



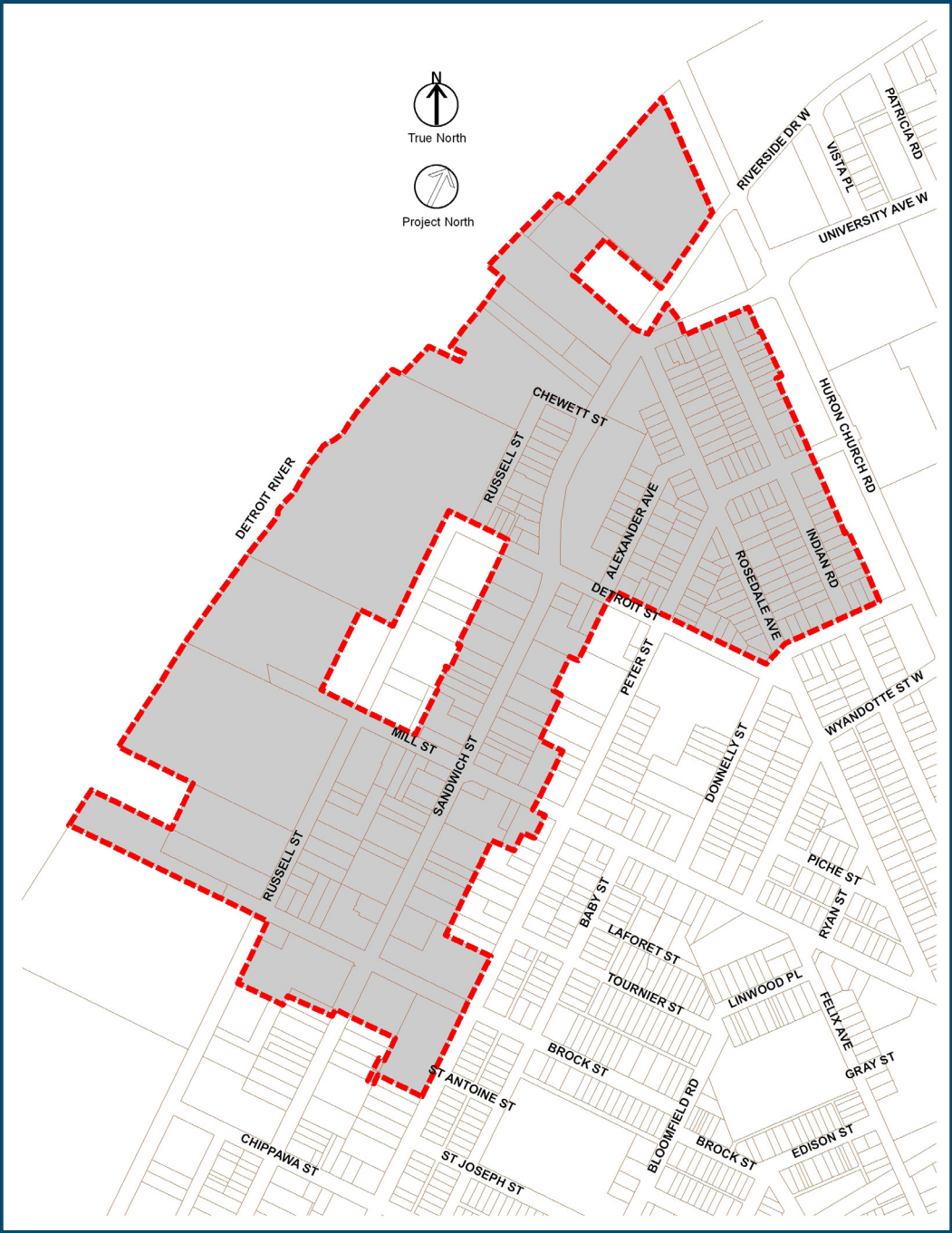
The Sandwich Heritage Conservation District Conservation Plan Final Report



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Effective October 19, 2012



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1.0 INTRODUCTION

1.1 BACKGROUND

The City of Windsor has a strong interest in the protection and management of its heritage resources and has already designated Prado Place as a Heritage Conservation District under Part V of the Ontario Heritage Act. Interest in potential designation of some or all of Sandwich was in part due to its well-established cultural and architectural history. Initial interest in heritage district designation for Sandwich began as early as the late 1970s; renewed interest resulted from recommendations presented in the recent Olde Sandwich Towne Community Planning Study Report (2006) prepared by the City of Windsor. Formal initiation of the Sandwich Heritage Conservation District (HCD) study began in September 2006, at which time Stantec Consulting, in association with Stephen J. Mawdsley Architects, Ecoplans Limited and Michael Baker (historian), were contracted to undertake the study.

The study area investigated during Phase 1 comprised the “pie”, a relatively large area in northwest Windsor bounded by the Detroit River, Huron Church Road and Prince Road as shown in Figure 1.

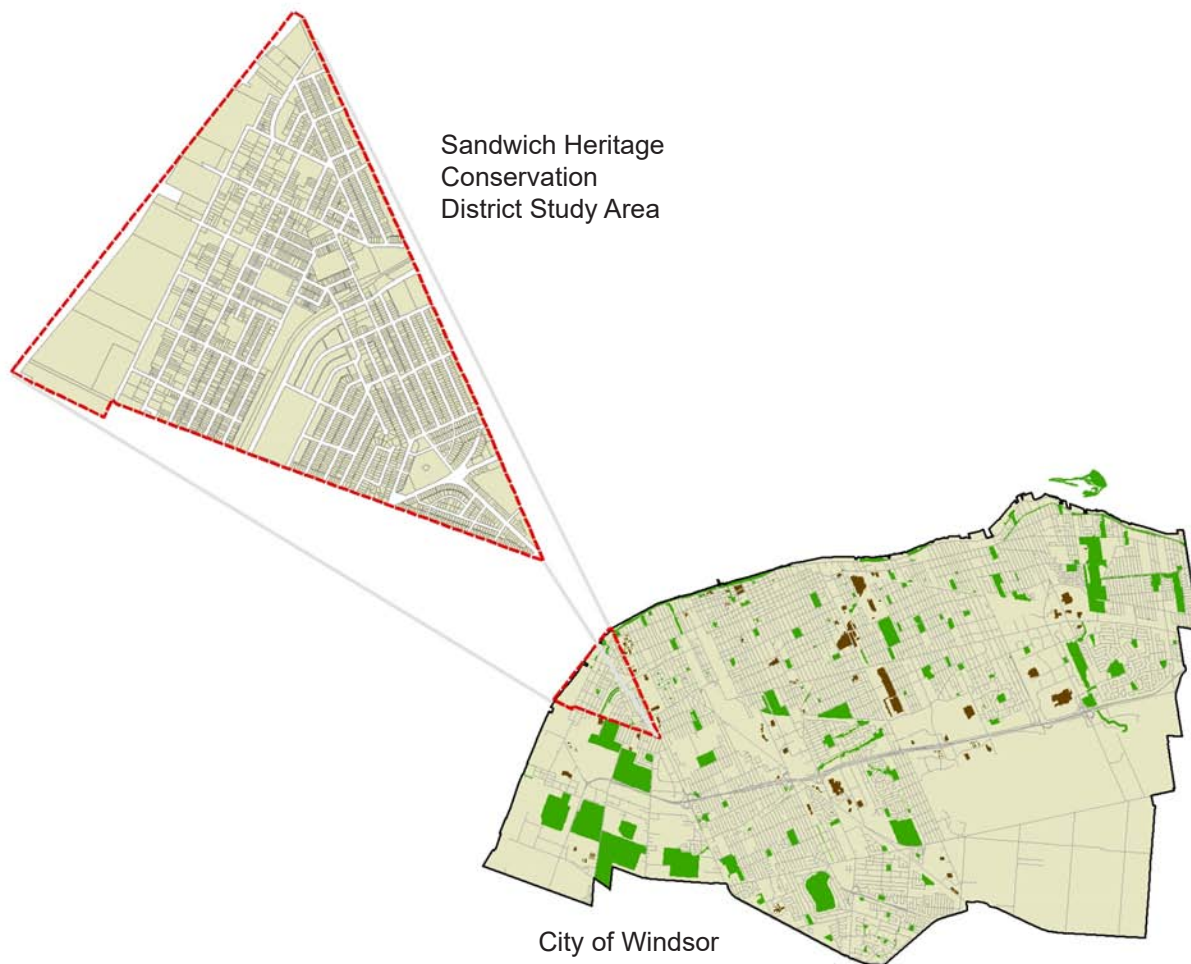


Figure 1 – Location of the Sandwich Study Area within Windsor

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The Sandwich Heritage Conservation District Study consists of two phases. Phase 1 focused on the inventory and assessment of architectural and streetscape characteristics, along with research and analysis of the historical and planning context of the area. Phase 1 was completed in June 2007 and concluded that part of the study area met the City's Official Plan criteria for designation as a heritage conservation district under Part V of the Ontario Heritage Act. This area consisted of two relatively distinct sections including the historic commercial / institutional core and the majority of a generally well-maintained and finely detailed 1920s subdivision in the Rosedale / Alexander area, as shown in Figure 2. Additional properties on the fringes of these areas were also identified as requiring further investigation to determine whether they should be included in the ultimate boundary of the heritage conservation district. As a result of the study's conclusions, Windsor City Council approved the initiation of Phase 2 to prepare the Heritage Conservation District Plan for Sandwich.

Stantec Consulting, in association with Stephen J. Mawdsley Architects, Ecoplans Limited and Michael Baker, historian, was also contracted to undertake Phase 2, which began in the summer of 2007. As in Phase 1, a Steering Committee composed of local residents, representatives from Windsor's Heritage Committee and the City of Windsor staff has also provided input and assistance to the study.

Public consultation is a key component of both phases of the Sandwich Heritage Conservation District Study. In Phase 1, this consisted of two public meetings to review study findings, obtain input and present draft recommendations, meetings with the Steering Committee, a presentation to the Windsor Heritage Committee (WHC) and questionnaires.

Phase 2 has also had significant public involvement, including meetings with the Steering Committee, WHC, two public meetings along with questionnaires distributed to the community. These have served to inform local residents and property owners about the Conservation Plan, its guidelines and recommendations and, more importantly, to obtain input from these parties and identify issues and concerns.

1.2 PURPOSE OF THE HERITAGE CONSERVATION DISTRICT PLAN

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

- (a) A statement of objectives to be achieved in designating the area as a heritage conservation district;
- (b) A statement explaining the cultural heritage value or interest of the heritage conservation district;
- (c) A description of the heritage attributes of the heritage conservation district and of properties in the district;

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- (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.

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

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

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

The Conservation District Plan also refined the boundary of the heritage conservation district for that area identified for 'further study and refinement' in Phase 1 of the study.

1.3 FORMAT OF THE HERITAGE CONSERVATION DISTRICT PLAN

The Sandwich Heritage Conservation District Plan is organized as follows:

PART A – BACKGROUND

- Background and Purpose of Conservation Plan

PART B – RATIONALE FOR DESIGNATION

- Reasons for designation (heritage character statement) for Sandwich;
- Recommended Heritage Conservation District Boundary;

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PART C – PRINCIPLES, POLICIES AND IMPLEMENTATION

- Overview of conservation principles, goals and objectives that provide the framework for the conservation plan and design guidelines;
- Policies to provide direction for the management of change in the Sandwich Heritage Conservation District;
- Implementation recommendations relating to Official Plan policies, land use, zoning by-laws, and other regulations and permit approval processes.
- A description of the heritage alteration permit approvals process along with information on where to obtain assistance and advice when contemplating work.

PART D - GUIDELINES

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

PART E – HELPFUL RESOURCES

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

1.4 IMPLICATIONS OF HERITAGE CONSERVATION DISTRICT DESIGNATION

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

Generally, it is the streetscape that is the focus of a heritage conservation district – as a result, policies and guidelines are put in place to provide direction about what kinds of alterations, additions or new construction will be considered appropriate. Heritage alteration permits are generally required for major alterations and additions that are visible from the street or other public spaces such as laneways and

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parks, as well as new construction. Minor alterations, or additions and renovations to the side or rear of buildings may not require heritage alteration permits if they are not visible from streets or public spaces, although conservation guidelines may still be provided to assist with maintenance and repair of certain building elements. The interior of buildings is not affected in any way within a heritage conservation district.

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

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

- The protection and management of heritage assets including architecture, landscape and history;
- Additional information and guidance to homeowners who are undertaking restoration, renovation and redevelopment;
- Potential financial assistance through grants and tax relief programs for renovation and restoration;
- A source of new promotion and tourism initiatives such as walking tours, interpretive features;
- Increased community stability.

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

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2.0 HERITAGE DISTRICT BOUNDARY AND CHARACTERISTICS

2.1 REASONS FOR DESIGNATION

Windsor's Official Plan recognizes that heritage resources may occur by designating groups of buildings and areas as heritage Conservation Districts under the Ontario Heritage Act. Heritage Conservation Districts are required by the City of Windsor Official Plan to meet one or more of the following criteria:

1. The area may be comprised of buildings, structures or parts thereof, and sites or landscapes of architectural and/or historical significance meeting the criteria established in Policy 9.3.3.2; and
2. The area may also include other buildings, structures, sites or landscapes which do not individually merit designation, but which constitute infilling among properties of architectural and/or historical significance and are necessary for the conservation of the overall character of the area.

Specific criteria defined in Section 9.3.3.2 of the City of Windsor Official Plan include the following;

- The property is to be associated with an important person or group of persons or have played a role in an important historical event;
- The building or structure will have distinguishing architectural characteristics (type, style or method of construction or be a notable example of work by an early master builder, designer or significant architect);
- The building or structure will be a rare example of a formerly more common architectural type or method of construction, or be a rare surviving example of work by an early master builder, designer or significant architect;
- The property is associated with the past living/working environment of a significant element of Windsor's population or have been associated with an important aspect of the city's political, economic, social or technological development; or
- The property be recognized as a long-standing landmark or is considered to contribute positively to the cityscape due to aesthetic value.
- The property exhibits sufficient features of architectural and/or historical value to merit designation in its present condition, or, unless funds have been committed for its restoration, with only such restoration work as an owner of the building or structure might reasonably be expected to undertake.

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Heritage District Boundary and Characteristics

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2.2 RECOMMENDED HERITAGE DISTRICT BOUNDARY

Phase 1 of the Sandwich HCD study concluded that a logical heritage conservation district boundary would incorporate two distinct areas of the overall original study boundary, including the historic commercial/institutional core of Sandwich which extends from Detroit Street to south of Brock Street and a large majority of the 1920s subdivision in the Rosedale and Alexander area. Several areas were identified as areas for further review and analysis in Phase 2. As a result of further investigation, revisions have been made to the boundary recommended in the Phase 1 report. The Recommended Heritage Conservation District boundary is shown in Figure 3. The boundary is generally consistent with that proposed in Phase 1; very minor alterations have been made as a result of the additional analysis of the area. Rationale for this boundary is as follows:

2.2.1 Overall Characteristics

- It protects the area identified as symbolizing the “four corners” of education, religion, justice and freedom of assembly (Sandwich and Brock area);
- There are a number of buildings in the commercial/institutional core, as well as the residential subdivision, which have significant architectural features and/or associations with significant persons and historical events;
- It includes several long-standing landmarks such as Mackenzie Hall, the post office, St. John’s Church and Cemetery, Dominion House, W. McKee House and others that contribute positively to the cityscape;
- The two areas combined incorporate most of the key buildings previously listed or designated in Sandwich and will allow for the protection of these structures and the intervening buildings and landscape features that contribute to the area’s heritage character as a whole;
- Redevelopment pressures may be greater in these two areas given their proximity to the riverfront and the university. Designation will not freeze the area as it is, but will provide the opportunity for greater guidance for future change in these and adjacent areas;
- There are strong associations with important aspects of the City’s political and social development (e.g. – connections to War of 1812, First Nations, County government);
- The undeveloped property extending to the Detroit River, directly to the west of the Duff-Baby House has been added. The house is the only surviving structure in the area whose orientation is toward the river and the open space to the west will allow a continuation of the unobstructed view of the river from the Duff-Baby house; (This area has been added to the district despite not being considered in Phase 1 for further study. During the course of additional investigation into the specified areas, it was determined this area was initially overlooked) and
- The location of Sandwich was largely decided by the river and to a certain extent its economic development was aided by its shore line location. A series of wharfs and slips existed along this stretch of the river from earliest times to the present. One such slip, now abandoned sits opposite

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Heritage District Boundary and Characteristics

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the block of Russell containing the Duff Baby House and adjacent dwellings. Inclusion of this area will recognize the importance of the river to the history and development of Sandwich as well as preserve some of the essential context that could otherwise be lost.

2.2.2 Residential Characteristics

- Despite some redevelopment and dilapidation, the 1920s subdivision contains a large concentration of recognizable architectural styles and features that are consistent with the styles and methods of construction associated with the era in which they were developed;
- The residential section represents all periods of development in the community;
- It incorporates key streetscape features, including treed medians, views and vistas to the Detroit River and open spaces where interpretive opportunities abound;
- Rosedale / Alexander / Indian Road area has specific features that are distinct to this area and contribute to its visual coherence (brick construction, porches, Tudor details, streetscape trees and medians);
- A small number of residences directly adjacent to the Duff-Baby House have been added to the boundary. Preserving this adjacent housing will provide the Duff-Baby House with some context which could otherwise disappear as the lands are zoned for more than two storeys; and
- Both sides of Indian Road contain good examples of the typical 1920s home, distinguished by a distinctive roof line that incorporates the front porch, some half timbering and usually the use of red, rug brick.

