Heritage Permit prior to altering the exterior of a property (except in the case of a "minor alteration"), HCD designation can:

- Provide access to conservation advice from Town staff;
- Provide access to financial incentives, where programs exist;

- Help to protect property values; and
- Stimulate economic development within commercial areas.

It does not require property owners to:

- Maintain buildings beyond the requirements of the municipal Property Standards Bylaw;
- Restore buildings to a former appearance; or
- Obtain a Heritage Permit for identified “minor alterations” or routine maintenance work.

The difference between Part IV and V Designations

Under the *Ontario Heritage Act*, Part V designations recognize the cultural heritage value and character of defined areas, while Part IV designations address individually significant properties. A Part IV designation is established through the adoption of a municipal bylaw, which sets out the cultural heritage value and attributes of a property.

There are currently eight properties within the Village of Bolton HCD designated under Part IV of the *Ontario Heritage Act*. The principles and guidelines of the Village of Bolton HCD Plan apply to all Part IV designations within the HCD, in addition to the obligations associated with the individual Part IV designations. The designation of the District does not preclude the possibility of future Part IV designations within the District boundary.

APPENDIX 2: METHODOLOGY & COMMUNITY ENGAGEMENT

This Plan builds upon the research and documentation presented in the *Village of Bolton Heritage Conservation District Study (2014)*. In addition to regular meetings with Town of Caledon staff, an open community consultation process was undertaken throughout the development of the Plan, which exceeds the requirements set out in the *Ontario Heritage Act (2005)*.

Through extensive consultation in both the Study and Plan phases, the following input was received:

- Priorities - streetscape improvements (including pedestrian friendliness and movement), conserving the urban forest and natural valley setting and conserving and maintaining heritage buildings while also allowing for compatible new buildings.
- Concerns - potential impact on property values and introduction of a regulatory process.
- Property owners are interested in financial incentives for heritage conservation, but there has been low uptake in the CIP program possibly due to the perception that the application review process and level of financial grant offered are not balanced.

The design and content of the HCD Plan and Design Guidelines were also strongly influenced by community input:

- Topics covered in the Design Guidelines reflect concerns and comments raised at community meetings, property owner workshops and Stakeholder Advisory Committee meetings (e.g. guidelines for the enclosure of porches)
- Based on community feedback, the style and language of the Design Guidelines was developed to allow for flexibility in design.
- The style and format of the District Plan was informed

Stakeholder Advisory Committee:

- Ian Anderson, Heritage Caledon
- Nicholas Brooksbank, Commercial Property Owner and Business Owner
- Heather Broadbent, Albion-Bolton Historical Society
- Mark Cancian, Commercial Property Owner
- Jean Carberry, Commercial Property Owner and Business Owner
- Sally Drummond, Heritage Resource Officer, Town of Caledon
- Jerry Gorman, Residential Property Owner and Bolton Community Action Site Committee
- Valerie Mackie, Residential Property Owner
- Kelley Potter, Residential Property Owner
- Jimmy Pountney, BIA, Commercial Property Owner and Business Owner
- Verona Teskey, BIA, Commercial Property Owner and Business Owner
- Rex Teskey, BIA, Commercial Property Owner and Business Owner
- Bill Wilson, Residential Property Owner
- Maria Marignani, Commercial Property Owner
- Mary McFall, Residential Property Owner
- Tony Viola, BIA, Commercial Property Owner and Business Owner

Technical Advisory Committee:

- Natalie Lapos, Health, Region of Peel
- Brian Baird, Manager of Parks, Town of Caledon
- Casey Blakely, Manager of Development Wards 3,4 and 5, Town of Caledon
- Eric Chan, Public Works, Region of Peel
- Victoria Cox, Landscape Development Coordinator, Town of Caledon
- Sandra Dolson, Economic Development Officer, Town of Caledon
- Sally Drummond, Heritage Resource Officer, Town of Caledon
- Lucius Maitre, Manager, Engineering Services, Town of Caledon
- Melissa Mohr, Community Development Planner, Town of Caledon
- Laurie Nelson, Senior Manager of Development, Planning & Policy, Toronto and Region Conservation Authority
- Paula Strachan, Senior Development Planner, Urban Design, Town of Caledon
- Marisa Williams, Senior Policy Planner, Town of Caledon

by the community's desire for ease of use and for the inclusion of additional information and advice beyond the Design Guidelines (e.g. examples of appropriate garage doors, how to repair historic brickwork, etc.).

The following provides a concise summary of all community consultation:

- A "Bolton Heritage Conservation District" webpage (<http://www.caledon.ca/en/live/Bolton-Heritage-Conservation-District.asp>) was set up during the HCD Study Phase and continuously updated with all communications, presentation material and additional information throughout the HCD Plan phase.
- A community briefing on the proposed Heritage Conservation District and Plan was mailed to all property owners within the original HCD Study boundary in December 2014. It was also made available on the Bolton Heritage Conservation District webpage.
- During the HCD Study Phase, a Project Steering Committee, which comprised both local stakeholders and Town, Region and TRCA staff was initiated. However, in response to a strong desire by the community to have stronger commercial property owner representation, the group was broken down into an expanded Stakeholder Advisory Committee and a Technical Advisory Committee for the Plan phase.
- ERA Architects met with the Stakeholder Advisory Committee three times throughout the HCD Plan phase. This group consisted of local stakeholders, including residential and commercial property owners, business owners, members of the municipal heritage committee, local historical society and Business Improvement Area as well as Town staff. The purpose of these meetings was to discuss the proposed District designation, obtain feedback on the proposed

content and structure of the Plan and Design Guidelines and to discuss outcomes of the community consultation meetings. A key outcome of these meetings was the transfer of information between the committee members and their respective organizations within the community.