2.2.3 Commercial Characteristics

- The commercial/institutional core incorporates the key properties and functions that originally formed the basis for the establishment and development of Sandwich as an independent community.

The recommended boundary will protect the most significant heritage attributes and streetscapes in the Sandwich area, while allowing for strategies and policies other than heritage conservation district designation to address the continued protection and consideration of significant heritage resources outside of the boundary. Several individual properties have been recommended for designation under Part IV of the Ontario Heritage Act or for inclusion on the City of Windsor's Heritage Register. (See Appendix C).

Other properties within the 'Area for Further Study and Refinement' have not been added to the boundary for the following reasons:

- On Russell Street between Mill and Detroit Streets, the block contains nothing but apartment buildings from a variety of eras, with the exception of one house. The house is a common style in the area, where part of the front wall extends above the roof line into a large centre front gable. No

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original features remain on the house. Consequently nothing of heritage value would be added if the district is extended to Russell in this block;

- The west side of Peter Street, south of Detroit to the jail, is largely broken up by apartment buildings of various heights and empty lots. Several of the remaining residences have been converted to apartments. The most interesting building on this side is 3222 Peter Street which features a large porch extension towards the street and a great deal of clear and coloured glass likely dating from c. 1915. This property should be considered for an individual designation;
- The east side of Peter Street, between Detroit and Mill, though more intact than the other side of the street has surviving houses that are generally unremarkable, of indeterminate age and largely devoid of original details. With the exception of one gable ended building with its original bargeboard, few features remain; and
- The east side of Sandwich Street, south of the church yard, is a succession of apartment buildings alternating with housing from a variety of periods and, in most cases, suffering from unsympathetic alteration. The opposite side of the street is somewhat more intact but also unremarkable except for several good examples from the 1920s, which are stylistically represented in the 1920s Rosedale/Alexander Street subdivision that is recommended for designation. This part of Sandwich Street should not be included in the district and the boundary has been pulled back to the commercial building next to the school (3328 Sandwich Street) where the strength of the district is defined by the traditional contiguous commercial/public part of the former town. The United Church just outside this area has been recently designated under Part IV of the Heritage Act and therefore is protected regardless of exclusion from the boundaries of the heritage conservation district.



Duff-Baby Mansion built 1798.



MacGregor-Cowan house, built 1808.

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Heritage District Boundary and Characteristics

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2.3 CULTURAL HERITAGE CHARACTER STATEMENT

The following heritage character statement summarizes the central historical, architectural and contextual reasons why this portion of the Sandwich area warrants designation as a heritage conservation district.

2.3.1 Historic Context

The boundaries of the Sandwich Heritage Conservation District in Windsor contain one of the oldest settlement locations in Ontario, with a cultural and architectural history that dates back to the 1700s. This diverse history includes links to First Nations, Black, French and British settlement and historical events. Within its bounds are two distinct but related areas that reflect key eras of development – the Town Centre, where Sandwich was initially founded to house key commercial, governmental and institutional roles, and the Rosedale Avenue area with its focus on residential architecture from 1920 to 1930 when the community achieved the height of its existence as a separate municipality. These two areas best exemplify the historical, architectural and streetscape characteristics of Sandwich.



J. Spiers General Store, circa 1880.

In the Town Centre, most of the structures that relate to the founding of Sandwich and of the Western District itself can be found. The 1855 court house, the jail, the registry office, St. John's Anglican Church, even the Dominion Hotel, all relate to the era when Sandwich was the district/county capital. Public buildings including the town hall of 1911, the fire hall, and the post office provide stepping stones through the district's history and illustrate the community's own municipal life up to the time of amalgamation. The McGregor-Cowan and Duff-Baby houses physically

represent Sandwich's earliest commercial buildings, due to their connection to the fur trade. These buildings continued to play a public role in the community as they later became the homes of prominent citizens in the area. Finally, the surviving commercial structures near the corner of Mill and Sandwich reflect the period of later commercial activity as the community entered the 20th century.

In the Sandwich Street and Rosedale Avenue area, two eras of Sandwich's residential development are evident. Here nineteenth century dwellings related to community leaders such as W. J. McKee and Pierre Marentette can be found along with a strong grouping of well-preserved homes from the 1920s. These 1920s structures and their owners and builders include many people who lived in Sandwich and contributed to the town's growth and development.

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2.3.2 Architectural Character

Architecturally, the Sandwich Heritage Conservation District contains a wide array of architectural styles and influences. Within the Town Centre area on Sandwich Street, a number of notable institutional buildings including Mackenzie Hall, St. John's Anglican Church, the Windsor Essex County Jail, former Sandwich Town Hall and post office exist, representing such diverse styles as Tuscan Renaissance Revival, Norman, Gothic and Classical Revival. Also within the Town Centre is Sandwich's oldest building, the Duff-Baby Mansion, a Georgian structure clad in pine clapboard on a stone foundation and other former residences including the Wigle-Hanaka House and McGregor-Cowan House. These buildings, along with a number of original commercial buildings such as the Jules Robinet Winery Building, J. Spiers store and Dominion House Tavern still retain some of their original architectural features, and provide the area with its distinct heritage character despite the existence of a number of newer or otherwise altered buildings.

The residential section of the Sandwich Heritage Conservation District, in the Detroit, Alexander, Rosedale and Indian Road area is quite distinct architecturally from the Town Centre area as well as much of the rest of Sandwich. Many of the buildings exhibit Tudor influences in their roof forms, timber detailing, brick exteriors, and window and door style and placement with one of the most notable buildings being the W. McKee House. Other examples of fine architectural styles and details include the French Cottage style (Masson-Deck House) and Colonial Revival (Leroy Rodd House). Also within this area are numerous four-square houses, one of the most common styles found in Sandwich, with both frame and brick exteriors. These generally unadorned but substantial two and a half storey buildings, with their broad porches, double-hung windows and dormers provide architectural continuity within the district as well as a common thread to other areas of Sandwich that are not within the boundaries of the heritage conservation district.

Despite some redevelopment and associated loss of original structures, the Town Centre and 1920s residential subdivision in the Rosedale/Alexander area provides a cross section of architectural styles and features associated with key development periods of Sandwich with a number of buildings associated with key business and community leaders of the time.

2.3.3 Streetscape Heritage Character

Few neighbourhoods can tell of trees that date back 200 years, and involve such lore as that of the Jesuit Pear Tree. Although the Jesuit Pear Tree is no longer found in the Sandwich Heritage Conservation District, one of the greatest assets contributing to the overall heritage character of Sandwich are the mature trees found on both public and private property. Just as many buildings in Sandwich date back 100 years or more, so too do the trees that surround these buildings. Often they provide an immeasurable benefit to the streetscape, providing continuity and rhythm. Not only are their large canopies important visually, but also for the role they have played historically and continue to do so today in mitigating air quality in the district.

SANDWICH HERITAGE CONSERVATION DISTRICT PLAN

Heritage District Boundary and Characteristics

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Looking south along Sandwich Street.

The location of Sandwich was largely decided by the Detroit River and to a certain extent its economic development was aided by its shore line location. Views to the Detroit River, from within the boundaries of the District are also important heritage attributes of Sandwich's streetscape. They provide a tangible link to natural features that played a role in the historical development of Sandwich and continue to affect its present day persona.

Overall, the Sandwich neighbourhood has many historical, archaeological, architectural and landscape treasures that contribute to the heritage character of the community. Changes to built form

and the resulting streetscape have occurred in more recent years, resulting in the loss of some heritage resources. The neighbourhood is in flux and there are many social and economic factors that put strain on the heritage resources found within it. By designating the Sandwich Heritage Conservation District, valuable heritage resources can be both preserved and interpreted while still allowing for the necessary and appropriate evolution of the neighbourhood in a manner that links the past, present and future.

2.4 HERITAGE ATTRIBUTES

The heritage attributes of Sandwich, as defined in the Windsor Official Plan, are found within its architecture, streetscape and historical associations and outlined in the heritage character statement and more fully described and illustrated in the Sandwich Heritage Conservation District Study. Heritage attributes include the following:

- Its status as one of the oldest settlement areas in Ontario and connections to First Nations, Black, French and British historical events;
- Its association with important business and community leaders during the development of Sandwich;
- A collection of generally well maintained residential buildings representative of the architectural styles and construction methods of the 1920s, a key era in the development of Sandwich;
- The historical development of the community from 1797 to the 1920s is included;
- A number of unique buildings, including a church, government and commercial buildings in the core area of Sandwich which continue to be distinctive landmarks in Sandwich; and
- An attractive streetscape of mature trees and grassed boulevards punctuated by views to the Detroit River, an important feature just outside the perimeter of the District.

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Heritage District Boundary and Characteristics

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These attributes are important to the District and the City of Windsor as a whole and deserve appropriate preservation and management.



Mackenzie Hall, constructed as the Essex County Courthouse in 1855.

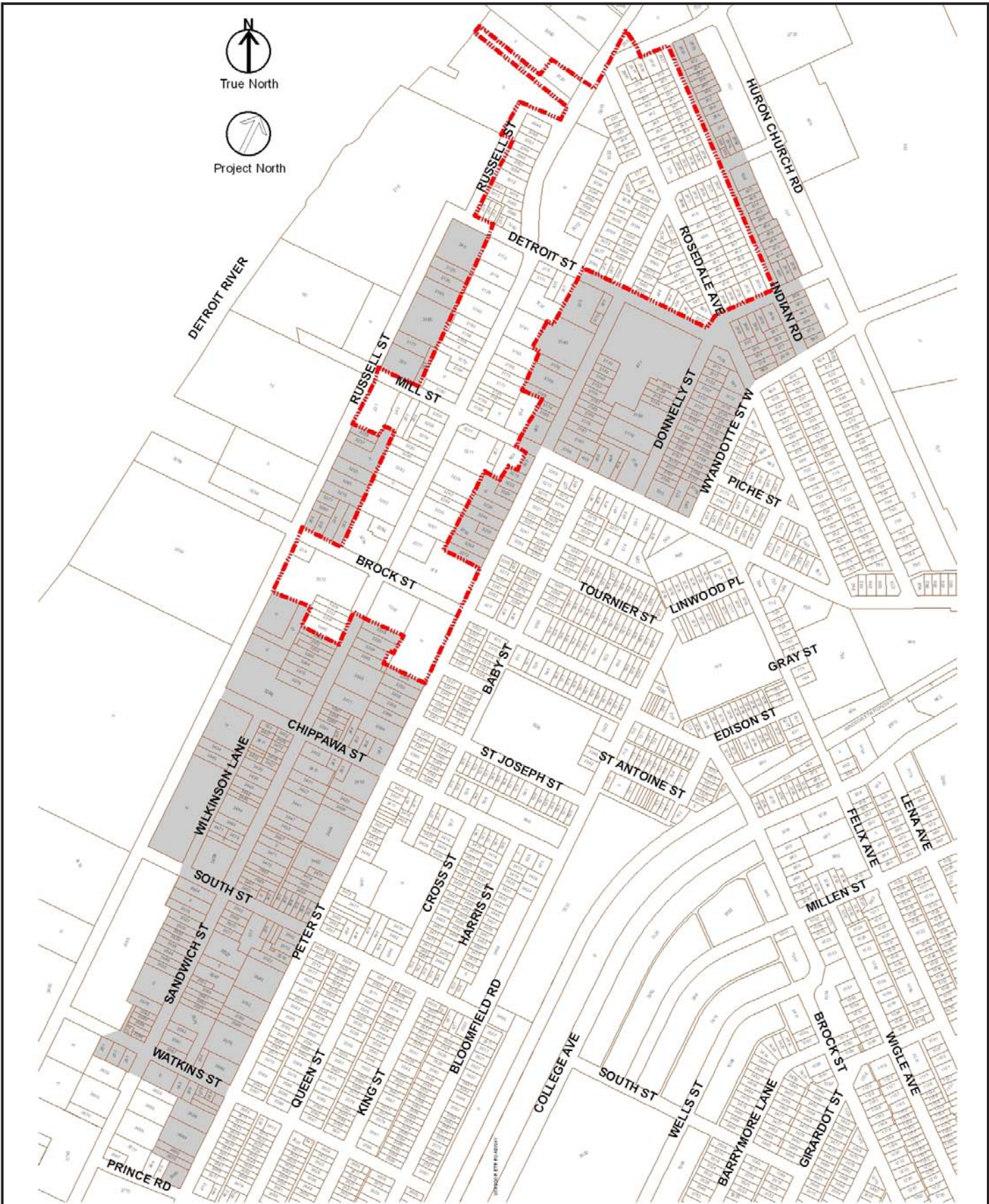


Figure 2: Preliminary Recommended Boundary

Sandwich Heritage Conservation District Conservation Plan



NOTES:

1. Notwithstanding the provisions of 5.6.1, the lands known on March 23, 2010 as 210 Detroit Street are exempt from the provisions of 5.6.1 so long as the lands continue to be used for:

- a) the storage and distribution of aggregate materials, premixed concrete, concrete blocks or asphalt batching plant;
- b) manufactured premixed concrete or concrete blocks
- c) a business office, heavy repair shop, ambulance service, material transfer centre, motor vehicle salvage operation; and
- d) any use accessory to the above

In the event that the above-referenced uses are terminated or abandoned or other uses are sought through a Planning Act application and are commenced on the subject lands, provisions of 5.6.1 shall immediately come into effect.

Amended by OMB Decision PL 090206, March 23, 2010

2. Notwithstanding the provisions of 5.6.1, the lands known on June 14, 2011 as 3294 Russell Street are exempt from the provisions of 5.6.1 so long as the lands are used for:

- a) A marina;
- b) Any use accessory to the foregoing use including a caretakers residence.
- c) Industrial and/or Port uses.

In the event a use unrelated to Industrial and/or Port uses is sought through a Planning Act application or is commenced on the site, provisions of 5.6.1 shall immediately come into effect.

Amended by OMB Decision

PL 090206, June 27, 2011



True North



Project North

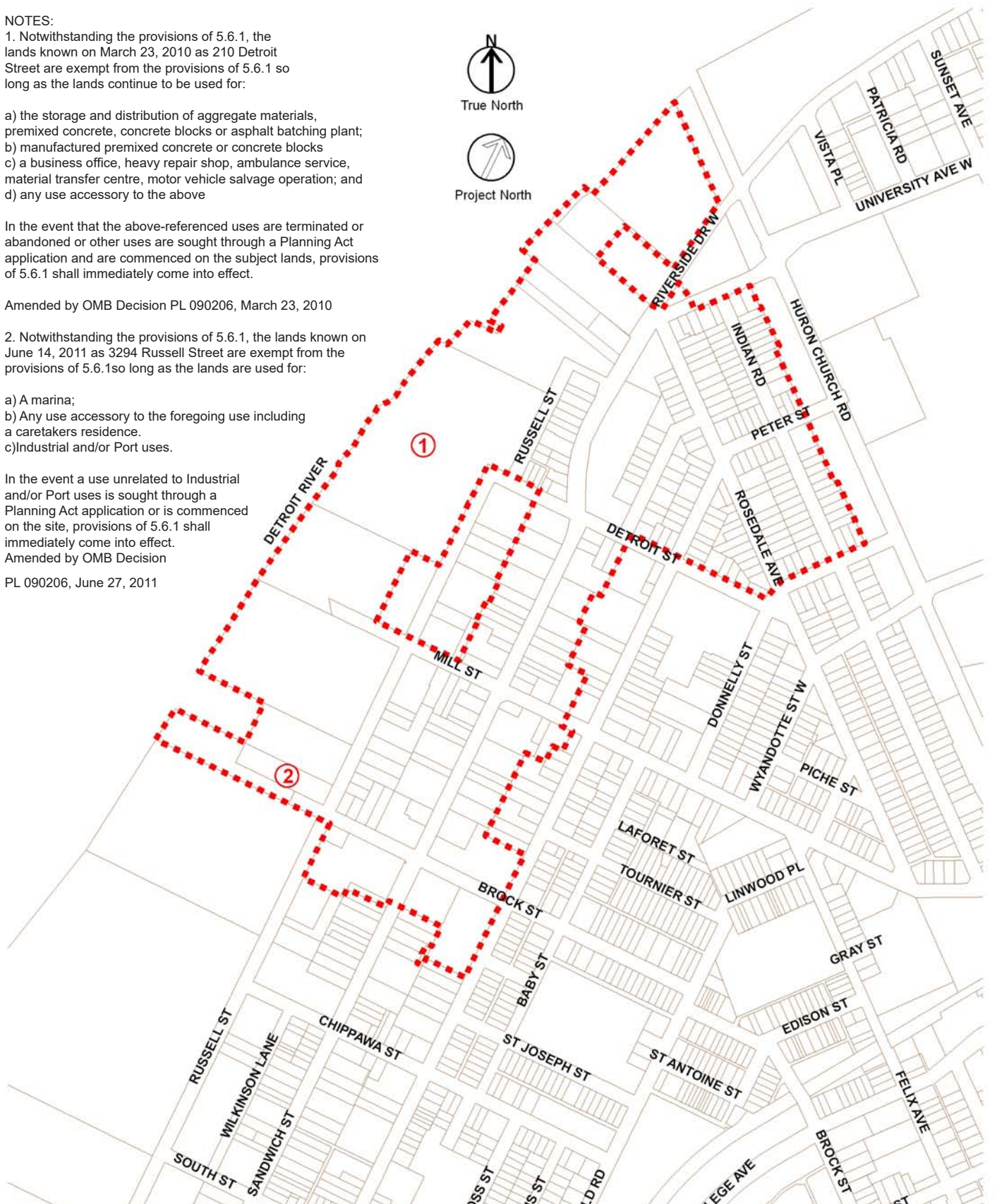


Figure 3: Final Recommended Boundary



Sandwich Heritage Conservation District Conservation Plan

SANDWICH HERITAGE CONSERVATION DISTRICT PLAN

3.0 HERITAGE DISTRICT VISION AND GOALS

3.1 VISION AND GOALS

The Terms of Reference direct that the Conservation Plan is to identify the physical, social and economic goals of the Sandwich Heritage Conservation District. These will provide the framework for the protection and preservation of Sandwich's unique heritage attributes over the long term.

Vision

- The Heritage Conservation District Plan is intended to help preserve, protect and enhance the heritage attributes of Sandwich to provide a touchstone to the past, offer stability for the present and create opportunities for the future.

Physical Goals

- Encourage the retention, conservation and appropriate adaptation of the District's heritage buildings, architectural details and streetscapes rather than their demolition and replacement;
- Promote sensitive restoration practices that make gentle and reversible changes, when necessary, to significant heritage buildings;
- Undertake improvements or renovations to modern era buildings that are complementary to, or will enhance, the District's overall character and streetscape;
- Recognize, protect and enhance the heritage character of Sandwich's streetscape, including its mature trees, boulevards, open spaces and monuments;
- Maintain significant views and vistas to the Detroit River ; and
- Maintain both the low-density residential character and the commercial core area as the predominant land uses within the Sandwich Heritage Conservation District.

Social Goals

- Build community awareness of unique or significant heritage attributes and appropriate means of preserving and/or restoring them;
- Recognize the importance of physical and cultural heritage in establishing a sense of place and unique identity for residents and visitors alike; and
- Encourage individual building owners to understand the broader context of heritage preservation and take responsibility for stewardship of the heritage attributes of their buildings.

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Heritage District Vision and Goals

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Economic Goals

- Recognize that change and redevelopment can and must occur in the Sandwich Heritage Conservation District for economic viability, but that it must be appropriate to the heritage attributes of the District;
- Encourage the establishment and/or extension of economic incentives such as grants and tax relief programs, and other mechanisms to provide assistance to property owners in the restoration and maintenance of significant heritage attributes;
- Establish area or site-specific policies and guidelines for those areas intended for non-residential or higher intensity residential uses that will protect key heritage attributes, while allowing greater latitude for potential alterations or redevelopment to encourage reinvestment in the Sandwich community; and
- Ensure that the permit approvals process for the Sandwich Heritage Conservation District is effective, streamlined and easily understood.

3.2 PRINCIPLES

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

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

Maintain and Repair - All buildings require some continuous methods of conservation as they are exposed to the constant deteriorating effects of weather and wear from use. Owners are encouraged to undertake appropriate repair and maintenance activities of heritage properties.

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

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Heritage District Vision and Goals

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

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

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

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

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

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

SANDWICH HERITAGE CONSERVATION DISTRICT PLAN

4.0 DISTRICT POLICIES

Sandwich has a rich collection of heritage resources in its history, architecture and landscape features. These contribute to its unique and identifiable character. However, it is recognized that physical and land use changes have happened in the past and can and will continue to occur in the future, as part of the natural evolution of a community. Designation as a heritage conservation district is intended to preserve important or defining features, while also providing guidance to future changes as buildings and the surrounding landscape undergo alterations, additions, redevelopment and public infrastructure improvements.

This section of the Sandwich Heritage Conservation District Plan provides policies that are to be considered by staff, Council and property owners, when reviewing proposals and making decisions regarding changes in the District. The policies are separated into several categories to address specific issues and context, and are further separated into residential and commercial/institutional core policies where appropriate as follows:

- Development pattern
- Additions and alterations to existing buildings
- New buildings
- Demolition
- Public realm
- Previously designated Part IV properties

Guidelines to further illustrate the intent of the policies are also provided in Sections 7, 8 and 9 of this Plan.

4.1 DEVELOPMENT PATTERN AND LAND USE

The Sandwich Heritage Conservation District includes the commercial/institutional core and the 1920s Rosedale/Alexander area that was developed primarily as single family residential. Setbacks of original heritage buildings, particularly in the residential area, are relatively uniform at the individual street level, as are building height and scale. To maintain the general consistency of the land uses and development pattern in the District, the following policies are proposed for the residential uses and designations within the HCD.

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Residential Policies:

- (a) Maintain the residential amenity and human scale by ensuring that the low density residential land use character remains dominant;
- (b) New land uses that are out of keeping with the general residential character of the Heritage Conservation District, or would have a negative impact on it, are discouraged;
- (c) Higher intensity uses or redevelopment opportunities shall be focused outside of the residential district;
- (d) Where new uses are proposed, adaptive reuse of the existing heritage building stock should be considered wherever feasible;
- (e) Severances which would create new lots will not be permitted unless the resulting properties are of similar size and depth to existing adjacent lots;
- (f) Where original detached residential buildings are lost due to unfortunate circumstances such as severe structural instability, fire or other reasons, the setback of replacement buildings shall be consistent with the original building;
- (g) Where a building is lost due to unfortunate circumstances that is not the original building on the site, the setback of the replacement building will respect the setback of adjacent buildings; and
- (h) Parking for new or replacement dwellings is to be located in driveways at the side of the dwelling or in garages at the rear of the main building whenever possible. New attached garages extending beyond the front of the dwelling are not permitted.

Commercial / Institutional Core Policies:

- (a) Maintain the amenity and human scale by ensuring that the existing low rise, pedestrian oriented character remains dominant;
- (b) Encourage a mixed land use character, including commercial, institutional, cultural and recreational with residential above, to assist in the revitalization and economic viability of Sandwich Street;
- (c) Where new uses or intensification is proposed, adaptive reuse of the existing heritage building stock should be considered wherever feasible; and
- (d) Where original commercial and institutional buildings are lost due to unfortunate circumstances such as severe structural instability, fire or other reasons, the setback of replacement buildings should be consistent with the original building.

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4.2 ADDITIONS AND ALTERATIONS TO EXISTING BUILDINGS

It is inevitable that dwellings will be altered and additions will be made, as it is unreasonable to expect that they will remain static in the face of contemporary living arrangements and the evolution of a community. However, it is important that additions and alterations do not detract from the overall heritage character of the neighbourhood and that they do not result in the loss of heritage attributes. These policies are included to reinforce the continued heritage context of the area.

Policies:

- (a) Minor exterior alterations and additions to buildings shall be permitted provided such alterations are not within any front or exterior side yard;
- (b) Structural alterations to the exterior of buildings visible from the street are not permitted in the event of residential conversions. Any exterior stairs or fire escapes are to be enclosed and kept away from the front or street facing façade of the structure;
- (c) Additions shall be subordinate to the original structure to allow the original heritage features and built form to take visual precedence on the street; and
- (d) Design guidelines provided in Sections 7 of this Plan will be used to review and evaluate applications for additions and alterations to ensure that the proposed changes are compatible with the existing building and do not result in the irreversible loss of heritage attributes.

4.3 NEW BUILDINGS

Within the heritage conservation district boundary, there are very few sites where new buildings could be constructed without the demolition of existing structures. However, there may be occasions where infill development or limited integrated redevelopment is possible in the future or where redevelopment is required due to loss of buildings through fire, severe structural decay, etc. In such situations, the following policies are to apply for all areas of the Sandwich Heritage Conservation District.

Policies:

- (a) New buildings will respect and be compatible with the heritage character of the Sandwich area, through attention to height, built form, setback, massing, material and other architectural elements such as doors, windows, roof lines;
- (b) Design guidelines provided in Section 7 of this Plan will be used to review and evaluate proposals for new buildings to ensure that new development is compatible with the adjacent context.

4.4 DEMOLITION

The goal of a heritage conservation district is to preserve and protect the heritage resources within the short term and over the long term. However, it is recognized that there are situations where demolition may be necessary, such as partial destruction due to fire or other catastrophic events, severe structural instability, and occasionally redevelopment that is in keeping with appropriate City policies.

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Policies:

- (a) The demolition of heritage buildings in the District is strongly discouraged;
- (b) Any proposal to demolish a heritage building or portion of a heritage building within the District shall require approval from Council;
- (c) Where demolition of a heritage building is proposed, the property owner shall provide supporting documentation demonstrating appropriate reasons for the demolition;
- (d) In situations where demolition is approved by Council, written and photographic documentation of notable architectural features, construction techniques, streetscape and vegetation are required to create a record of the building and its components;
- (e) All documentation noted above is to be carried out by a qualified heritage consultant; and
- (f) Reclamation of suitable building materials such as windows, doors, mouldings, columns, bricks, etc. for potential reuse in a new building on the site or as replacement components for other buildings in the neighbourhood which require repair and restoration over time is strongly encouraged if demolition is approved for any heritage buildings in the District.

4.5 PUBLIC REALM

In the Sandwich area, the public realm plays a strong role in defining the overall heritage character of the neighbourhood. Its mature trees and boulevards create a green thread linking together spaces and places, while also helping to screen some of the less compatible redevelopment. The public realm also includes streets, sidewalks, lighting, street signs, street furnishings, parks and open space. Changes to these elements can play a significant role in the overall quality of the streetscape and resulting heritage character of a district. The Ontario Heritage Act states that if a heritage conservation district plan is in effect, the Council of the municipality, "...shall not carry out any public work in the district that is contrary to the objectives set out in the plan". The following policies apply to the public realm and works proposed to public landscapes and infrastructure.

Policies:

- (a) Mature street trees are to be protected and preserved to the extent possible unless they present a public safety hazard or are in a serious state of decline due to age or disease. When removal of street trees is required, they should be replaced with new trees of an appropriate size and species as determined by the Community Services Department;
- (b) The City is encouraged to implement a street tree planting program to fill in gaps that exist in the neighbourhood in order to enhance canopy coverage;
- (c) Landscaping that complements the existing landscapes of the district, screens parking areas and contributes to the overall pedestrian quality is encouraged for all new development. Specific landscape elements will be governed by Site Plan Approval requirements;

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- (d) Retention of existing grass boulevards and street trees throughout the neighbourhood is strongly encouraged whenever repairs or improvements are made to roads, sidewalks or underground services. Should removal of trees and boulevards be unavoidable as part of the infrastructure works, every effort will be made to replace them upon completion of the work;
- (e) Existing road right-of-ways and paved surfaces should not be increased;
- (f) Street furnishings, including benches, garbage cans, bicycle racks and other components, will be consistent throughout the neighbourhood and be of a style and material that complements the heritage attributes of the District;
- (g) Street signage in the District will be distinctive in order to identify the area as a heritage conservation district. Consideration should be given to developing a unique sign for use throughout the District that reflects the heritage character through its style and materials; and
- (h) Guidelines provided in Section 8 are to be considered in the design, selection and location of various elements of the public realm.

4.6 PART IV DESIGNATIONS

A number of properties in Sandwich are currently designated under Part IV of the Ontario Heritage Act. Part IV designations identify and protect individual heritage resources, whereas Part V designations protect entire areas. When Part IV properties are included in a Part V Heritage Conservation District, the requirements of Part V of the Act take precedence over Part IV. The specific heritage attributes that are protected under Part IV are to be identified and included in the Heritage District Conservation Plan to ensure their continued protection. To address this situation, the following policies are established for properties previously designated under Part IV.

Policies:

- (a) The policies and guidelines of this Conservation Plan are to apply to all properties previously designated under Part IV of the Ontario Heritage Act;
- (b) In addition to the policies and guidelines of this Plan, all interior and exterior features previously designated under Part IV of the Ontario Heritage Act, that are or may be above and beyond those features to be protected as a result of designation under Part V for the following properties are to continue to be protected in the same manner as prior to their designation under Part V. This includes:
 - Duff-Baby Mansion - 221 Mill Street (Landmark)
 - MacKenzie Hall - 3277 Sandwich Street
 - St. John Anglican Church - 3305 Sandwich Street (Landmark)
 - McGregor-Cowan House - 3118 Sandwich Street
 - Dominion House Tavern - 3140 Sandwich Street
 - Wigle-Hanaka House - 3164 Sandwich Street
 - St. John's Anglican Church - 3305 Sandwich Street

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Appendix C of this plan identifies additional properties within the Sandwich Heritage Conservation District that are recommended for Part IV designation.

4.7 ADJACENT AREAS

The Provincial Policy Statement provides the primary framework for heritage protection, stating that “Significant built heritage resources and significant cultural heritage landscapes shall be conserved.” In addition, Policy 2.6.3 states that “Development and site alteration may be permitted on adjacent lands to protected heritage property 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.” It further states that mitigative measures or alternative development approaches may be necessary to ensure that the protected heritage attributes are not affected by adjacent development. To ensure that any development outside of, but adjacent to the Sandwich Heritage Conservation District, has appropriate regard for the heritage resources of the District, the following policies are to apply.

Policies:

- (a) A Built Heritage Impact Study, in accordance with the policies of the City of Windsor, shall be required for any redevelopment proposals, including site plans, adjacent to the Heritage Conservation District
- (b) The Built Heritage Impact Study is to be prepared by a qualified heritage professional in accordance with the policies of the City of Windsor Official Plan (10.2.15).
- (c) The Built Heritage Impact Study is to be reviewed by planning staff and the Windsor Heritage Committee if necessary.

4.8 SITE SPECIFIC POLICIES

4.8.1 Indian Road – East Side

Despite recent deterioration, the east side of Indian Road remains a vital part of the residential component of the Sandwich Heritage Conservation District. The Rosedale-Alexander-Indian area is the largest concentration of well-preserved 1920s era housing in all of Sandwich and deserves specific consideration that will contribute to the maintenance of the area’s structural fabric.

Because the views of stakeholders and interested parties differ widely on the value of the area’s heritage resources, the Sandwich HCD project team has prepared several options that we feel represent the range of potential for this section of Indian Road. The options are ordered from most desirable (1) to least desirable (4) and each option provides specific policies and recommendations. In all cases, the recommended boundary for the Sandwich Heritage Conservation District remains the same.

The lands located on the east side of Indian Road should be dealt with in a consistent and cohesive manner, in a way that does not jeopardize the integrity of the Indian/ Rosedale/ Alexander area. Through the implementation measures following this plan, (Official Plan, Zoning By-law) Council will ensure the most appropriate degree of preservation for this area.

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OPTION 1

Preservation of the existing buildings, existing vegetation and other landscape elements, such as boulevards and sidewalks, along the east side of Indian Road is the most appropriate approach to maintaining the integrity of the area. The original buildings should be restored and repaired and any additional rehabilitation measures needed should be undertaken to ensure their continued conservation. Maintaining and enhancing the existing streetscape as outlined in the Heritage Conservation District Plan should also be integrated into any restoration measures taken.

Policies & Recommendations:

- The policies and guidelines of this plan shall guide the restoration of these houses.
- Heritage Alteration Permits will be required for all restoration work affecting the front and side facades visible from the street.
- WHC and Council approval will be required for all work that requires a Heritage Alteration Permit.
- A single permit should be issued per property for work proposed as a means of streamlining the permit process for the property owner.
- An enhanced property standards by-law should be adopted as a means of protecting the area against further neglect (See Section 5.5).

OPTION 2

If all reasonable measures to preserve the buildings and streetscape have been exhausted and demolition is required, new buildings and streetscape features should be constructed as soon as reasonably possible.

Policies & Recommendations:

- Demolition should only be considered when all reasonable approaches to preservation have been exhausted and demonstrated in writing to Council.
- Demolition must adhere to the policies contained within Section 4 of this Plan.
- If and where demolition does proceed, every reasonable effort shall be made to preserve significant and mature vegetation on both public and private properties.
- New buildings should respect and be compatible with the heritage character of the Sandwich area through attention to scale, built form, setbacks, massing, material, textures and other architectural elements as defined in Section 4.3.
- New landscape elements should be designed to reflect the heritage character of the neighbourhood and should be compatible with the policies contained within Section 8 of this Plan.

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- Design guidelines provided in Section 7 of this Plan will be used to review and evaluate proposals for new buildings to ensure that new development is compatible with the adjacent context.
- Site Plan Review shall be required for new buildings.

OPTION 3

If demolition is required without building replacement, then some form of adaptive re-use or preservation of the original building features should be incorporated into the succession plan for the site. The form of this can range from maintaining the original building foundation in situ to recreating the likeness of the building or architectural features in an appropriate interpretive manner, such as paving patterns to mimic property lines or sculptural elements to outline vestiges of the District's history. Within this option, the landscape presents the opportunity to integrate proposed or future development into the surrounding District. Retaining existing street trees, or recreating the form and pattern of streetscape vegetation can aid in creating a cohesive and united landscape, bringing together a variety of built forms. There is a great deal of flexibility and interpretation permitted with this option. However, options must be sensitive to the context of the community and remaining residences on the west side of Indian Road. Adaptive reuse of existing elements is highly recommended for this Option.