- ERA met with the Technical Advisory Committee twice throughout the HCD Plan phase. This group consisted of Town of Caledon, Region of Peel and Toronto and Region Conservation Authority staff, whose areas of expertise overlapped with the content and goals of the District Plan and Design Guidelines. The purpose of this group was primarily information sharing and the identification of potential policy conflicts and areas where the District Plan and other policy areas/projects could be mutually supportive.
- Three community consultation meetings were held on February 19, 2015, June 3, 2015 and October 6, 2015. The first meeting provided a recap of the HCD Study phase and the HCD concept, as well as introduced the next steps in designating an HCD and what an HCD Plan may contain. The first meeting also included a workshop component that analyzed the public realm components of the village and brainstormed future improvements. The purpose of the second meeting was to present the draft District Design Guidelines and elicit feedback as well as update the community on the HCD Plan process. The draft *Village of Bolton HCD Plan* was presented at the third community consultation meeting. A statutory Public Information Meeting will be held on November 11, 2015 to present the final draft of the *Village of Bolton Heritage Conservation District Plan*.
- An online questionnaire was made available on the Town's HCD webpage in early April 2015 and emailed to all parties who had provided email contact information at previous community consultation meetings in the HCD Study and Plan phases. A hard copy of the questionnaire was also mailed to all property owners within the original HCD Study boundary. The questionnaire sought further community input on the content of the Plan and Guidelines as well as on the community's vision for the future of the Village of Bolton.
- A Residential Property Owners Workshop and a Commercial Property Owners Workshop were held on April 29, 2015 and May 14, 2015 respectively, in order to provide a tailored presentation of the residential and commercial design guidelines and to get feedback from those directly affected by them. These workshops included an overview of the relevant draft design guidelines as well as a workshop component with smaller groups discussing individual guideline areas (e.g. windows,

storefronts, etc.). These workshops were instrumental in receiving constructive criticism and confirming that the project team was developing the design guidelines in a way that resonated with local desires and conditions.

- A presentation of the draft *Village of Bolton Heritage Conservation District Plan* was made to the Municipal Heritage Committee on October 19, 2015.

APPENDIX 3: POLICY REVIEW & RECOMMENDATIONS

Provincial Policy

There are three pieces of provincial legislation which affect the identification and protection of heritage resources in Ontario - the *Ontario Heritage Act*, *Provincial Policy Statement* and *Planning Act*. All three pieces are intended to complement one another:

Ontario Heritage Act, 2005

The *Ontario Heritage Act* (2005) represents the primary piece of provincial legislation that regulates the protection of heritage resources in Ontario. A property that has been formally recognized under provisions contained in the Act is referred to as a “designated” property. The Act enables municipalities to designate either individual properties or a distinct area that comprises a series of properties.

Under Part V, section 41 of the *Ontario Heritage Act*, a municipality may by by-law designate an area as a Heritage Conservation District. Section 41.1 requires municipalities to adopt a District Plan that identifies, among other things, the cultural heritage value of the District and provides guidelines and procedures to manage change and achieve stated objectives for the District.

Provincial Policy Statement, 2014

The purpose of the *Provincial Policy Statement*, issued under the *Planning Act*, is to provide municipalities in Ontario with policy direction on matters related to land use. As it relates to cultural heritage, section 2.6 of the *Provincial Policy Statement* states:

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

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

2.6.3 Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

Municipal and Regional Policy

The following policies, plans and reports of the Town of Caledon and Region of Peel were reviewed during the development of this Plan:

- *Official Plan* (Office Consolidation, November 2014) - including the *Bolton Core Area Secondary Plan*;
- *Zoning By-law 2006-50*;
- *Bolton Community Improvement Plan and Urban Design Guidelines*;
- *Bolton Landscape and Streetscape Plan (1984)*;
- *Property Standards By-law*;
- *Sign By-law*;
- *Caledon Tourism Strategy (2014)*.
- *Bolton Intensification Study* (in progress);
- *Bolton Special Policy Area Study* (in progress);
- *Bolton Transportation Master Plan - Region of Peel and Town of Caledon*;
- *Region of Peel's Active Transportation Study (2011)*; and

The *Village of Bolton HCD Study (2014)* provides a more detailed review of many of the above policies and reports. It is important to note that whenever the Town of Caledon reviews or revises municipal policies in the future, most significantly the *Official Plan* and *Zoning By-law*, opportunities to remove/amend conflicting policies and improve compatibility with the District policies and Design Guidelines should be undertaken in order to improve the implementation of the HCD Plan.

It is important to note that ***in the event of a conflict with any other municipal bylaw, the provisions of the District Plan prevail, but only to the extent that the conflict exists.***

The following table summarizes key policy comments and recommendations based on the above review. Careful consideration and implementation of these comments and recommendations will further strengthen and support the objectives of the Village of Bolton HCD Plan.