Policies & Recommendations:

- Demolition should only be considered when all reasonable approaches to preservation have been exhausted and demonstrated in writing to Council.
- Demolition must adhere to the policies contained within Section 4 of this Plan.
- If and where demolition does proceed, every reasonable effort shall be made to preserve significant and mature vegetation on both public and private properties.
- New landscape elements should be designed to reflect the heritage character of the neighbourhood and should be compatible with the policies contained within Section 8 of this Plan.
- Prior to demolition, approval of an overall master plan for the adaptive reuse of the east side of Indian Road is required.
- Public consultation will be considered as part of the review process for the Indian Road master plan.

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OPTION 4

Option 4 provides the policies and guidelines in the event that none of the existing buildings and streetscape features are preserved on this stretch of Indian Road. Although the HCD boundary would remain in tact, the area on the east side of Indian Road shall be used as a public open space with linkages to the Detroit River. The heritage value of Indian road shall be conveyed by way of interpretive/cultural landmarks.

Policies & Recommendations:

- Demolition should only be considered when all reasonable approaches to preservation have been exhausted and demonstrated in writing to Council.
- Demolition must adhere to the policies contained within Section 4 of this Plan.
- If and where demolition does proceed, every reasonable effort shall be made to preserve significant and mature vegetation on both public and private properties.
- New landscape elements should be designed to reflect the heritage character of the neighbourhood and should be compatible with the policies contained within Section 8 of this Plan.
- Prior to demolition, approval of an overall master plan detailing how the lost resources (buildings, sites, streetscape and vegetation) are to be commemorated for Indian Road is required.
- Public consultation will be considered as part of the review process for the Indian Road master plan.

SANDWICH HERITAGE CONSERVATION DISTRICT PLAN

5.0 PLANNING AND IMPLEMENTATION

5.1 INTRODUCTION

The designation of Sandwich as a Heritage Conservation District is intended to help protect and preserve the heritage assets and character that exist in the area. However, it is also recognized that communities change over time due to economics, demographics, social and cultural values, specific events, etc. Such changes have already occurred, and likely will continue to result in some redevelopment, intensification or new uses within the area. It is important to have a planning framework in place that recognizes the potential for land use change, but provides appropriate direction to ensure that future change is both complementary to and compatible with the heritage features of the area.

The Ontario Heritage Act requires that heritage conservation district studies shall, "...make recommendations as to any changes that will be required to the municipality's official plan and to any municipal by-laws, including any zoning by-laws" (Section 40(2)(d)). Phase 1 of the Sandwich HCD Study identified a number of areas which required further consideration in Phase 2 to address potential conflicts.

5.2 OFFICIAL PLAN AND ZONING BY-LAW

In Sandwich, there is potential for growth and change to occur both within the Heritage Conservation District and adjacent to the district boundary. In Phase 1, an extensive review of the current Official Plan designations and Zoning By-law regulations and uses was undertaken to determine the appropriateness of the existing designations and zones to maintaining and preserving the character of the district. The recommended Heritage Conservation District boundary comprises only a small portion of the original study area. A brief review of the current policies for the proposed district is provided below along with recommendations for proposed changes.

5.2.1 Official Plan

The Rosedale/Alexander residential part of the district is exclusively designated Residential with the exception of the green district which pertains to park and open space areas. The residential designation provides for a broad range of housing types and complementary services and amenities. Uses in the residential designation include all forms of housing including low profile (up to three storeys), medium profile (no more than six storeys) and high profile (no more than 14 storeys) units. No changes are proposed to the existing policies applying to the Residential designation.



A Tudor Revival House on Alexander Ave.

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The Sandwich Street core portion of the district is primarily designated Mixed Use. The Major Institutional designation applies to the south part of the Sandwich / Brock Street intersection, and a Residential designation exists where the Duff-Baby House and adjacent dwellings are situated. A very small area of a Waterfront Recreation designation is located in the area proposed to be added to the boundary in front of the Duff-Baby House extending to the Detroit River. The Mixed Use designation along Sandwich Street provides for a mix of compact or clustered uses including commercial, office, institutional, cultural and entertainment, open space and residential excluding low profile development. Although the designation is not intended for low profile residential development, the majority of the existing uses would be considered low profile as they are generally three storeys or less.



The Jules Robinet Winery Building, constructed in 1895.

The Major Institutional designation permits for larger scale institutional uses. In the district, the designation applies to the school site at Brock Street and Sandwich Street

The Waterfront Recreation designation applies to the lands west of Russell Street. At the present time, this area is undeveloped and appears to be used by residents as informal / passive parkland although is not identified as a public park. No modifications are proposed for any of these designations as the policies and guidelines of this plan combined with the land uses permitted by the Official Plan are appropriate for the heritage attributes of the District.

However, the Official Plan also contains a Special Policy Area pertaining to the area within the Sandwich Heritage Conservation District that is bounded by Mill Street, Russell Street, Brock Street and the Detroit River. The policy permits residential uses within the Waterfront Recreation designation at the southwest corner of Mill and Russell Streets (in front of the Duff-Baby House) up to 15 storeys in height. Currently, there is no residential use on this site. However, the proposed maximum height would have a significant impact on the riverfront view from and to the Duff-Baby house. This view should be preserved and protected as a critical component of the overall heritage district.

Recommendations:

- Consideration should be given to preserving the view through the existing view corridor consisting of the Mill Street right of way and the lands zoned GD1.1 in By-law 8600 abutting the southern limit of the Mill Street right of way from the Duff-Baby house to the river . Should any major development be proposed for this site, it will also be important to strive for compatible scale and massing with heritage dwellings adjacent to it. While the existing zoning of the site permits development to a maximum of 15 storeys, the developer of the property should be encouraged to take the fact that the property is within the Sandwich Heritage Conservation District into consideration when designing structures for this site and it is acknowledged that as a result of the existing zoning, the resulting development will not likely be compatible with the scale and massing of the neighbouring properties.

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- Consideration may also be given to implementing a density transfer system for this specific site. Section 5.8 provides more details on the benefits of density transfers. However, as it relates to this specific site, the transfer of densities could provide assurance of a more appropriate scale of development that is compatible with the existing character of the area while recognizing the economic impacts and development rights associated with the current designations and zoning.

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5.2.2 Zoning

- Residential zoning is in place for the majority of the overall district. The residential zones provide for a mix of housing types, heights and density. The existing residential zones are appropriate for the heritage conservation district as they reflect the residential nature of the community. However, the RD3.3 zone located at the southeast section of Detroit and Sandwich Streets does present the potential for noncompatible redevelopment. This zone permits higher density development. In this area, a mix of more recent apartments ranging from three to nine storeys, have been constructed alongside a few remaining original dwellings. Future pressure for redevelopment in these areas could result in the loss of the existing housing stock and heritage assets.
- Other zones within the heritage conservation district include Commercial and Institutional. General commercial is located along Sandwich Street. Within this combined use zone, a range of retail, personal service, office, studio, repair shop, restaurants and dwelling units above the foregoing are permitted. The Institutional zone located at the corner of Brock Street and Sandwich permits the existing uses of schools, churches, a cemetery and jail. No changes to these zones are proposed.



*J.L. Forester Collegiate Institute,
749 Felix Ave*

Recommendations:

- Consideration should be given to incorporating special provisions relating to height for remaining heritage buildings in the existing residential zone. Alternatively, such issues can also be addressed by design guidelines and careful monitoring of any future development during the site plan approvals process.

5.3 SITE PLAN CONTROL

The site plan control process implements the City of Windsor's urban design policies and is used to ensure appropriate siting and massing of new development and to address safety, attractiveness and compatibility. Site plan control is currently required for any new development in the City of Windsor with the exception of most single family, semi-detached and duplex dwellings.

Recommendations:

- Site plan control should continue to be required in accordance with current City of Windsor policies, to ensure that redevelopment is appropriately reviewed and that the design guidelines included in this Plan are being considered.
- If a planner is responsible for heritage resources within the City of Windsor, that planner should be circulated on all site plan applications within the Sandwich Heritage Conservation District and review them according to the guidelines included in this Plan.

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5.4 DEMOLITION

The goal of a heritage conservation district is to preserve and protect the heritage assets within the short term and over the long term. Demolition of buildings within a heritage district is strongly discouraged. The Ontario Heritage Act allows municipalities to prevent demolition of heritage buildings, or establish conditions for demolition, such as the requirement for an approved site plan or a specific time frame for construction of a new building on the site. However, it is recognized that there are situations where demolition may be necessary such as partial destruction due to fire or other catastrophic events, severe structural instability, and occasionally redevelopment that is in keeping with appropriate City policies.

A demolition permit is required when all or part of a residential building is proposed for demolition in the City of Windsor. Buildings that are designated under Part IV or Part V of the Ontario Heritage Act or listed in the City's heritage inventory require Council approval for demolition. Prior to Council approval, planning staff reviews the request and issues their recommendation regarding the demolition to Council.

Recommendations:

- Any application for demolition within the Sandwich Heritage Conservation District shall be considered by the Windsor Heritage Committee and recommendations made to Council.

5.5 PROPERTY STANDARDS

As a means of maintaining heritage properties within Heritage Conservation Districts, the Ontario Heritage Acts allows municipalities to pass a bylaw setting additional standards for heritage resources and for requiring property owners to maintain properties to these standards.

Recommendations:

- The City of Windsor should consider implementing a bylaw to set additional standards for properties within the Sandwich Heritage Conservation District.

5.6 HERITAGE ALTERATION APPROVALS PROCESS

The City of Windsor requires a building permit for new construction or additions larger than 10 m² (108 sq. ft). They are also required for most alterations, renovations, relocations, repairs and building or structure rehabilitation. Permits are required for both exterior and interior work as identified on the City of Windsor's website.

The designation of Sandwich as a heritage conservation district does not result in any changes to the type of buildings or projects that require a building permit for either interior or exterior work. However, when a building permit is necessary for work that affects a façade that is visible from the street or other public areas in a heritage district, an additional level of review and approval will be applied to ensure that the proposed construction or alteration is in keeping with the heritage character of the area.

In addition, heritage alteration permits are required for some projects which do not require building permits to ensure that those changes are consistent with the policies and guidelines of this Plan and respect and maintain the integrity of the Sandwich Heritage Conservation District.

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5.6.1 Approvals for Private Property

Section 6 of this plan provides detailed information regarding which types of projects will require a heritage alteration permit and the proposed approvals process for various types of work in the Sandwich Heritage Conservation District. In general, heritage alteration permits ARE REQUIRED for the following types of work:

- Additions to any façade visible from public areas (streets, open space, parks);
- New buildings constructed on vacant properties, as integrated redevelopment projects or to replace existing buildings for any reason;
- Major alterations to or replacement of features such as doors, windows, porches, decorative trim on the street-facing portion of a building, where the feature being altered or replaced will be of different style, materials or proportions than existing;
- Commercial signage affixed to buildings; and
- Features previously protected under Part IV of the Ontario Heritage Act.

In general, heritage alteration permits ARE NOT REQUIRED for the following types of work:

- Interior alterations;
- Additions or alterations to any portion of the building that is not visible from the street or other public spaces;
- Minor repairs and maintenance;
- Alterations or replacement of street facing features where the replacement items are of the same style, material, size and shape as the original; and
- Painting and paint colour.

It should be noted that a heritage alteration permit is not necessary to undertake immediate or temporary repairs required as a result of emergency or catastrophe (e.g. structural damage resulting from storms, fire, etc.). However, should such events result in the need for permanent alterations or reconstruction of building features on the street facade, an alteration permit in accordance with those detailed in Section 6 of this Plan will be required at the time the permanent repair or replacement is initiated.

5.6.2 Approvals for Public Property and Infrastructure

The Municipality is also obligated to be consistent with the policies and guidelines of this Plan in the undertaking of any public works or infrastructure improvements. This means that Council review and approval is required for such works and items as:

- Replacement of street lighting, street signs;

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- Street furnishings, including benches, trash receptacles, bicycle racks, planters and similar items;
- Alterations, reconstruction or removal of grassed boulevards;
- Changes to sidewalks or roadway pavement widths;
- Changes or improvements to public park and open space features.

5.6.3 Lake Ontario Cement

- Notwithstanding the provisions of 5.6.1, the lands known on March 23, 2010 as 210 Detroit Street are exempt from the provisions of 5.6.1 so long as the lands continue to be used for:
- The storage and distribution of aggregate materials, premixed concrete, concrete blocks or asphalt batching plant;
- Manufactured premixed concrete or concrete blocks
- A business office, heavy repair shop, ambulance service, material transfer centre, motor vehicle salvage operation; and
- Any use accessory to the above

In the event that the above-referenced uses are terminated or abandoned or other uses are sought through a Planning Act application and are commenced on the subject lands, provisions of 5.6.1 shall immediately come into effect. *As modified by Minutes of Settlement: March 23, 2010*

5.6.4 75 Mill Street

Notwithstanding the provisions of 5.6.1, the lands municipally known as 75 Mill Street, Windsor, Ontario, being an approximately 9 acre site at the south east (**actually southwest**) corner of Mill and Russell Streets, is exempt from the provisions of 5.6.1. *As modified by Minutes of Settlement: March 23, 2010*

5.6.5 3294 Russell Street

Notwithstanding the provisions of 5.6.1, the lands known on June 14, 2011 as 3294 Russell Street are exempt from the provisions of 5.6.1 so long as the lands are used for:

- A marina;
- Any use accessory to the foregoing use including a caretakers residence.
- Industrial and/or Port uses.

In the event a use unrelated to Industrial and/or Port uses is sought through a Planning Act application or is commenced on the site, provisions of 5.6.1 shall immediately come into effect

As modified by Minutes of Settlement: June 22, 2011

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5.7 IMPLEMENTATION

The City of Windsor is responsible for adopting the Sandwich Heritage Conservation District Plan and Guidelines and establishing a designation By-law for the area. The City must serve notice of their intention to all affected property owners within the district. Property owners who object to the By-law can appeal the by-law to the Ontario Municipal Board (OMB), however, only those owners who have previously indicated their opposition to the plan and By-law may be allowed to appeal the passing of the By-law to the OMB. Appeals may be allowed, dismissed or allowed in part by the OMB. Once the Board renders its decision, the City will amend its by-law if necessary.

The By-law is registered on title of all property owners in the district and remains on title with future property owners if the land is sold. The City must also notify the Ontario Heritage Trust of the adoption of the By-law and HCD for addition to the Provincial Register.

The City of Windsor will be responsible for amending the Official Plan and any By-laws affected by the Sandwich Heritage Conservation District Plan. Contained within this plan are recommended changes to the City's planning framework that will help to maintain consistency with these guidelines and recommendations.

The heritage alteration permit process is the main tool by which the City of Windsor implements the goals and objectives of the plan. It provides the City with the ability to regulate and guide development within the Sandwich Heritage Conservation District to maintain the character of the District.

5.8 EDUCATION AND PROMOTION

The Heritage Alteration Permit approvals process should not be restrictive or time consuming for the property owner or the municipality. It should also be noted that designation does not limit the property rights of homeowners. Additional education and dissemination of information to property owners to clarify not only the approvals process, but also the intent and benefits of heritage district designation is needed. In addition, opportunities to raise awareness of and celebrate the heritage assets of the neighbourhood should be seized whenever possible.

To assist in these education and promotion efforts, a draft 'Homeowner's Heritage Guide has been prepared as part of this Conservation Plan. A copy of the brochure is contained in Appendix A.

Recommendations:

- A letter and/or information package about the Sandwich Heritage Conservation District Plan should be provided to all property owners with the notice of heritage district designation along with a copy of the Homeowner's Heritage Guide;
- Copies of the Sandwich Heritage Conservation District Study, Sandwich Heritage Conservation District Plan and Sandwich Homeowner's Heritage Guide should be made available at the Windsor Public Library for reference purposes;
- Additional copies of the Sandwich Homeowner's Heritage Guide should be provided to the local Community Association to be given to new residents whenever the association is aware of people moving into the neighbourhood, as well as being made available at community association annual meetings or other events;

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- Realtors, particularly those who are active in the area, should also be made aware of the guidelines and brochure and have copies of the guidelines, so they can distribute it to purchasers in the Sandwich neighbourhood;
- Maintain an up-to-date Sandwich Heritage Conservation District website; and
- Occasional workshops regarding heritage conservation, maintenance and renovation should also be organized in the community. These could potentially be initiated by the community association or as partnerships with the City, Windsor Heritage Committee, ACO, heritage contractors / consultants and other heritage conservation districts in Windsor.

5.9 MONITORING PROGRAM / RECOMMENDATIONS

The Sandwich Heritage Conservation District consists of approximately 250 properties. To evaluate the long term impact and effectiveness of heritage conservation district designation and its associated conservation plan and guidelines, a monitoring program is recommended. Specific factors that should be considered as part of a monitoring program include:

- Number of building permit applications;
- Number and type of heritage alteration permits applied for and granted;
- Time frame required for review and approval process for heritage alteration permits;
- Qualitative / photographic record of alterations and redevelopment undertaken;
- Average housing/building price increase / decrease in comparison to similar areas of the City that are not designated.