Policy	Comments & Recommendations
<i>Town of Caledon Official Plan</i>	
Section 3.3.3.4.3 (d)	<p><i>Summary:</i> Policy 3.3.3.4.3 of the Town of Caledon <i>Official Plan</i> sets out the required steps to be undertaken prior to designating an HCD in the Town of Caledon. Policy d) specifies that a District Committee will be established for each district to advise Council on matters pertaining to the district.</p> <p><i>Recommendation:</i> This policy should be carefully considered in the next <i>Official Plan</i> review with regards to the potential benefits and drawbacks of the establishment of a District Committee. For example, if a District Committee must comment on all Heritage Permit applications, the process could be unduly elongated and multiple District Committees may prove difficult for Town Staff to manage. However, there could be multiple benefits if the terms of reference for a Committee mandated an advocacy group and a representative to sit on Heritage Caledon. A District coordinator role/staff position should also be carefully considered in terms of improving community and staff liaison.</p>
Section 3.3.3.1.4 Cultural Heritage Surveys (CHS) Section 3.3.3.1.5 Cultural Heritage Impact Statements (CHIS)	<p><i>Summary:</i> In the event of a development application, these two policies of the Official Plan enable Town staff to require a Cultural Heritage Survey (an assessment of the cultural heritage resource and conservation recommendations) and a Cultural Heritage Impact Statement (an assessment of the potential impact of the proposed development and mitigation recommendations).</p> <p><i>Comment:</i> The HCD Plan states that a CHIS may be required as part of a Heritage Permit application to demolish or relocate a cultural heritage resource on a property that forms part of the District or is adjacent to a designated property.</p>

Policy	Comments & Recommendations
3.3.3.6.3 Density Bonuses	<p><i>Summary:</i> In the context of a development application, this policy allows for the consideration of increased density where cultural heritage resources are being conserved.</p> <p><i>Comment:</i> In principle, there may be opportunities to allow for density bonuses within the District. This would need to be evaluated on a case by case basis to ensure the proposed development conserved the cultural heritage value of the District and the heritage attributes of the property and adjacent properties, and that the new construction was in alignment with the District Design Guidelines.</p> <p>Public consultation yielded that parking requirements are a significant restraint on development potential. Alternates, such as shared parking and/or cash-in-lieu may encourage sensitive intensification that supports the commercial and social sustainability of the District.</p>

Bolton Core Area Secondary Plan, Official Plan

Section 7.3.4.2 c) High Density Residential Building Heights	<p><i>Summary:</i> This policy states that building heights shall not exceed the top of the valley ridge. Further, the building height should have minimal environmental impact and avoid the loss of privacy or views on existing residential properties.</p> <p><i>Recommendation:</i> The HCD Plan includes for the conservation of key viewscales within the District. An update to the Official Plan may want to stipulate that the placement, height and massing of new high density buildings should endeavour to preserve these historic viewscales, especially the backdrop of the valley, and the unique setting within the valley bowl.</p>
Section 7.3.5.2 c) vi) Commercial, mixed-use and residential development	<p><i>Summary:</i> The policy states that development should be built to the streetline.</p> <p><i>Recommendation:</i> Within this core area are commercially zoned streetscapes with historic house form buildings, for instance King Street East and King Street West, the west side of Queen Street South and the west side of Elm Street. In these instances, a new building or addition with zero front yard setback would be incompatible with the heritage character of the surrounding streetscape. This policy should be reviewed and revised to address the change in character between Queen Street North and King Street East and King Street West.</p>

Policy	Comments & Recommendations
<p>Zoning By-law 2006-50</p>	<p><i>Summary:</i> The District contains multiple zones including residential, commercial, institutional, open space and environmental policy area.</p> <p><i>Recommendation:</i> The only zone anticipated to conflict with the HCD Plan is the Core Commercial (CC). Similar to the Bolton Core Area Secondary Plan, the zoning conflicts with the residential built form, street character and setting of some areas within the District. This specifically relates to minimum front and side yard setbacks, and no requirement for a landscaping area. During any Zoning Bylaw update, the zoning in these areas should be revised to reflect the residential built form and streetscape character.</p> <p>There are a small number of institutionally zoned properties within the District. Any future redevelopment proposals should be assessed against the Statement of Cultural Heritage Value for the District and the applicable Design Guidelines for the area.</p>
<p>Bolton Community Improvement Plan (2009)</p>	<p><i>Summary:</i> The CIP includes a range of financial incentives programs for Bolton that relate to encouraging development or redevelopment, façade/building improvements/restoration, energy efficiency upgrades and landscape improvements.</p> <p><i>Recommendation:</i> Applications for these incentives should be reviewed in relation to the HCD Plan to ensure the proposed work is compatible with the District policies and Design Guidelines. In addition, every effort should be made by the Town of Caledon to streamline the CIP, Heritage Permit and Building Permit application processes to avoid duplication of requirements.</p>
<p>Bolton Urban Design Guidelines (2009)</p>	<p><i>Summary:</i> The Bolton Urban Design Guidelines is a companion document to the Bolton CIP. It provides additional guidance for community improvement through the identification of design principles and guidelines.</p> <p><i>Comment:</i> The Bolton Urban Design Guidelines identify design principles and guidelines for streetscapes, built form, site access, signage and open spaces. It does not address the residential streetscapes of the village and serves as a reference document only.</p>