The monitoring program should be conducted on an annual basis with a brief information report prepared to Council.

5.10 HERITAGE PRESERVATION INCENTIVE PROGRAMS

Grants and other financial assistance programs can provide an incentive for property owners to undertake more substantial conservation or restoration work on their dwellings. Following is a summary of existing incentive or assistance programs that are currently available in the City of Windsor, as well as potential programs that should be considered.

5.10.1 Grants

The City of Windsor Community Heritage Fund Program provides grants, loans or a combination of both to owners of properties that are designated either individually or within a heritage conservation district, to assist in the conservation and restoration of architecturally significant features of their property, if eligible. Funds to cover eligible conservation work, up to a maximum of \$50,000, may be provided to residents subject to WHC and Council approval. Additional information regarding the Community Heritage Fund and what constitutes an eligible project, is available from Planning staff or on the City's website at www.citywindsor.ca.

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5.10.2 Tax Refund Programs

Currently, the City of Windsor is participating in a 10 year pilot project to offer property tax relief to property owners of properties designated under Part IV of the Ontario Heritage Act. This relief is only available to properties within a section in the core of Sandwich bounded by Peter Street, Chippawa Street, Russell Street and Detroit Street. The program offers 40% relief from property tax for commercial and multiple residential-zoned properties. The program is intended to offset the cost of the restoration of heritage features and is provided for a maximum of 10 years. The project is scheduled to run until 2015, at which time it will be re-evaluated. Contact the City of Windsor planning staff or visit the City's website (www.citywindsor.ca) for further information.

5.10.3 Transfer of Density Rights

In areas where there is greater expectation and/or pressure for redevelopment or higher density development due to existing designations and allowable densities, transfer of density rights can assist in the preservation of heritage buildings. Such programs can help balance the objectives of both preservation and intensification and act as an incentive for property owners to preserve and re-use existing heritage resources. Density transfers for heritage preservation allow a property owner to transfer or sell unused density rights to other development sites where development may be more appropriate, in exchange for the long-term preservation of the heritage resource. Unused density is generally calculated on the basis of the floor space ratio that would have been permitted, minus the existing floor space ratio of the building being preserved. Determination of appropriate sites / areas where the density could be transferred to would need to be negotiated between the city and landowners, or have specific policies established for such programs.

Recommendations:

- The City of Windsor should further investigate and consider a transfer of density rights program for development that conserves heritage buildings and attributes. Such a program would be most applicable in the Special Policy area on Russell Street and the area within the district zoned RD3.3. In these areas, higher density development potentials could have negative impacts on the existing smaller scale character of the area.

6.0 HERITAGE ALTERATION PERMIT APPROVALS PROCESS

In accordance with the Ontario Building Code (1997), the City of Windsor requires a building permit for any new structures that are larger than 10 m² (108 sq. ft) consisting of a wall, roof and floor (or any of them), structures containing plumbing, and structures designated in the building code. Consequently, building permits are required for many interior renovation projects and additions as well as some exterior and facade projects including porches, additions, structural alterations to doors and windows, etc.

Designation of the Sandwich area as a Heritage Conservation District does not result in any changes to the type of buildings or projects that require a building permit for either interior or exterior work. However, when a building permit is necessary for work that affects a facade of a building that is visible from public areas (street, parks and open spaces, etc.) in a heritage district, an additional level of approval and scrutiny will be applied to ensure that the proposed construction or alteration is in keeping with (or improves) the heritage character of the area. Alteration permits are also required for some projects that do not require building permits to ensure that changes are in keeping with the area's heritage integrity.

6.1 WORK REQUIRING APPROVALS

Table 6.1 on the following page summarizes the types of projects that will and will not require a heritage alteration permit. Section 6.2 provides a summary of the proposed approvals process in the Sandwich Heritage Conservation District.

As the Ontario Heritage Act allows for greater authority and decision making to be delegated to planning staff by Council, it is recommended that a streamlined process be considered for the approvals process in the Sandwich Heritage Conservation District in some situations. This would help address concerns regarding the amount of time the approvals process will take as well as minimize the time and effort required for planning staff to prepare reports and recommendations to the Windsor Heritage Committee, particularly as the number of heritage districts and properties in the City grows. Shaded columns in Table 6.1 identify those projects and types of buildings where the Windsor Heritage Committee and Council review and approval of the heritage alteration permit is required. Unshaded columns identify projects / types of buildings where consideration should be given to delegating that approval authority to the City of Windsor's Planning staff and building division. Planning staff should retain the ability to consult the Windsor Heritage Committee and request their input and/or approval if they consider it desirable or necessary due to specific circumstances.

All requests for heritage alteration permits, including those not requiring Council approval, should be reviewed by the Building Division in the event that the work to be completed may require structural review.

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**TABLE 6.1
RECOMMENDED HERITAGE ALTERATION PERMIT REQUIREMENTS**

TYPE OF WORK		
Major Projects	Permit Required	Guidelines in Plan
New buildings	Yes	Yes
Additions	Yes	Yes
Major alterations visible from street or other public space	Yes	Yes
Conversions with exterior visible from street or other public space	Yes	Yes
Building demolition or portion of building visible from street or other public space	Yes	Yes
Porch/verandah replacement, removal or addition	Yes	Yes
Public works projects not consistent with the objectives of this plan	Yes	Yes
Alterations to Heritage Attributes Visible from Street or Public Space	Permit Required	Guidelines in Plan
Window or door removal without replacement	Yes	Yes
Additions of a window or door in a new or altered opening	Yes	Yes
Shutter removal (if original)	Yes	Yes
Addition or removal of front and side fencing	Yes	Yes
Decorative trim and bracket removal or replacement	Yes	Yes
Removal of chimneys, if significant visual feature	Yes	Yes
Removal or installation of cladding and siding	Yes	Yes
Painting of previously unpainted brick or stone	Yes	Yes
Re-roofing with different materials	Yes	Yes
Window removal where window is a significant feature from street	Yes	Yes
Removal of brick or stone piers (if original)	Yes	Yes
Wall mounted signage	Yes	Yes
Work NOT Requiring a Permit		Guidelines in Plan
Window and door replacements in existing openings except if window is an original and significant visual feature visible from the street or other public space		Yes
Replacement / installation / removal of storm doors, storm windows		No
Soffit and fascia replacement		Yes
Re-roofing with same materials		No
Eavestrough installation or replacement		Yes
Removal of chimneys if not major visual feature		No
Painting of wood, trim, previously painted brick / masonry		Yes
Other maintenance and repair that does not affect facade visible from street or other public space		Yes
Landscaping and gardening plans in any part of the yard (unless designated under Part IV)		Yes
Interior renovations		No

Note: Shaded cells indicate work requiring Council approval

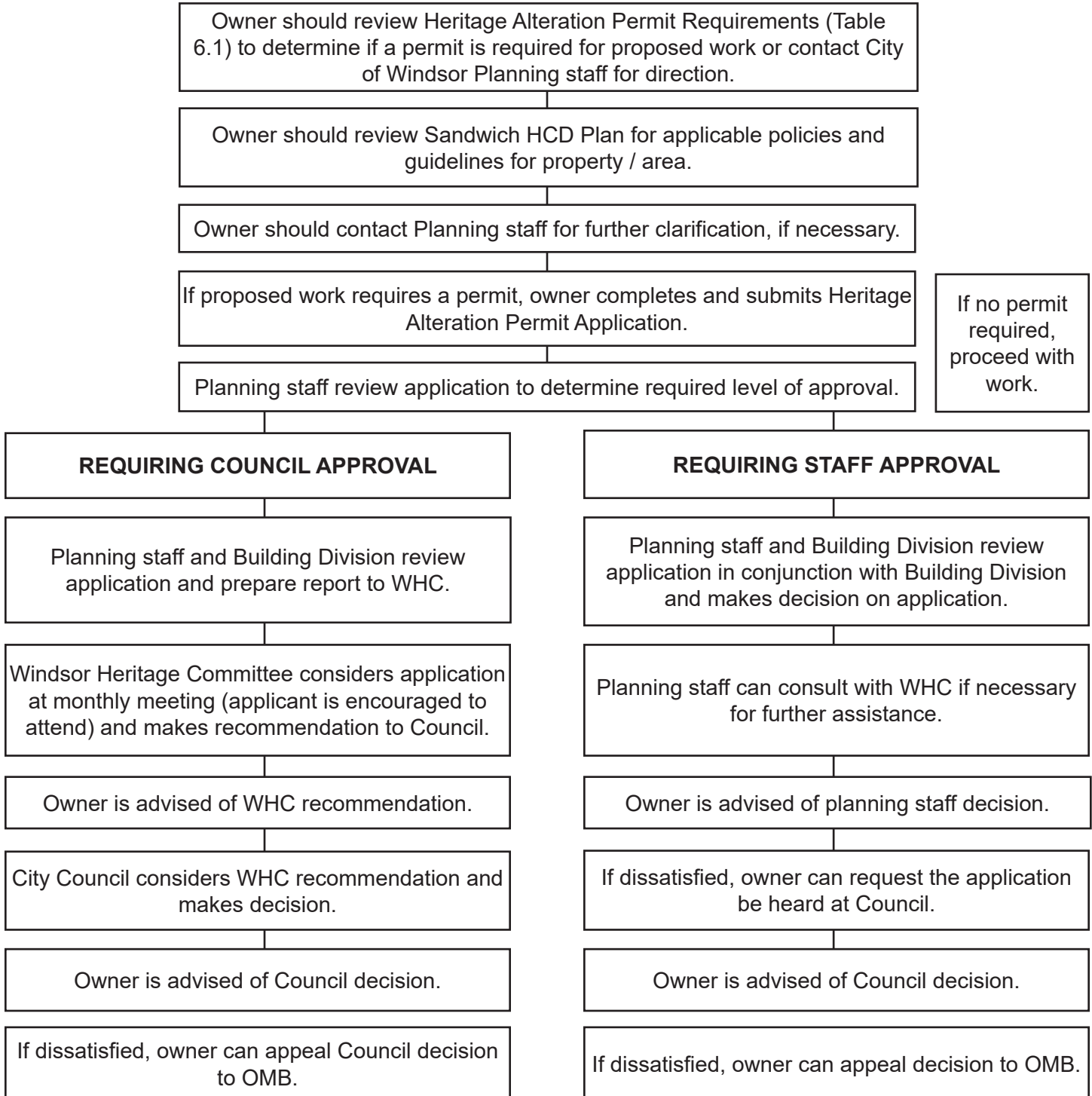
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6.2 HERITAGE APPROVALS PROCESS

The following chart graphically illustrates the typical steps that a property owner should or will be required when contemplating any alterations, additions or other work to their buildings in the Sandwich Heritage Conservation District, based on the recommendation that Planning staff be delegated authority to make decisions on some applications.



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6.3 HERITAGE ALTERATION PERMIT APPLICATION

An application for a heritage alteration permit for work in the Sandwich Heritage Conservation District should contain the following information at the discretion of planning staff;

- (a) Address of the property
- (b) Name and address of the property owner
- (c) Description of the proposed work, including a site plan or sketch showing the following:
 - location on the building of the proposed work;
 - drawings of the proposed work showing materials and dimensions;
 - written specification or documentation of the proposed work;
 - photographs showing the existing condition of the feature to be replaced, restored;
 - any research or documentation to support the proposed work;
 - archival photographs of the property or similarly styled buildings in the community.
- (d) Signed statement by the owner of the building authorizing the application.

A sample heritage alteration permit application is provided in Appendix B. It is recommended that the City of Windsor provides the application on the City website.

There are no fees associated with the heritage alteration permit application or process.

6.4 ROLES AND RESPONSIBILITIES

6.4.1 Planning Staff

The City's planning staff should be the first source of contact for anyone contemplating renovations, restoration or other building alteration and maintenance projects. Planning staff has the knowledge, skills and resources to assist residents in making decisions regarding whether or not a proposed project requires a heritage alteration permit and the type of approval process. In addition, planning staff are responsible for preparing reports to the Windsor Heritage Committee and Council for review and decision making, therefore, their involvement from the beginning of any project increases the communication and understanding of what is being proposed.

City staff will also be responsible for issuing heritage alteration permits to the applicant if the work is compatible with the guidelines of the Heritage Conservation District or upon staff decision or the decision of Council.

6.4.2 Windsor Heritage Committee

Windsor Heritage Committee will be responsible for reviewing heritage alteration permit applications and making recommendations to Council regarding their approval. Where the Heritage Committee input and decisions are required or sought, they should be guided by the principles, goals, objectives, guidelines and recommendations in this Sandwich Heritage Conservation District Plan. Windsor Heritage

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Committee's role should continue to be similar to what it currently is, with the exception that their formal input / recommendations may not be necessary for all situations and heritage alteration permits.

The Windsor Heritage Committee members can also provide a wealth of knowledge and information to residents regarding appropriate heritage preservation practices, examples and processes.

6.4.3 Council

Members of Council are responsible for adoption of policies and plans relating to heritage in general and for approving some heritage alteration permits in designated heritage conservation districts. Council members should recognize the historical, architectural and cultural value of Sandwich's heritage attributes when making policy and land use decisions that affect the heritage district and also be guided by the principles, goals, objectives and guidelines of the Sandwich Heritage Conservation District Plan. At the same time, they should be aware that a heritage district designation is not intended to 'freeze' the community in time, and that change can and will occur in the neighbourhood.

Recommendations:

- Council should be encouraged to allocate budgets to ensure that staff resources are sufficient to efficiently handle the heritage alteration approval processes for Sandwich (as well as existing and future heritage districts).
- It is strongly recommended that the City of Windsor provide sufficient resources to employ a heritage planner to manage the ongoing issues associated with heritage conservation within the City'
- Council is encouraged to maintain appropriate funding for public infrastructure projects such as roadwork, tree planting programs, street sign and lighting replacement / refurbishment to retain, or enhance where possible, the heritage character of Sandwich.

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7.0 ARCHITECTURAL DESIGN GUIDELINES

7.1 INTRODUCTION

Preserving historic architecture has a long and varied past. Initial moves to preserve architecture date to the Roman times, with efforts by emperors Hadrian and Augustus to preserve significant examples of Greek architecture. During the 19th century, great efforts were made in conserving and restoring medieval architecture to states the Europeans believed to be authentic.

The case of the Sandwich District is more modern, but no less important. An essential crossing point of the Detroit River for nearly three hundred years, Sandwich existed when there was only a geographical border to cross.

In designating part of Sandwich as a Heritage Conservation District, the aim is not to freeze it in time, but allow for a greater sensitivity to those truly historic buildings and further develop the character of the place. Change often facilitates growth, and the incorporation of shifting lifestyles into the fabric of the building will ensure that Sandwich remains vivacious.

Conservation of the district begins with the individual properties and elements that it encompasses. In terms of built structures, buildings contribute to the streetscape both through their front and side facades. It is inevitable that not all buildings are built in the same period or with the same style, and in that vein, they have been described according to their architectural style and potential for restoration.

Those portions of the house directly relating to the street should be preserved in order to maintain the streetscape and heritage character of the district. The interior and details facing away from the street are not governed by the heritage designation, and can be altered by the owner to suit personal needs. Buildings will be subject to normal planning and zoning bylaws regarding density and number of units, but will not be further restricted by the heritage aspect of the district.



Tudor Revival house at the intersection of Rosedale Avenue and Alexander Avenue.

The following pages contain recommended practices for preserving and restoring a heritage building in the Sandwich Heritage Conservation District. They address aspects of alterations, additions and new buildings, both commercial and residential.

The following pages contain recommended practices for preserving and restoring a heritage building in the Sandwich Heritage Conservation District. They address aspects of alterations, additions and new buildings, both commercial and residential.

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7.2 KEY ELEMENTS

The sum of the following architectural elements totals the definitive style of the building that is presented to the street. When these elements are common throughout a series of buildings, a sense of continuity is created and a cohesive neighbourhood begins to emerge. This section begins broadly; looking at form and large scale influences, then narrows its focus to smaller elements that influence the outward character of the building itself.

7.2.1 Building Form

Initial impressions of a district often come from the apparent massing of the buildings. Regularity in a row of houses is not often noticed, but when that regularity is broken, the unique example will be the one remembered, for better or worse. An apartment building inappropriately placed into a row of residential houses will destroy any sense of continuity on the street. Moreover, the immense mass of the building will overshadow that of the other houses.



View of Alexander Avenue looking north.

One of the most picturesque streets in the district, Alexander Avenue, provides a good example of this principle. Though not all houses were built with uniform architectural style, they do respect the massing and setback of the houses around them. Of the four houses pictured to the left, all are set back equally and none are so massive as to destroy the rhythm of the street.

7.2.2 Building Setting on Property

Building consistency within a neighborhood is not only contingent on the spacing between buildings. The distance at which the buildings are set back from the street

alters their relation to it. If one building is constructed nearer to the street it seems to impose itself on the rest of the neighborhood. The rhythm of building setbacks further lends coherency to the district.





7.2.3 Architectural Style

In the Sandwich Heritage Conservation District, architectural styles differed greatly as development continued. North American styles typically lagged behind European developments by a generation and when finally applied, were imbued with regional character. The period between the wars was an affluent time for Sandwich, and as a result, architectural expression became more romantic. The Phase I study documented the range of styles that are prominent in the Sandwich Heritage Conservation District, a short description and representative photograph of each follows:

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Italianate	Typically large square or rectangular two storey massing. A low pitched, hip shaped roof with wide overhangs supported by decorative brackets tops the house. Tall, narrow windows pierce the walls and tend to be arched or rounded at the top with much decoration. Openings are mostly symmetrical and there is often iron cresting on the roof to give more interest to the profile.	
Tudor Revival	Popular in the 1920's and 1930's. Usually a first storey of brick or stone and second storey detailing with stucco and half-timbers. A steeply pitched roof with gables and dormers protects the structure and multi-pane windows allow the entry of light.	
Residential Georgian or Georgian Revival	The Georgian revival was popular between 1920 and 1940. It is typically two storeys high and features a side gabled or hip roof. The façade is symmetrical and has an ornamented entrance. Sash windows are evenly spaced and feature multi-pane glass. Chimneys are often large and prominent on the gable sides. Example of original Georgian style is the McGregor-Cowan house circa. 1806.	
Craftsman	Popular in the early 1900's. Low pitched gable roof with wide unenclosed eave overhang with supportive brackets. Often decorative and artistic, the verandah contained underneath the main roof extends across the full width of the house	

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<p>“Ontario House” Vernacular</p>	<p>A popular “pattern” house style in the 19th and early 20th centuries. A cross gabled roof allowed use of the second storey. Front porches often extend across the entire width of the first storey, and allow for outside space sheltered from the elements. Brick colours vary by region.</p>	
<p>Queen Anne Revival</p>	<p>The ornamentation of this style is obvious. Fine detailing is inherent, with finely scalloped sections of siding evident. Decorative fascia and bargeboard is also a common theme in the Queen Anne Style. Wooden siding is prevalent due to the expensive nature of brick and stone.</p>	
<p>Institutional Georgian Revival</p>	<p>Solid and symmetrical, the building was traditionally capped by slate. The roof is often hipped. The entrance is often decorated with projecting neoclassical porch and transom windows surround the door. Other renaissance inspired decorations include tripartite windows topped by blind arches with a radiating voussoir pattern that finish the first floor fenestration.</p>	
<p>Norman Revival</p>	<p>The Norman revival is characterized by several distinguishing features. The most prominent is the lightly bell cast eaves of the steeple apparently supported by decorative quoins, pairs of belfry vents or windows on each side underneath the steeple; originally to house the bell(s). A bull’s eye window, often of stained glass penetrates the façade above the entrance, illuminating the foyer. Notice the round arched openings and neoclassical door arch.</p>	

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Tuscan Revival	Characterized by simple unfluted columns and pilasters with simple or non-existent capitals and bases. Very symmetrical; arcades, sometimes blind, topped by circular pediments and exposed keystones adorn the façade.	
Romanesque Revival	Distinguished by the prominent mansard roof and high relief cornices, the Romanesque revival enjoyed great success as a “Federal” style. Very symmetrical and picturesque, it sat on a stone base with an emphasis on the centre. Fan lights decorated with key stones were used to permit a greater amount of light penetration to the main entrance points	
Gothic Revival	The most ubiquitous aspect of the Gothic revival is the pointed-arch windows that permeate the building. Building massing is often heavy, with classic materials and palettes used. Verticality is an important aspect of the gothic revival and often paralleled building budgets.	

7.2.4 Roof Style, Dormers and Gables.

Originally conceived to protect the inhabitants of the home from the elements, roof structures have taken on elemental variations to display the architectural values and affluence of those underneath. The roof gives the building its distinctive profile. Styles in residential Sandwich generally follow the same pattern, a pitched roof with a gable end on either side. Orientation of these gable ends often factors in the determination of the architectural style of the building. Georgian or Craftsman style houses present the gable ends to the sides of the property while Tudor and Victorian Revival houses often present the gable to the street.

Roofing materials also contribute to the identity of the building. Modern constructions often utilize asphalt shingles, but these were not available during the early years in Sandwich. Early building roofing materials included cedar shake shingles and slate, the most obvious examples utilizing cedar include the Duffy-Baby Mansion and the Masson-Deck House.

Dormers offer the builder a means to allow light to penetrate the roof. These additions complicate the roof plane and create a more varied and stylistic form. Adding dormers can also take place after the building is constructed, as an afterthought and is addressed in Section 8.3.4.

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7.2.5 Windows, Doors and Accessories

Doors and windows are important architectural features of any building. They permit the movement of light, air and people in and out of the building. Both necessary openings and design tools, doors and windows provide another opportunity for the house to establish itself architecturally through various details such as rounded or gothic arches, decorative frames, as well as shutters. Not only the doors and windows themselves, but the detailing of the openings around them, such as keystone and voussoir design, provides special insight into the character of the building.



A vinyl-infilled window on the J. Spiers Building.

The J. Spiers building (left) has a series of second storey windows that have ornate detailing on their headers. Even with their reduced dimensions, the bas-relief keystone of each stands out and marks the top of the arch in these decorations.

The house at 395 Rosemount Ave (right) may be a later addition to the streetscape, but the addition of a Greek Revival styled door adds to the character of the façade and further incorporates it into the fabric of the neighbourhood.



A classically treated door at 395 Rosedale Avenue.

7.2.6 Building Materials, Textures, Colours

The development history of Sandwich has seen the predominance of several preferred building materials. Early in its development, the predominant building material was undoubtedly wooden siding, due to the expensive nature of brick. Masonry did appear in nearby institutional buildings as early as 1847 with Assumption Church, but its widespread use became apparent in the final decades of the 19th century. As the town developed and brick became more accessible, especially through Jules Robinet's brick yard near the intersection of Peter and Brock Streets, brick quickly became the lingua franca of builders. Lately, with the advent of modern building practices and materials, vinyl siding has taken over due to its ease of installation and low cost. Although vinyl is extremely economical, it does have drawbacks. A well built masonry wall will last indefinitely and maintain its form. Vinyl, on the other hand, tends to degrade at a faster rate and, over time, will fade and discolour.

The lifespan of a brick clad house is directly related to the continuity of maintenance that is given to it. Over the years brick will accumulate airborne sediments and discolour. It is important to note that old brick is much more fragile than new; modern means of brick cleaning have the potential to damage the brick irreversibly. Cleaning only when heavily soiled, using the gentlest method possible and ensuring that an area is tested first ensure the brick will not be damaged.

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Vinylcide – this building is clad in sun-damaged and degraded vinyl siding.

Unless the job is small and the worker both skilled and knowledgeable, it is recommended to leave the job of repointing mortar to a professional mason. The proper mortar must be used and the pointing must be appropriately profiled to match the existing mortar. Repairing the mortared joints around masonry can ameliorate the effects of dampness evident in the disintegration of the mortar itself, loose bricks, wet walls and interior water infiltration. By inspecting mortared joints on a regular basis, the building owner can ensure that the cost of repair remains manageable.

The Standards and Guidelines for the Conservation of Historic Places in Canada states that “it is not recommended to remove paint from historically painted masonry, unless it is causing damage to the underlying masonry”. This statement does not acknowledge the fact that masonry walls must breathe to stay stable and the application of paint eliminates this possibility. Damage from the accumulation of moisture will accelerate both the deterioration of the brick and the mortar.

Structural framing of the buildings has typically been wooden with the enveloping material later applied. The wooden frame sits upon a base of stone or concrete to protect from moisture and the roof angles are created to shed rain and snow. Roofing materials vary, from slate and tin to asphalt and cedar shingles.

7.2.7 Multi-Unit Residential Housing

The majority of Sandwich was originally developed as single family houses. Multi unit residential housing appeared as early as 1918 with the Robinet row houses on Peter Street to house the workers at the Robinet brickyard located behind. As the University of Windsor has grown many houses on the north side of Sandwich have been converted into multi unit housing. These are typically single family residences with interior renovations to suit young adults.

Purpose-built multi residential housing in Sandwich has been mostly unsympathetic in its construction. Large buildings have been springing up around Sandwich, destroying streetscapes and densifying neighbourhoods. One example of a



376-386 Rosedale Avenue. This building respects both the massing and setback of the surrounding building stock.

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sympathetic row house would be that of 376-386 Rosedale Avenue. This building respects both the height and proportioning of Rosedale Avenue. It maintains a general colour palette that is consistent with other buildings on the street and is punctuated by window rhythms that flow through the neighbourhood.

The perfection of the passenger elevator and the development of the reinforced concrete allowed developers to build up, increasing density while maintaining a minimal building footprint. It was found that this form of construction was also more cost efficient, therefore a move to more efficient profitability for investors. These constructions can reach heights of ten storeys or more and cast a very long shadow over surrounding properties, forcing neighbours to adjust their living style. While ignoring the surrounding streetscape, the buildings seem to be designed and situated as monoliths. Often high rise apartments offer great expanses of masonry to the neighbourhood vista, breaking both the rhythm and massing of the neighbourhood, as well as creating a rather monotonous and depressing view.



As a result of the infill of the neighbouring lot, this property owner has had to make extreme modifications to received a satellite signal.

Recommendations:

- Future development should limit the height of infill construction to levels more respective of the surrounding neighborhood. Two to three storeys, with appropriate design and material considerations would benefit the heritage characteristics of the Sandwich Heritage Conservation District and add to the overall homogeneity of the neighbourhood.

7.2.8 Key Element Variations for Commercial and Institutional Buildings

Commercial buildings in early Sandwich mirrored residential construction in terms of materials. Wood was still prevalent into the latter half of the 19th century, as the Dominion House Tavern, built circa 1880, attested. Brick however, was becoming more popular with the appearance of John Spiers' general store (right) as both store and post office in 1880, and was fully cemented into the building language by the turn of the 20th century with the addition of the J.H Bishop Fur Company building in 1890 and the Jules Robinet Winery in 1895.



The J. Spiers Building as it appears today.

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Commercial buildings are often centered in one area, appropriately named a commercial district. This grouping adds to the cosmopolitan nature of the shopping experience through increased pedestrian traffic and reinforces the need for improved fire protection. Roofs were flattened to prevent rain and snow from falling onto the street and to maximize the usable area underneath. The exterior walls of the building extended above the flat roof in order to protect and insulate from fire spread.

Typical facade variations for commercial buildings include the use of larger windows, both to showcase more wares and to allow light to reach further into the building. The buildings themselves are moved closer to the street, forcing pedestrians closer to the windows of the shop. They are often joined, to present a unified façade. Ground floor windows extend almost to grade, and the floor is set near to ground level in order to maximize the showcase potential. It was not uncommon for semi permanent canvas awnings to be placed over the windows to shade the interior from the intense heat of the summer sun or the rains of the spring and fall; these have been supplanted by the faux cedar awnings on the present “Mill” building.

The cornice separating the first and second floors was typically used for advertisement and signage, completely visible from across the street and at varying distances, as it remains in focus no matter where one looks on the building.

St. John’s Anglican is the only church contained within the Sandwich Heritage Conservation District. St. John’s (right) is one of the oldest structures in Sandwich, built in 1796 and renovated in 1852. It follows the typical style of church built for Anglican worship at the time, a rectangular building with a tower at one end. The Norman tower is representative of the original construction, while the rear of the building was rebuilt in the gothic style.



St. John's Anglican Church

7.3 DESIGN GUIDELINES

This section of the Sandwich Heritage Conservation District plan deals with recommended practices for alteration, additions and new construction. It provides design guidelines and illustrations to suggest building practices and materials. These design guidelines are intended to reflect the basic principles of conservation in the Sandwich District.

The guidelines build on the overall heritage preservation objectives, principles and policies listed in Section 3 of this Heritage Conservation Plan and should be considered in conjunction with them when reviewing applications for heritage alteration permits.

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7.4 ALTERATIONS

Preserving the character of the building is paramount in any alteration undertaken on portions of the building facing the street. These alterations have the potential to affect both the character of the building and the integrity of the streetscape that surrounds it.

Recommendations & Guidelines:

- Potential alterations should be preceded by a period of research into the original style and appearance of the building;
- Conservation work should be based on historic documentation such as historic photographs, drawings and physical evidence from the building itself;
- Surrounding buildings and similar properties may provide evidence as to the style and form of any details requiring construction;
- Before beginning any alteration, record the pre-existing state of the building through drawings, notes and photographs. “Before and after” photographs can often be a source of pride for the owner and builder;
- It is better to preserve than repair, better repair than restore, better restore than construct. This applies especially to features such as windows, doors and trim. A little preventative maintenance goes a long way;
- Make every attempt to approximate the materials, methods and quality of old construction, rather than utilizing modern substitutes where possible;
- If it is impossible to restore an original aspect of the building, the replacement should approximate the original in style, size and proportion;
- If adding to the building, incorporate similar forms, materials, scale and design. Avoid concealing original features of the building, especially entrances and decorative detailing. Work should be distinct from the original construction and should be reversible to the original form; and
- Limit all changes to the basic structure to the essential and intervene only when necessary.

7.4.1 Case Studies

7.4.1.1 Satellite Dishes

Craftsman styled houses are quite popular on Rosedale Avenue. They are characterized by the low - pitched gabled roof that creates a large verandah in the front of the house. Tapered or square masonry or stone columns support the verandah. A dormer window pierces the roof and is usually of the shed type, although gabled dormers do exist. Finer examples typically are clad with a first storey of brick and second storey of either stucco or wooden siding. Modern alterations often include the addition of vinyl siding over the second storey portions of the house due to its ease of maintenance.

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The installation of a satellite dish and less-than-structural metal rod with attached thermometer on the central column retracts immensely from the presentation of the façade, (upper right). The satellite dish could be mounted equally effectively behind the apex of the roof and only minimally affect the roofline. The metal rod is not required structurally as evidenced by surrounding craftsman style homes, if it was, a more sympathetic masonry or timber post could be installed.

The position of satellite dishes in the Sandwich Heritage Conservation District has become an ubiquitous sign of the homeowner's television signal source. These dishes are apparent on the main facades and rooflines of a majority of buildings and detract from the heritage character of the district.

Satellite dishes absolutely litter the roof of this projecting façade (right). The network of cables running into the second storey window is evident from street level and further deletes any heritage character the house may display.

Satellite dishes are easily repositioned to minimize their imposition on the façade of a building in the Heritage District. Most dishes allow for multiple feeds, cutting down on clutter of the roof. Houses must accommodate change and grow with those changes. Necessary changes, such as the modernization of the building can be performed in a manner that does not jeopardize the heritage quality of the building. The addition of vinyl siding to the previous example is clearly a later addition and greatly alters the character of the house. It disguises any brick or masonry that may exist underneath and provides a seventh rate version of any fascia or bargeboard that may have pre-existed the vinyl. In this case careful investigation of what lies beneath may prove fruitful in terms of revealing truly valuable architecture.



Note the satellite dish and less-than-structural steel rod on this Craftsman styled house.



The numerous satellite dishes populating this building provide visual clutter.

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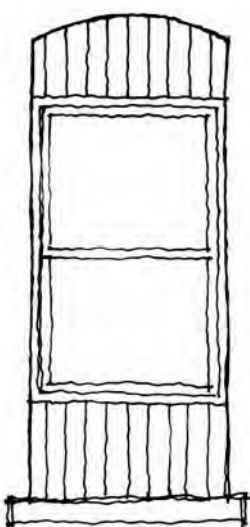
7.4.1.2 Windows

When replacing windows, try to maintain the shape and style of the original. The removal of the original window in the case of the J. Spiers building (right) and the infill with a much smaller modern window and vinyl siding has reduced the amount of available light to the space behind by one third. Not only has the transmitted light been reduced, but an important heritage aspect of the building has been removed. It is often better to refinish the original window than to replace it with a mass produced vinyl replacement. The quality of materials and workmanship of old windows is often very high; repair is usually a reasonable option and is encouraged. If insulation value is a factor, consider adding a storm window with insulating glass. The use of period paints to finish the window is encouraged as well. Please note that even though new treated woods and wood coatings advertise being as weather resistant, they still require a good coat of paint to further seal and protect. The extra bit of work will ensure longevity to the project; a bit of preventative maintenance goes a long way.

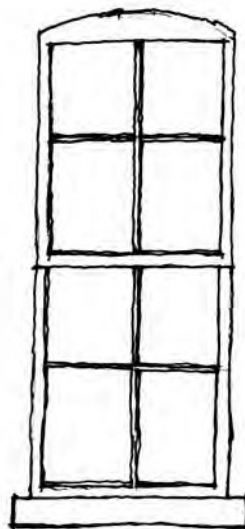


This window is reduced to a third of its useable area.

Windows and their forms are often the most expressive perforations of the built form. In Sandwich, they contribute to the heritage character of the neighbourhood. The repetition of certain shapes and styles gives visual coherency to the district. Functionally, they allow both light and ventilation into the house. The replacement of these character defining elements with modern, and inappropriate vinyl windows detracts from the heritage identity of Sandwich.



A typical window replacement in Sandwich.



The original design and preferred replacement.

These sketches represent the most common type of window replacement in Sandwich. Large wooden windows fall into disrepair and are filled with factory made replacements that are much smaller than the original opening. Vinyl, wood or block fill is used to match the pre-existing opening to the new window. An interesting option is depicted in the photo on the next page. The round head window is replaced by a smaller square window, but an ornamental shade is placed over the infill. This addition accents the original features and incorporates elements that would have been featured historically.