Policy	Comments & Recommendations
<p>Designated Heritage Property Grant Program</p>	<p><i>Summary:</i> The Designated Heritage Property Grant Program offers matching grants of 50% of eligible costs to a maximum of \$4,000 per project for residential and institutional property owners of designated properties (under the <u>Ontario Heritage Act</u>).</p> <p><i>Recommendation:</i> With the designation of the Village of Bolton HCD, all residential and institutional property owners will become eligible for this grant. A review of the grant program should be undertaken to assess whether its budget can be expanded and/or whether to additionally include commercial properties as eligible.</p>
<p>Bolton Transportation Master Plan</p>	<p><i>Summary:</i> This Plan by the Region of Peel and the Town of Caledon proposes changes to the streetscape, most significantly on Queen Street, including parking location and design, modifications to street and sidewalk design, and public realm improvements.</p> <p><i>Comment:</i> A review of the Bolton Transportation Master Plan shows general compatibility with the District Design Guidelines as well as several policies, directions, and plans that directly support the objectives of the HCD Plan.</p>
<p>Bolton Special Policy Area (SPA) Study (in progress)</p>	<p><i>Summary:</i> The Bolton SPA Study, initiated by the Town of Caledon, involves the TRCA as technical and planning advisors, regulatory approval body and also requires endorsement from the Executive Board of the Toronto and Region Conservation Authority (TRCA) Board. This process must be in accordance with provincial guidelines and requires approval by the Ministers of the Ministry of Natural Resources and Forestry and the Ministry of Municipal Affairs and Housing. The SPA Study is being undertaken in three phases - Baseline Conditions, Planning Justification Report and Implementation. At present, the Baseline Conditions report is complete. The District overlaps with a large portion of the proposed SPA boundary.</p> <p><i>Comment:</i> Key considerations moving forward include ensuring that flood mitigation measures are compatible with the heritage character of the village, encouraging the uptake of CIP and heritage grants, and developing new incentive programs that help to offset the potential added cost and risk for development in the District.</p>

Policy	Comments & Recommendations
<p>Town of Caledon Intensification Strategy Study (in progress)</p>	<p><i>Summary:</i> The Town of Caledon Intensification Strategy identifies a range of intensification types.</p> <p><i>Comment:</i> All of the proposed intensification types appear to be compatible with the District. The District Design Guidelines provide the necessary guidance for the design of new construction and additions.</p>
<p>Sign By-law</p>	<p><i>Summary:</i> The existing Sign By-law prohibits signs other than Town of Caledon heritage structure plaques to be erected on designated heritage buildings. The existing Sign By-law does not make provisions for the use of projecting signs.</p> <p><i>Recommendation:</i> Building signage is an integral component of a dynamic commercial streetscape. The District Design Guidelines allow for multiple signage types found to be compatible with the heritage character of the District and its historic buildings.</p> <p>The Sign By-law should be updated to allow for new signage within the District as long as it complies with the Design Guidelines. Provisions for the use of projecting signs, specifically on commercial buildings, should be included in the signage by-law. Further, the height limit of the ground signs (currently max. 12'-0") should be reduced to be in keeping with the low rise character of the District.</p>
<p>Property Standards By-law</p>	<p><i>Summary:</i> Under Sections 35.3 and 45.1 of the <i>Ontario Heritage Act</i>, municipalities may pass a by-law that prescribes minimum standards for the maintenance of designated heritage properties. The Town of Caledon Property Standards By-law has no specific provision related to heritage properties.</p> <p><i>Recommendation:</i> The Town of Caledon may want to consider an update to the Property Standards By-law that includes for the repair and replacement of heritage attributes, alterations to heritage properties, measures to be undertaken in the event of vacant heritage properties, etc.</p>

Policy	Comments & Recommendations
<p>Woodlands By-law</p>	<p><i>Summary:</i> The Woodlands By-law protects the Town of Caledon’s woodlands and promotes good forestry practice, however, it only addresses woodlands that are at minimum 1.2 acres in size.</p> <p><i>Recommendation:</i> As a significant heritage attribute of the Village of Bolton HCD is its setting within the treed Humber River valley, the Town of Caledon should consider how best to preserve individual mature trees in urban settings.</p> <p>Specifically, there is no policy that addresses tree care, tree removals and preferred replacement species in urban settings where the tree canopy enhances the streetscape and neighbourhood ambience. For instance, many municipalities have tree preservation by-laws that require permits for the removal of trees that have a trunk diameter of 20-30cm or more, measured at 1.37m above the ground. The Town of Caledon should consider developing and implementing a tree preservation by-law.</p>
<p>Delegated Approval Authority By-law</p>	<p><i>Summary:</i> A delegated approval authority bylaw would provide delegated approval authority to Town staff to approve “Minor” Heritage Permits within the District.</p> <p><i>Recommendation:</i> The Town should develop and approve a delegated approval authority by-law in order to streamline the heritage permit process and the processing of Heritage Permits for more minor works within the District.</p>
<p>Property Tax Relief</p>	<p><i>Summary:</i> Under the <i>Municipal Act</i> (2001), municipalities can give tax relief to owners of eligible heritage properties by passing a by-law creating a heritage property tax relief program.</p> <p><i>Recommendation:</i> The Town of Caledon should consider developing and implementing a property tax relief program, which would provide a meaningful financial incentive for owners of properties within the Village of Bolton HCD who wish to carry out improvements to their properties.</p>

APPENDIX 4: STANDARDS 1-14 OF PARKS CANADA'S STANDARDS AND GUIDELINES FOR THE CONSERVATION OF HISTORIC PLACES IN CANADA

THE STANDARDS

The Standards are not presented in a hierarchical order. All standards for any given type of treatment must be considered, and applied where appropriate, to any conservation project.

General Standards for Preservation, Rehabilitation and Restoration

1. Conserve the *heritage value* of an *historic place*. Do not remove, replace or substantially alter its intact or repairable *character-defining elements*. Do not move a part of an historic place if its current location is a character-defining element.
2. Conserve changes to an *historic place* that, over time, have become *character-defining elements* in their own right.
3. Conserve *heritage value* by adopting an approach calling for *minimal intervention*.
4. Recognize each *historic place* as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5. Find a use for an *historic place* that requires minimal or no change to its *character-defining elements*.
6. Protect and, if necessary, stabilize an *historic place* until any subsequent *intervention* is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of *character-defining elements* to determine the appropriate *intervention* needed. Use the gentlest means possible for any intervention. Respect *heritage value* when undertaking an intervention.
8. Maintain *character-defining elements* on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving *prototypes*.
9. Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the *historic place* and identifiable on close inspection. Document any intervention for future reference.