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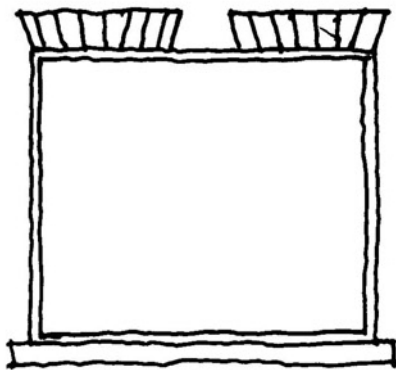
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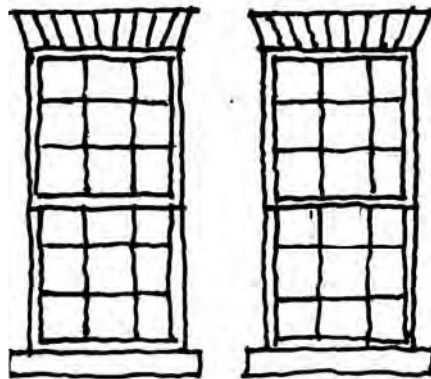


An interesting and economical option.

Other typical insensitive alterations include the conversion of two matched windows into one large picture window. The two windows and separating masonry are removed, and a new lintel inserted. The soldier coursing remains, an indicator of the previous layout.



Often seen picture window replacements are both insensitive and inappropriate



The original design and appropriate replacements.

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7.4.1.3 Eaves

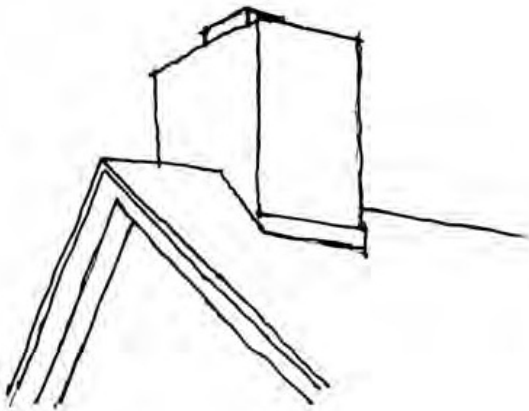
Alterations to commercial buildings are not unknown in the Sandwich Heritage Conservation District. The Registry Office, connected to the jail complex, has been modernized with the addition of modern soffit, fascia and eavestrough to replace original detailing. Notice the discolouration of the soffit and fascia. The use of a clearly modern material has reduced the heritage character of the building. It would have been better to restore the existing work than to re clad with the modern material. Notice also that the eavestrough cuts cleanly through the stylized belt course of stone. This is an example of irreversible damage to an important heritage building. The eavestroughing could certainly be placed in less conspicuous positions and be routed around important stonework. Although the work may cost more, the end result will be a heritage building preserved, without altering its heritage characteristic.



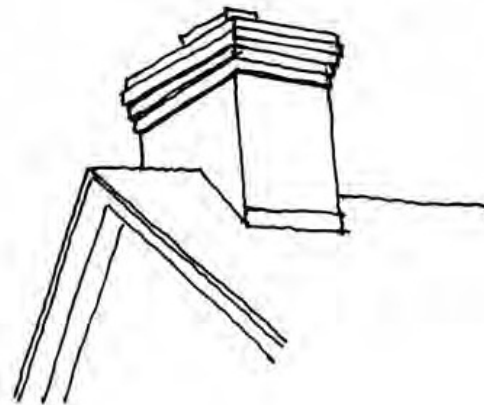
The eaves trough on the Registry Office cuts through the stone detailing of the façade. This damage is both regrettable and irreversible.

7.4.1.4 Chimneys

A typical chimney replacement involves capping and stabilizing the pre-existing brick, often removing the decorative corbelling that was prevalent in the past. This corbelling and patterning serves to augment the heritage character of these houses and should be preserved at all costs.



A typical chimney job – cap and stabilize.



The preferred and often pre-existing form.

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7.5 ADDITIONS

In order to provide more space for growing families or shifting uses, buildings are often added to. Additions, similar to alterations, can affect both the building itself and the streetscape. Any additions in a heritage conservation district must be sensitive to the form and massing of the building itself as well as the surrounding context.

Recommendations and Guidelines:

The principle façade of the building affects the heritage character of that building and the district. Additions should be located to the rear of the building as much as possible.

The addition should complement the original construction and respect the original materials and detailing, while still being distinguishable as an addition.

New additions should not dominate the original structure. The height of any addition should not exceed that of the building or any surrounding structures.

The original form and decoration should be respected by the addition and as such should not remove or obscure any original significant work.

Original massing, symmetry and proportions of the building should not be negatively impacted by the addition. The façade should remain visually balanced.

Doors and windows are some of the most important architectural features of a building. New doors and windows should reflect the original style, orientation and proportion as on the existing dwelling.



More preferred location of additions



Less preferred location of additions

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As in any alteration or addition, limit all changes to the basic structure to the essential and intervene only when necessary.

7.5.1 Case Studies

Additions to buildings in a heritage district are encouraged to be on locations of the property that have the least impact on the street elevation, and be respectful of the original design style and materials when constructed in a location visible from the street.

The addition to the Masson-Deck house (right) respects the previous built form and colour palette. In order to create more usable space underneath the roof, the occupant extended the dormer on the north side of the house over a new addition at the rear. The original form and massing of the house is retained, the roof silhouette is maintained, but the addition is made evident by the use of brown vinyl siding. Although not a preferred location for an addition, the design philosophy of this house accommodates the new construction.



The Masson Deck house on Alexander Ave.

7.6 NEW BUILDINGS – RESIDENTIAL

There are very few places in Sandwich Heritage Conservation District that could support further residential development. Little recent construction was observed during site visits, however, new buildings may be required in cases of fire or some other structural failing. Those new buildings must respect the streetscape of the surrounding neighborhood and retain the integrity of the area.

As modified by Minutes of Settlement: March 23, 2010

Recommendations & Guidelines

- Where the streetscape is not uniform, new buildings should be aligned with the building that represents the most common setback on the street;
- Respect the neighbouring properties in setback, footprint, size and massing;
- New buildings and entrances must be oriented to the street and are encouraged, to have individual expressions of architectural interest to contribute to the visual appeal of the neighbourhood;
- Unique conditions or location, such as corner properties, can provide opportunity to increase architectural interest and details on both street facing facades;
- Use roof shapes and major design elements that are complementary to surrounding buildings and heritage patterns;

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- Size, shape, proportion, number and placement of windows and doors should, reflect common building patterns and styles of other buildings in the immediate area;
- Use materials and colours that represent the texture and palette of the Sandwich Neighbourhood;
- Where appropriate, incorporate in a contemporary way some of the traditional details that are standard elements in the principal facades of properties in the Sandwich neighbourhood. Such details include transoms and sidelights at doors and windows and decorative details to add character that complement the original appearance of the neighbourhood, and add value to the individual property;
- Front drive garages are strongly discouraged. Garages should be located in the rear yard whenever possible and will be subject to the design guidelines of the Heritage Conservation District Plan;
- New buildings should not be any lower than the lowest residential heritage building on the block or taller than the highest residential heritage building on the same block;

7.6.1 Case Studies

The addition of this one storey gabled house to the Alexander Avenue streetscape is the type discouraged in the Sandwich Heritage Conservation District. In consideration of the rest of the street, the average height of each house is two stories; the setback is far smaller, concealing garage and vehicle parking. Dwellings to either side of this property speak in an architectural language not understood by this property: height, style scale and amount of detail all differ. The colour palette utilized by this house differs greatly from any other used on the street. For the most part, natural tones and finishes permeate the neighbourhood.



This house does not respect the massing or materials on Alexander Avenue.

Although this example of a Georgian revival house (right) was a later addition to the Rosedale avenue streetscape (circa 1930), it maintains the heritage characteristics of the street. The setback and massing are similar to those dwellings around it, and the colours used on the house are more in line with the tone of the neighborhood. The offset garage allows for parking towards the rear of the house and mimics the house in its hipped roof design. Although the vinyl siding of the garage is not sensitive to the heritage character of the property, it is easily mitigated by replacing the cladding material. Playful decoration adorns this house, the



395 Rosedale Avenue. Note the Georgian Revival elements and sensitivity to the streetscape.

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decorative shutters entertain small cutouts of ships, and the Greek Revival entrance adds a unique flair to the dwelling.

New construction should not directly mimic the nearly century old buildings that inhabit the neighborhood, however the design should incorporate aspects such as massing and setback to respect what is already there and integrate the new building into the language of the Sandwich Heritage Conservation District.

7.7 COMMERCIAL BUILDINGS

The Sandwich Heritage Conservation District includes a significant number of commercial buildings located mainly along Sandwich Street in the commercial core. Most are purpose built for commercial use, but at least three are converted from residential buildings.

Recommended Practices and Design Guidelines

- Where buildings are being converted to commercial uses, retain original features (doors, windows, porches) and details of the building to reflect its historical use;
- If alterations are required to provide barrier free access, ramps and railings should be of suitable materials, colour and design details to blend in with the original structure as much as possible. They should be located so as to not conceal the original features of the façade;
- If alterations or additions are required to provide suitable access to the front of the building, it is recommended that these elements be designed as transparent or unobtrusive additions concealing a minimum amount of the original façade and identifiable as a separate construction. New work should be recognized as new, but complementary in appearance to the original;
- The avoidance of backlit, fluorescent signs will enhance the heritage characteristics of Sandwich. These signs are not consistent with the age, style and character of the Sandwich Heritage Conservation District. Preferred sign options include painted, stained or carved wood or materials with similar appearance with lettering styles that reflect the traditional, historic character of the community. The preferred type of sign illumination is shielded, incandescent lighting at the top or side of signs;
- The size and scale of signs should correspond to the building. Signs which obscure architectural details are discouraged. Freestanding signs in front of the building should avoid potential conflict with building style and details;
- Any additional parking requirements that may be necessary to meet business needs or zoning regulations should be located at the rear of the building and be appropriately screened by landscaping and/or fencing from the street and adjacent neighbours; and
- Prior to any major renovation to a heritage building for the purpose of conversion to a new use, it is recommended that the owner undertake an audit of the unique exterior (and interior) features and capitalize on those inherited features, rather than dismissing them for their age.

Additional guidelines for signs are provided in Section 8.0.

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7.7.1 Case Studies

Many of the conversions in Sandwich have been done without care or sensitivity to the heritage character of the original building. In many cases, the exterior has not been preserved intact or maintained in good condition to represent the original appearance and contribution to the character of the street. Major modifications to the exterior of the front façades have been performed to incorporate identification signage and densify occupation of the building.

Behind these shop fronts lies the ghost of a Georgian house. Virtually all of its architectural character has been removed, and the building remains in the background as a spectre. The front of the property has been occupied by several nearly anonymous single story shop fronts and an extended entrance to the house in the rear. Insensitive conversions have the ability to strip the district of its identity and should be monitored carefully.

The building at 3165 Sandwich Street (below) has been the unfortunate recipient of a very insensitive addition. The Georgian Revival house (circa 1875) sits at a right angle to the street and presents a gable end to the street. For commercial interests, a large cinderblock addition has been completed and presents a new entrance and large windows onto the street. The entire building has been painted grey, a colour that covers a previous coat of yellow. The original house is presumed to be of red brick.



A Georgian house stands behind these shop fronts.



Note the original concealed Georgian house behind the addition.

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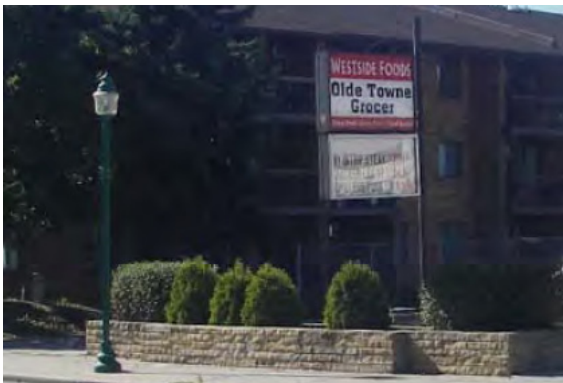
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By using modern methods of construction and modern materials to convert this house into a commercial building, any historical context the building may have had has been eliminated. The flat roof and unsymmetrical façade betray the design ideals of the Georgian house behind. Any addition to a heritage building should respect the original construction by being independent of it or inferior to it. By mimicking materials and details to flatter the original, the addition will inherit some of the original identity. An addition that is in a prominent location and competes for attention by size and conflicting construction details does not serve the design intent of either the original or the addition.

An interesting building conversion occurred in St. Thomas. “Tim Hortons” required a downtown location, and instead of building the adaptive re-use of the building and preservation of the typical downtown façade further incorporates it into the streetscape. Even the sign occupies the traditional banding of the building and projects minimally from the façade.



Appropriate commercial conversion in St. Thomas.



Signage in Commercial Sandwich seems to lack any coherent standard and in several cases signage is insensitive to the character of the building itself. The “Olde Towne Grocer” sign is an example of effective, but insensitive signage. The backlit, fluorescent sign is not in keeping with the heritage aspect of the area. A painted wooden sign, lit with downward incandescent lighting would mirror the historic signage type seen in Sandwich. Notice the lack of relation to the much more sensitive streetlight.



The Baby-LaJeunesse house as a convenience store.

In extreme cases, the signage on the building obscures the architectural features of the building itself. The signage on 3402 Sandwich Street (right) ‘Mikes Variety’, also known as Baby-LaJeunesse house, certainly advertises to the world that milk, grocery, candy, pop and chips are available there, but it does not advertise that those wares are housed in a building significant to Sandwich both historically and architecturally. This modest Georgian Revival house was constructed in 1855. Evidence from historic photos indicate this has been a convenience store for quite some time. A more consistent sign with heritage values should replace the existing signage.

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Good examples of appropriate, modern signage occur in other Ontario towns and cities. Highly visible during the day due to colour choices, these examples are illuminated at night by downward incandescent lights. They respect the historical paint colours of the area, as well as the original massing by staying within the boundaries of the traditional banding

7.8 BUILDING CONVERSIONS

Many buildings in the Sandwich area have been converted from single family to multi-unit dwellings, dividing the interior of the building into individual apartments. The conversion of buildings often makes economic sense thereby helping to retain some buildings that might not suit today's households. However, the alterations that are sometimes undertaken as part of the conversion process to provide additional entrances and emergency exits can affect the exterior of the building.

Recommendations and Guidelines:

- Avoid altering the streetscape facade of the building. Provide access to individual apartments and offices from the interior of the building. If this is impossible, new entrances should be located to the side or rear of the dwelling;
- If exterior stairs are required for access or emergency exit purposes, they should be situated at the rear or side of the dwelling away from view, using materials, colours and construction methods that are compatible with the original building design;
- Do not block up or remove original door and window locations;
- Locate additional utility meters in an inconspicuous, but still accessible location at the rear or side of the building;
- Front yard or boulevard parking is strongly discouraged,
- If additional parking must be provided, it should be located at the rear or side of the building with appropriate landscaping or fencing provided to screen it from the street and adjacent neighbours.



Note the retention of original design elements.



Note the respectful signage.

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An unsympathetic exterior fire staircase.

7.8.1 Case Studies

This rental property on Peter Street was probably constructed as a single family residence. In the intervening years it has been converted into a multi occupant building and modified to suit building codes. Unfortunately, the streetscape façade of the building has been altered greatly. The apparent mass of the recent bright red wooden staircase destabilizes the symmetry of the house. Although the exterior remains unchanged structurally, the reconstruction of the porch using historically insensitive materials has altered the immediate heritage potential of this building greatly.

7.9 SITE / AREA SPECIFIC DESIGN GUIDELINES

Rosedale Avenue and the Town Centre (Sandwich Street between Detroit Street and Brook Street) have truly unique characters and some development potential over the long term. To ensure that future development is sensitive to the values of the Heritage Conservation District, the following guidelines should be considered during the building and site design in these areas.

7.9.1 Rosedale Avenue

- New development in residential Sandwich must establish a strong relationship to the street similar to the surrounding streetscape;
- Street level architecture of any new development in residential Sandwich must incorporate a high degree of building articulation and architectural detail to provide interest and compatibility with existing buildings along the street. Suitable details could include cornices, pilasters, varied roof lines, pitched roofs, gables and dormers and decorative door and window details;
- Building height and massing shall be consistent with pre existing detached construction in Sandwich. A general height recommendation of not less than one and a half storeys and not more than three storeys is recommended;
- Detached housing is the standard in residential Sandwich. Any new construction should mirror width and setback of existing construction;
- Multi-unit construction should accommodate pre-existing building style by dividing the building visually into smaller units or sections that are more representative of the predominantly detached nature of the neighbourhood;

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- The use of brick is strongly encouraged for the front façade of any new development, to establish consistency with other heritage buildings in proximity to this area and to provide a truly long lasting exterior finish;
- Parking for new development will not be permitted in the front yard. Surface parking at the rear or side of the development must be appropriately landscaped and screened; and
- Retention and incorporation of healthy trees currently located in the study area is strongly encouraged to provide the new development with an 'instant' amenity and to help it blend into the heritage landscape that exists in the Sandwich Heritage Conservation District. Design new buildings around the existing trees to the extent possible. Where trees must be removed, they should be replaced with new ones at appropriate locations in the landscape. See Section 8 for further recommendations and guidelines.