Additional Standards Relating to Rehabilitation

- 10.** Repair rather than replace *character-defining elements*. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the *historic place*.
- 11.** Conserve the *heritage value* and *character-defining elements* when creating any new additions to an *historic place* or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- 12.** Create any new additions or related new construction so that the essential form and integrity of an *historic place* will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

- 13.** Repair rather than replace *character-defining elements* from the *restoration* period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
- 14.** Replace missing features from the *restoration* period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

APPENDIX 5: BUILDING INVENTORY - SUMMARY

revised as per OMB File No. MM160012 - Attachment 1 to final Order, issued March 5 2018

CIVIC ADDRESS	ARCHITECTURAL STYLE	ESTIMATED PERIOD OF CONSTRUCTION	HERITAGE EVALUATION
18 ANN ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
28 ANN ST	Post-war	1945 - present / 1939 FIP	Non-contributing
50 ANN ST	Post-war	1945 - present / 1939 FIP	Non-contributing
60 ANN ST	Post-war	1945 - present / 1939 FIP	Non-contributing
166 CENTENNIAL DR (Anglican Cemetery)	Monument	circa 1822 (including circa 1990s cairn)	Contributing
166 CENTENNIAL DR (Methodist Cemetery)	Monument	circa 1848/50 (land purchased/registered)	Contributing
166 CENTENNIAL DR (Anglican Cemetery)	Italianate	circa 1901/Laurel Hill Cemetery Designation Report	Contributing
389 CENTENNIAL DR (Dead House)	Octagon	circa 1894/Laurel Hill Cemetery Designation Report	Contributing
389 CENTENNIAL DR (Cenotaph)	Cenotaph	circa 1921	Contributing
7 CHAPEL ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
11 CHAPEL ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
15 CHAPEL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
17 CHAPEL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
21 CHAPEL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
25 CHAPEL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
33 CHAPEL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
47 ELIZABETH ST	Post-war	1945 - present / 1939 FIP	Non-contributing
48 ELIZABETH ST	Post-war	1945 - present / 1939 FIP	Non-contributing
49 ELIZABETH ST	Post-war	1945 - present / 1939 FIP	Non-contributing
14 ELM ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
18 ELM ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
21 ELM ST	Neoclassical	1873 - 1904 / BHRI	Contributing
24 ELM ST	Vacant	Not applicable (N/A)	Non-contributing
27 ELM ST	Victorian Gothic	1823 - 1859 / 1854 Prosser & ABHS	Contributing
2 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
11 JANE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
19 JANE ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
24 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
26 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
27 JANE ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
30 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
33 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
34 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
40 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
41 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
47 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
60 JANE ST	Post-war	1945 - present / 1939 FIP	Non-contributing

CIVIC ADDRESS	ARCHITECTURAL STYLE	ESTIMATED PERIOD OF CONSTRUCTION	HERITAGE EVALUATION
2 KING ST E	Post-war	1945 - present / 1939 FIP	Non-contributing
15 KING ST E	Gothic Revival	1905 - 1945 / BHRI	Contributing
21 KING ST E	Undetermined	1823 - 1859 / ABHS & BHRI	Contributing
27 KING ST E	Post-war	1945 - present / 1939 FIP	Non-contributing
37 KING ST E	Victorian Gothic	1823 - 1859 / ABHS	Contributing
49 KING ST E	Victorian Gothic	1823 - 1859 / ABHS	Contributing
67 KING ST E	Post-war	1945 - present / 1939 FIP	Non-contributing
70 KING ST E	Victorian Gothic	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
74 KING ST E	Neoclassical	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
75 KING ST E	Edwardian Classical	1873 - 1904 / ABHS	Contributing
82 KING ST E	Edwardian Classical	1905 - 1945 / BHRI	Contributing
83 KING ST E	Victorian Gothic	1873 - 1904 / BHRI	Contributing
88 KING ST E	Edwardian Classical	1905 - 1945 / BHRI	Contributing
94 KING ST E	Victorian Gothic	1860 - 1872 / ABHS	Contributing
97 KING ST E	Regency	1823 - 1859 / ABHS	Contributing
102 KING ST E	Neoclassical	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
112 KING ST E	Neoclassical	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
122 KING ST E	Victorian Gothic	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
132 KING ST E	Victorian Gothic	1823 -1859 / ABHS & 1859 Tremaine & 1854 Prosser	Contributing
8 KING ST W	Italianate	1873 - 1904 / BHRI & 1904 FIP	Contributing
11 KING ST W	Victorian Gothic	1873 - 1904 / BHRI & 1904 FIP	Contributing
12 KING ST W	Second Empire	1873 - 1904 / BHRI & 1904 FIP	Contributing
15 KING ST W	Ontario Cottage	1873 - 1904 / BHRI & 1904 FIP	Contributing
19 KING ST W	Ontario Cottage	1873 - 1904 / ABHS & 1904 FIP	Contributing
20 KING ST W	Victorian Gothic	1873 - 1904 / BHRI & 1904 FIP	Contributing
23 KING ST W	Victorian Gothic	1873 - 1904 / BHRI	Contributing
28 KING ST W	Neoclassical	1873 - 1904 / ABHS	Contributing
32 KING ST W	Victorian Gothic	1873 - 1904 / ABHS	Contributing
33 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
43 KING ST W	Post-war	1945 - present / 1939 FIP	Non-contributing
52 KING ST W	Victorian Gothic	1873 - 1904 / BHRI	Contributing
53 KING ST W	Edwardian Classical	1904 - 1945 / ABHS	Contributing
58 KING ST W	Bungalow	1905 - 1945 / BHRI	Contributing
63 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
64 KING ST W	Italianate	1873 - 1904 / BHRI	Contributing
69 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
75 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing

CIVIC ADDRESS	ARCHITECTURAL STYLE	ESTIMATED PERIOD OF CONSTRUCTION	HERITAGE EVALUATION
78 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
81 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
85 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
88 KING ST W	Bungalow	1905 - 1945 / BHRI	Contributing
91 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
96 KING ST W	Italianate	1873 - 1904 / BHRI	Contributing
99 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
102 KING ST W	Victorian Gothic	1873 - 1904 / BHRI	Contributing
105 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
110 KING ST W	Victorian Gothic	1873 - 1904 / BHRI	Contributing
113 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
118 KING ST W	Edwardian Classical	1905 - 1945 / BHRI	Contributing
9 MILL ST	Undetermined	1905 - 1945 / BHRI	Non-contributing
15 MILL ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
23 MILL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
25 MILL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
26 MILL ST	Neoclassical	1823 - 1859 / ABHS & 1854 Prosser & 1859 Tremaine	Contributing
34 MILL ST	N/A - vacant	N/A	N/A
35 MILL ST	Neoclassical	1860 - 1872 / ABHS	Contributing
54 MILL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
61 MILL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
65 MILL ST	Post-war	1945 - present / 1939 FIP	Non-contributing
8 NANCY ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
11 NANCY ST	Neoclassical	1873 - 1904 / BHRI	Contributing
16 NANCY ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
19 NANCY ST	Bungalow	1905 - 1945 / BHRI	Contributing
22 NANCY ST	Victorian Gothic	1873 - 1904 / ABHS	Contributing
25 NANCY ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
31 NANCY ST	Italianate	1873 - 1904 / BHRI	Contributing
34 NANCY ST	Edwardian Classical	1873 - 1904 / ABHS	Contributing
38 NANCY ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
45 NANCY ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
50 NANCY ST	Post-war	1945 - present / 1939 FIP	Non-contributing
51 NANCY ST	Post-war	1945 - present / 1939 FIP	Non-contributing
56 NANCY ST	Ontario Cottage	1873 - 1904 / BHRI	Contributing
68 NANCY ST	Post-war	1945 - present / 1939 FIP	Non-contributing
72 NANCY ST	Undetermined	1905 - 1945 / BHRI	Contributing
78 NANCY ST	Post-war	1945 - present / 1939 FIP	Non-contributing
84 NANCY ST	Post-war	1945 - present / 1939 FIP	Non-contributing
2, 4 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
1, 3 QUEEN ST N	Italianate	1823 - 1859 / ABHS	Contributing
5, 7, 9 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing

CIVIC ADDRESS	ARCHITECTURAL STYLE	ESTIMATED PERIOD OF CONSTRUCTION	HERITAGE EVALUATION
6, 8 QUEEN ST N	Post-war	1945 - present	Non-contributing
11 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
15 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
17 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
19 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
20 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
23 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
25 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
28 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
29 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
33 QUEEN ST N	Post-war	1945 - present / ABHS	Non-contributing
39 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
40 QUEEN ST N	Edwardian Classical	1905 - 1945 / BHRI	Contributing
42 QUEEN ST N	Victorian Gothic	1904 - 1945 / ABHS	Contributing
43 QUEEN ST N	Italianate	1904 - 1945 / BHRI	Contributing
46 QUEEN ST N	Undetermined	1873 - 1904 / BHRI & ABHS	Contributing
49 QUEEN ST N	Undetermined	1860 - 1872 / ABHS	Non-contributing
51 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
56 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
62 QUEEN ST N	Undetermined	1905 - 1945 / 1939 FIP	Non-contributing
63 QUEEN ST N	Undetermined	1823 - 1859 / ABHS	Contributing
90 QUEEN ST N	Bungalow	1905 - 1945 / BHRI	Contributing
96 QUEEN ST N	Italianate	1873 - 1904 / BHRI	Contributing
102 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
107 QUEEN ST N (Bolton Congregational)	Cemetery/Monument	Cemetery c.1843 & Cairn c.1990s	Contributing
110 QUEEN ST N	Neoclassical	1873 - 1904 / BHRI	Contributing
116 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
120 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
124 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
126 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
132 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
134 QUEEN ST N	Post-war	1945 - present / 1939 FIP	Non-contributing
2-4 QUEEN ST S	Italianate	1873 - 1904 / BHRI	Contributing
6 QUEEN ST S	Victorian Gothic	1823 - 1859 / ABHS	Contributing
15 QUEEN ST S	Post-war	1945 - present / 1939 FIP	Non-contributing
20 QUEEN ST S	Edwardian Classical	1905 - 1945 / 1939 FIP	Contributing
26 QUEEN ST S	Edwardian Classical	1873 - 1904 / ABHS	Contributing
34 QUEEN ST S	Italianate	1873 - 1904 / BHRI	Contributing
38 QUEEN ST S	Edwardian Classical	1905 - 1945 / BHRI	Contributing
43 QUEEN ST S	Undetermined	1823 - 1859 / ABHS & 1854 Prosser & 1859 Tremaine	Non-contributing
62 QUEEN ST S	Post-war	1945 - present / 1939 FIP	Non-contributing

CIVIC ADDRESS	ARCHITECTURAL STYLE	ESTIMATED PERIOD OF CONSTRUCTION	HERITAGE EVALUATION
48 STERNE ST	Edwardian Classical	1873 - 1904 / ABHS	Contributing
49 STERNE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
52 STERNE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
56 STERNE ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
20 TEMPERANCE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
21 TEMPERANCE ST	Edwardian Classical	1905 - 1945 / BHRI	Contributing
24 TEMPERANCE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
26 TEMPERANCE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
34 TEMPERANCE ST	Victorian Gothic	1873 - 1904 / BHRI	Contributing
40 TEMPERANCE ST	Post-war	1945 - present / 1939 FIP	Non-contributing
46 TEMPERANCE ST	Post-war	1945 - present / 1939 FIP	Non-contributing

APPENDIX 6: BUILDING INVENTORY - CONTACT SHEETS

ANN STREET



018 Ann St



028 Ann St



050 Ann St



060 Ann St

CENTENNIAL DRIVE



166 Centennial Dr_1



166 Centennial Dr_2



389 Centennial Dr_1



389 Centennial Dr_2



389 Centennial Dr_3

CHAPEL STREET



007 Chapel St



011 Chapel St



015 Chapel St



017-025 Chapel St



033 Chapel St

ELM STREET



014 Elm St



018 Elm St



021 Elm St



024 Elm St



027 Elm St

JANE STREET



002 Jane St



011 Jane St



019 Jane St



024 Jane St



026 Jane St



027 Jane St



030 Jane St



033 Jane St



034 Jane St



040 Jane St



041 Jane St



047 Jane St

JANE STREET



060 Jane St

KING STREET EAST



002 King St E



015 King St E



021 King St E



027 King St E



037 King St E



049 King St E



067 King St E



070 King St E



074 King St E



075 King St E



082 King St E



083 King St E

KING STREET EAST



088 King St E



094 King St E



097 King St E



102 King St E



112 King St E



122 King St E



132 King St E

KING STREET WEST



008 King St W



011 King St W



012 King St W



015 King St W



019 King St W



020 King St W



023 King St W



028 King St W



032 King St W



033 King St W



043 King St W



052 King St W

KING STREET WEST



053 King St W



058 King St W



063 King St W



064 King St W



069 King St W



075 King St W



078 King St W



081 King St W



085 King St W



088 King St W



091 King St W



096 King St W

KING STREET WEST



099 King St W



102 King St W



105 King St W



110 King St W



113 King St W



118 King St W

MILL STREET



009 Mill St



015 Mill St



023 Mill St



025 Mill St



026 Mill St



034 Mill St



035 Mill St



054 Mill St



061 Mill St



065 Mill St

NANCY STREET



008 Nancy St



011 Nancy St



016 Nancy St



019 Nancy St



022 Nancy St



025 Nancy St



031 Nancy St



034 Nancy St



038 Nancy St



045 Nancy St



050 Nancy St



051 Nancy St

NANCY STREET



056 Nancy St



068 Nancy St



072 Nancy St



078 Nancy St



084 Nancy St

QUEEN STREET NORTH



001,003,005,007&009 Queen St N



002,004,006&008 Queen St N



011&015 Queen St N



017&019 Queen St N



020 Queen St N



023&025 Queen St N



028 Queen St N



029&033 Queen St N



039 Queen St N



040 Queen St N



042 Queen St N



043 Queen St N

QUEEN STREET NORTH



046 Queen St N



049 Queen St N



051 Queen St N



052&056 Queen St N



062 Queen St N



063 Queen St N



090 Queen St N



096 Queen St N



102 Queen St N



107 Queen St N



110 Queen St N



116 Queen St N

QUEEN STREET NORTH



120 Queen St N



124&126 Queen St N



132 Queen St N.



134 Queen St N

QUEEN STREET SOUTH



002&004 Queen St S



006 Queen St S



015 Queen St S



020 Queen St S



026 Queen St S



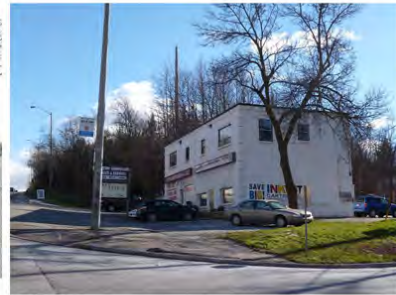
034 Queen St S



038 Queen St S



043 Queen St S



062 Queen St S

STERNE STREET



048 Sterne St



049 Sterne St



052 Sterne St



056 Sterne St

TEMPERANCE STREET



020 Temperance St



021 Temperance St



024&026 Temperance St



034 Temperance St



040 Temperance St



046 Temperance St

APPENDIX 7: GLOSSARY OF KEY TERMS

Adaptive re-use: The process of reusing an old building for a purpose other than that for which it was originally built or designed.

Architrave: In classical entablature, it is the lowest part of the entablature consisting of the architrave, frieze and cornice. However, it is used to refer more generally to a style of mouldings (or other elements) framing the top of a door, window or other rectangular opening, where the horizontal “head” casing extends across the tops of the vertical side casings where the elements join.

Bulb-out: A curb extension, primarily used to extend the sidewalk area, reducing the crossing distance and allowing pedestrians about to cross and approaching vehicle drivers to see each other when vehicles parked in a parking lane would otherwise block visibility.

Conservation: All actions or processes aimed at safeguarding the cultural heritage value and heritage attributes of an historic place to extend its physical life.

Elevation: A scaled drawing of a building or structure seen from one side, a flat representation, showing dimensions and architectural details. Also used to describe the front, rear or side of a building (e.g. the rear elevation is in poor condition).

Façade: The front or principle elevation of a building.

Hard standing: A hard surface on which vehicles, such as cars, may be parked.

Hardscape: In landscaping, hardscape refers to aspects of the built environment, including paved areas like streets and sidewalks.

Heritage Tree: A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features. A living relic that displays evidence of cultural modification by Aboriginal or non-Aboriginal people, including strips of bark or knot-gree wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail. A prominent community landmark. A specimen associated with a historic person, place, event or period. A representative of a crop grown by ancestors and their successors that is at risk of disappearing from cultivation. A tree associated with local folklore, myths, legends, or traditions. (Aird, Paul. 2005. *Forestry Chronicle* 8 (14). July/August 2005. pg. 593)

Historic: Used to describe an inherited resource (structure, building, component of a building or structure, cultural heritage landscape etc.) that is valued for its contribution to our understanding of architectural, cultural, social, political, economic, or military history.

In-kind: The repair or replacement of a building or individual component using the same form, material, and detailing as the existing.

Lintel: A horizontal architectural member supporting the weight above an opening, such as a window or door.

Minor alterations: Alterations that are minor in nature and have been evaluated as having a neutral impact on the cultural heritage value and attributes of the Village of Bolton Heritage Conservation District.

Minor repairs: Work to components of a building element such as the replacement of a bottom rail of a window sash, panel mouldings on a front door, part of an eave fascia board, a tread on entrance steps or a small area of roof shingles/covering.

Municipal Heritage Committee: Under the *Ontario Heritage Act*, a municipality may by bylaw establish a Municipal Heritage Committee to advise and assist the Council on matters relating the *Ontario Heritage Act* and other local heritage matters.

Preservation: Protecting, maintaining and stabilizing the existing form, material and integrity of an historic place or individual component.

Public Realm: Within the District, the public realm includes all exterior places, linkages and built form elements that are physically and/or visually accessible regardless of ownership. These elements include, but are not limited to, streets, sidewalks, trails, bridges, parks, valley slopes, the Humber River, view corridors, front yards and building interfaces.

Qualified heritage consultant: A heritage professional who has CAHP (Canadian Association of Heritage Professionals) accreditation.

Reasonable Repair: When the severity of deterioration makes repair of a building component impractical and financially burdensome.

Rehabilitation: The sensitive adaptation of an historic place or individual component for a continuing or compatible use.

Restoration: The action or process of accurately revealing, recovering or representing the state of an historic place or individual component as it appeared at a particular period in its history.

Roof form: Used to refer to the various shapes of rood construction. For example, flat, gable, hip, gambrel, dutch gable etc.

Soft landscaping: A term used to describe the vegetative materials which are used to improve a landscape by design. A range of soft landscape materials exist, including grasses, flowers, shrubs, trees etc.

Wall system: Term used to describe various ways of constructing the envelope or enclosure of a building.

APPENDIX 8: SOURCES

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APPENDIX 9: PROJECT PERSONNEL

EDWIN ROWSE, PRINCIPAL, OAA, FRAIC, CAHP

Edwin J. Rowse, OAA, FRAIC, CAHP, is a registered architect in Ontario with thirty-five years of experience in the field of historical architecture. He specializes in the renovation of existing buildings and in the conservation and restoration of historic buildings.

After graduating from the University of Edinburgh, he worked in London, England, for nine years for Donald W. Insall and Associates, an internationally recognized firm of restoration architects. His work included the interior restoration of the principal chambers in the Houses of Parliament in London. In 1984 he moved to Toronto, where he worked for two firms with heritage expertise before starting his own practice in 1990. He has been in partnership with Michael McClelland since 1994.

Edwin's experience covers a broad range of historical building types, styles, construction technologies and decorative finishes, including high-quality masonry, woodwork, carving and gilding. His familiarity with restoration approaches and techniques in Europe and North America is complemented by long experience in contract administration, site review and budget estimating.

ALEXANDRA ROWSE-THOMPSON, PLANNER

Having received her Master's Degree in Environmental Design (Planning) from the University of Calgary, Alex went on to work as a Conservation and Design Officer for municipal government in the United Kingdom. In this role, she provided design consultation for a range of projects, from small repairs and restorations to the adaptive reuse of entire sites, including a disposed WWI seaplane base and a 19th-century Royal Engineers Depot. She was also closely involved in writing a number of municipal heritage policy and design guidelines documents.

At ERA, Alex applies her broad base of conservation knowledge to community consultation, building condition assessments, and a wide range of studies, plans, guidelines, and other heritage planning processes. In all her work, Alex advocates for an integrated approach to cultural heritage conservation and planning policy and practice, an approach she believes is essential to creating and sustaining quality places.

LINDSAY REID, ASSOCIATE, OAA, CAHP, LEED AP

Lindsay Reid, OAA, CAHP, LEED AP, is a licensed architect with more than fifteen years of experience in the field of heritage conservation. She has a special interest in the conservation of our cultural institutions as well as the protection and appreciation of our modern heritage. As a LEED accredited professional she revisits traditional methods and technologies as a means to inform sustainable solutions.

In her role as a project architect/manager Lindsay has accumulated experience in all stages of research, building analysis, design, contract documents, field review and project administration for restoration and renovation projects. Lindsay has worked on many award-winning projects including Ruthven Park NHS, the Distillery District NHS and, as a volunteer, the 1953-2003 TSA Guide Map to post war architecture in Toronto.

Lindsay's experience as a heritage planner for the City of Toronto provided her with the opportunity to develop project management, negotiation and public consultation skills and gain a comprehensive understanding of heritage and planning policy.