7.9.2 The Town Centre

- Any infill development or site redevelopment on Sandwich Street must maintain a strong relationship to the street with respect to built form and use;
- Build-to street lines for new development shall be consistent along the length of the Commercial Sandwich Street;
- Building facades at the street level shall incorporate consistent roof lines to establish a cohesive streetscape;
- New development shall have entrances oriented to the street;
- Locate loading, garbage and other service elements (HVAC, meters, etc.) away from the front façade so they do not have a negative visual impact on the street or new building / addition; and
- The avoidance of backlit, fluorescent signs will enhance the heritage characteristics of Sandwich.
- These signs are not consistent with the age, style and character of the Sandwich Heritage Conservation District. Sign options include painted, stained or carved wood or materials with similar appearance with lettering styles that reflect the traditional, historic character of the community. Appropriate types of sign illumination are shielded, incandescent lighting at the top or side of signs.

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7.9.3 Case Study

The corner of Mill and Sandwich can be considered the focus for the commercial portion of the Sandwich Heritage Conservation District (right). Over many years of development and redevelopment, the architectural consistency of the building stock has been eroded. This is expected over time, but a number of remedial actions have the potential to further anchor the corner and keep it the nexus of historic Sandwich.

The Jules Robinet Winery Building overshadows all other construction adjacent to it in scale. The establishment of a stepping down effect, for example, increasing the height of the “Spicoli’s Barley Bin” building between two and three stories would establish a more logical roof graduation.



The Jules Robinet Winery building.

Finding consensus for a consistent roof line would do much for the commercial identity of Sandwich. By following the guidelines above, much will be done to rationalize the commercial core of the Sandwich Heritage Conservation District. Note the following examples illustrate consistent roof lines with emphasis on the corner. This helps to create coherency in the masses and façades. Similar banding levels and materials and colour palettes further create coherency within the streetscape.



A prominent corner development.



A rational and consistent roof line.

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The image below represents the west side of Sandwich Street as it is today.



The west side of Sandwich Street looking north.

The impression depicts the possible streetscape if the rooflines of the commercial buildings were rationalized and the appendage concealing the Georgian house was removed.



An impression of the potential of Sandwich Street.

8.0 STREETScape DESIGN GUIDELINES



Mackenzie Hall, an important built element within the Sandwich streetscape.

The Sandwich Neighbourhood represents one of the oldest settlements in Ontario and is home to some of the oldest buildings within the City of Windsor, including Mackenzie Hall (1855), the former courthouse, and the Duff-Baby house (1798). Many of the mature trees found in the area also reflect the neighbourhood's history. Along with other elements found within the streetscape, such as site furnishings and lighting, the trees offer rhythm and continuity through the district and help to provide the area with a distinct sense of place. It is through its collective history that an identity of a place is often distinguished. In order to maintain this sense of identity it is vital that the past be protected and preserved while planning for future growth and change.

Landscapes, by their very nature are ephemeral entities. The materials that comprise the living landscape are in a constant state of transformation as vegetation matures, changes form, and eventually dies. It is because of this that heritage landscapes are often at greater risk than their built counterparts.

Their transient quality can be easily lost by uninformed decision making and insensitive development. If heritage landscapes are to survive, vigilance is required. Within the Sandwich Neighbourhood, it is the landscape that helps to unify the built environment and provides the opportunity to create continuity along the street corridors and throughout the heritage conservation district.

The intent of a heritage conservation district designation is not to freeze an area in a moment in time. It is inevitable that both the landscape and the built form will change as lifestyles and technology continue to evolve. The intent of designating a heritage conservation district is to preserve enough of the elements that make up the landscape, such as setback, form, massing, and size to preserve the unified character of the area.

Within a community, it is often the streetscape that can provide the unifying components that can visually and functionally create continuity through a neighbourhood. Mature street trees are one such element, which can often pull together an otherwise disjointed streetscape.

Recommended practices, design guidelines and illustrations are provided in the following section for guidance when improvements are contemplated in the Sandwich Heritage Conservation District. These guidelines have been informed by the heritage preservation principles presented in Section 6 of this document and should be considered in conjunction with the principles when considering alterations and enhancements to the landscape.

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The streetscape design guidelines have been divided into two sections, the first of which encompasses the residential areas of the neighbourhood, the second delineates guidelines pertinent to the commercial areas of the heritage conservation district. The guidelines are intended to aid both the City of Windsor and the residents of the district by providing examples, ideas, and further guidance to public and private landscapes within both commercial and residential contexts.

8.1 KEY ELEMENTS



A picturesque view of the Detroit River from Russell Street.

A landscape is the aggregate of all of the visual elements found within a region or area. Each of these elements contributes to the over-arching character of a place, and can define it as distinctive or unique within a neighbourhood or city. The elements of the streetscape such as street trees, lighting, and signage can provide strong visual cues, linking spaces together, often compensating for a lack of cohesion in the built environment. A streetscape that is lined with mature trees and has a consistent street furniture style speaks the same visual language along its length, reading as a continuous space to the visitor. The repetition of these elements can also create a rhythm in the streetscape that can spill over to other streets within an area, thus defining a distinct district.

Common areas found within the private realm, such as parks, open space, or urban plazas can also serve as identifying elements within an area. Often these shared places have a collective history that allows them to function as historical touchstones for the public. The physical elements within these spaces also play an important role in the definition of a community, and they are often symbolic and nature, and became associated with an area over time.

Although it is often evident that individuality is expressed within the private realm, elements such as private trees, gardens, fence or hedges can also provide strong unifying elements within a neighbourhood. In commercial areas, elements such as lighting and signage are often visually dominant, and as such, can make strong statements with respect to the over-arching character of the district as a whole. All of these elements not only provide a setting for individual built forms, they make a significant contribution to the streetscape as a whole. It is the collection of both the public and the private that define the streetscape as a whole, in both residential and commercial settings.

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8.2 MATURE TREES

8.2.1 Public Realm

8.2.1.1 Street Trees

Like heritage architecture, the old majestic street trees found within the Sandwich neighbourhood are able to provide us with a connection to our past. They are an inseparable element that defines the character of the Sandwich Heritage Conservation District and provides visual interest to the neighbourhood by providing tree-lined, canopied roads and sidewalks. Many of the districts' older trees can be found along Peter Street, Rosedale Avenue and Alexander Avenue. Here the full-grown Silver and Norway Maples date back to when many of the houses in this area were first constructed and have come to represent the established, mature character of the district.



Even on streets where built form is discontinuous, mature street trees can provide continuity.

The Sandwich Heritage Conservation District holds within it many opportunities and challenges in terms of its trees and vegetation. A single Jesuit pear tree evokes a connection to the districts' earliest European settlements, when French Jesuit missionaries planted the trees in the region to act as trail markers and a food source for early settlers. This one tree is able to link a neighbourhood back to its beginnings as well as provide it with a number of opportunities for its future. Conversely, the emergence of the emerald ash borer, the Asian long horned beetle, climate change/droughts and a multitude of other environmental pressures, the urban forest, which is an integral part of the neighbourhood's identity, is constantly at threat.

The Sandwich Heritage Conservation District Plan contains a number of recommendations for the City of Windsor regarding the ongoing maintenance, replacement, and enhancement of the street trees and vegetation found within the district.

Guidelines for Residents:

- Do not cut down or damage publicly owned street trees that are adjacent to your property. The current municipal bylaw (#135-2004) prohibits anyone from removing, destroying or injuring trees found within the public right of way. A publicly owned street tree can be on either side of the sidewalk, and public right of ways can vary from street to street; it is important to confirm ownership prior to considering any action to the tree. When cutting grass or using power lawn equipment, use care when directly adjacent to street trees;

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- Contact the City of Windsor’s Parks and Recreation Department if a tree on public property is in poor health, severely damaged, or needs pruning;

- Where new street trees have been planted, monitor and water them regularly, particularly during periods of dry weather, and

- If residents wish to plant a tree on City-owned property, within the boulevard, contact the Parks and Recreation Department for permission and to receive guidance regarding installation procedures as well as advice on species selection.

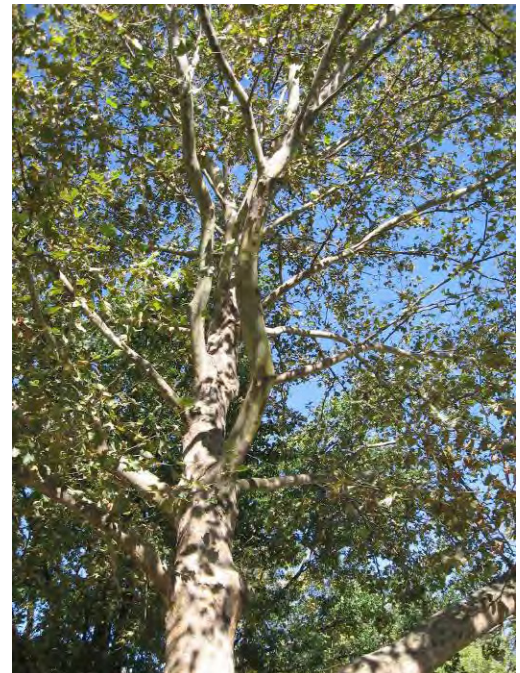
The City’s website currently provides a tree guide which describes a number of Carolinian species suited to the region. Their website also outlines a number of tree care tips such as tree trimming, planting techniques and other tree regulations. A list of prohibited species can be found within the City’s “Trees on Highways” bylaw (#135-2004). Contact Parks and Recreation for a list of trees which have been placed under a moratorium.



Mature street trees along Alexander Avenue.

Guidelines for Municipal Authority

- Any municipal authority contemplating tree removal must consider the policies of the Sandwich Heritage Conservation District Plan and Guidelines and consult with the City’s Planning staff prior to taking any action that may ultimately detract from the heritage character of the areas. Any tree removal requires approval from the Parks and Recreation Department. In the spirit of the study, the Parks and Recreation Department shall adopt the guidelines and policies put forward in this document and communicate with the City’s Planning staff when removals, additions, and replacements of trees take place. Where the historical streetscape form persists, it is recommended that species selected for replacements and additions shall approximate the same consistency of pattern and canopy structure in order to retain the visual character of the streetscape.



A mature London Plane tree, common throughout the district.

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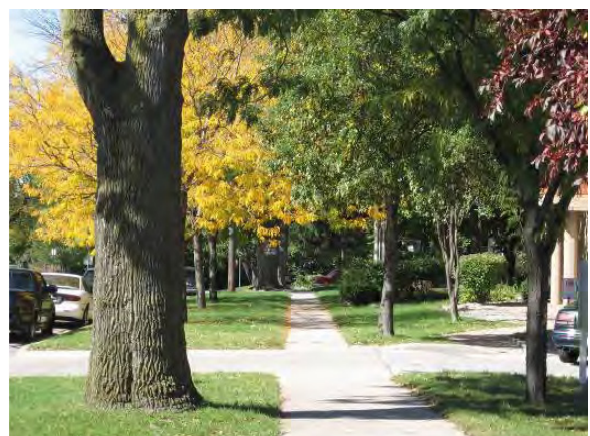
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The issue of addressing replacements, species selection and the management of existing vegetative resources would best be dealt with through the development of an urban forest management plan for the Sandwich Heritage Conservation District. A management plan would provide a guiding document for the overall regulation of the urban forest including boulevard trees and vegetation located in parks and public open space. The plan would address such items as an overall master planting scheme, which would take into account items such as minimum boulevard widths for tree planting, suitable species or maximum heights for trees planted under hydro lines, and the planting treatment of centre median boulevards.

Guidelines:

- Where gaps in the continuity of the streetscape tree plantings exist, all efforts shall be made to fill these gaps as expediently as possible given scheduling and budgets. The potential to replace trees on the private side of the property line should be explored where suitable growing conditions no longer exist on the public side;
- Where appropriate (as determined by Parks and Recreation) infill trees should be either the same species as the trees adjacent to the infill location or of a similar form and size. Where infill or replacements are to be located among species that are deemed undesirable by the City, species selection shall be at the discretion of Parks and Recreation with an understanding of maintaining the visual character of the streetscape;
- Any road-works or general construction, including infrastructure improvements that will impact the root zones of the existing mature street trees, must be executed under the supervision of the Parks and Recreation staff, or an outside consultant such as a certified arborist or registered professional forester; Parks and Recreation staff or the consultant shall have the opportunity to review engineering plans in order to provide and implement tree preservation and protection measures.
- Engineering drawings, inclusive of road works, lighting, and/or underground services must be reviewed and approved by the Parks and Recreation Department. Communication must be provided to either the outside consultant or municipal department prior to the commencement of construction to ensure tree protection and root zone measures are in place. Trees should be inspected during and after construction to ensure tree protection measures are in place and maintained in working condition, and that post construction conditions within the root protection zone have been restored to equal or better conditions;



Mature street trees on Brock Street line either side of the sidewalk.

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- Where the municipal arborist/forester prepares an assessment of existing trees and recommendations for replacements, the consulting engineer shall include this information within their construction package/tender and include suitable tree preservation/mitigation measures and specifications, and
- Where construction and/or construction activities on private property may impact publicly owned trees, submissions for site plan approvals/permits shall be accompanied by a tree preservation plan clearly indicating measures to preserve the municipally owned tree and approved by Urban Forestry. The tree preservation plan shall be prepared by a landscape architect, certified arborist or registered professional forester.

In addition to the points above, an urban forest management plan should also recognize the new and evolving environmental conditions which constantly threaten the health and longevity of the urban forest. In Windsor, the emerald ash borer has effectively eradicated the ash (*Fraxinus* sp.) population. First detected in the area in July 2002, it is estimated that several hundred thousand ash trees have been lost to the infestation of this pest. Due to the emerald ash borer and a multitude of other pests, rusts, blights, and environmental factors, such as climate change, it is imperative that any urban forest management plan address preventative and mitigative measures against these pressures. In conjunction with this, it is recommended that species selection for infill and the replacement of mortalities shall be at the discretion of Parks and Recreation Department.

The Sandwich area has strong connections to its earliest European settlers, not only through the remaining built structures, but also through its landscape. The Jesuit pear tree is a particular embodiment of this connection and can be traced back to the first French missionaries that passed through the area. Currently there are no Jesuit pears that can be found within the district bounds however, a specimen exists in proximity to the district. It is likely that this tree is not an original tree, but a descendant of the original trees, perpetuated by the generations of settlers for their abundance of sweet fruit. It is recommended that a Jesuit pear tree planting program is initiated by the Parks and Recreation Department in which stock from the Harrow Research Station would be available to homeowners for purchase to plant on private property.



One of the many Ash trees within the district.

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8.2.2 Private Realm

8.2.2.1 Trees

In the Sandwich Heritage District, trees found on private property are just as significant as those found within the public right of way. Just as the privately owned architecture or cultural resources can be considered heritage resources and contribute to the texture and character of the neighbourhood, mature trees located on private property can be considered an important heritage resource. Mature trees located in front gardens in association with the boulevard trees enhance the view shed, or visual aesthetics of the streetscape, and often contribute to the urban canopy where boulevard space is insufficient or nonexistent for public plantings.

The conservation and management of trees on private land is generally at the discretion of the property owner. Currently there are no municipal by-laws in place for the preservation of trees on private property. Where a tree or tree limb on private property may become hazardous, the owner may be requested by the municipality to remove the hazard.

Although no municipal bylaws restrict the removal or degradation of trees on private property, there are other means of protecting and preserving larger or significant trees located on private property. Significant trees on public property may also be designated under the same protocol.

In assessing the heritage value of a property or district, the assessment takes into consideration the culture, the society and history of a community and therefore investigates and appreciates the overall cultural values of the community. A community's visible heritage includes more than the built structures; it encompasses its natural features of landscape, including the trees form part of the cultural heritage landscape. The Ontario Heritage Act allows for the conservation of heritage properties either through provincial designation or municipal registration. The 2005 Provincial Policy Statement issued under The Planning Act states: "Significant built heritage resources and significant cultural heritage landscapes shall be preserved" ..



The MacGregor-Cowan House is surrounded by trees that are over a century old and provide invaluable landscape context to the home.

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8.2.2.2 Heritage Tree Definition

The Ontario Heritage Tree Association (OHTA), a committee of the Ontario Urban Forestry Council, defines a heritage tree using the following description:

A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features; a loving relic that displays evidence of cultural modification by Aboriginal, or non-Aboriginal people, including strips of bark or knot-free wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail; a prominent community landmarks; 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; a specimen identified by members of a community as deserving heritage recognition.

(Adapted from the Ontario Heritage Tree Association)

The Ontario Heritage Tree Alliance has documented quite clearly that the definition of “property” under the Ontario Heritage Act includes trees as a natural feature integral to the landscape. This was demonstrated in a 1996 case in Scarborough where efforts to protect a black walnut stand successfully challenged the provincial definition of “property” under the Ontario Heritage Act. These trees are now protected under this Act. This challenge set a precedent for natural heritage, namely that trees can have heritage value in the absence of built structures.

It is the recommendation of this document that the municipality considers heritage tree designations and at the request (or nomination) of the municipality, the Windsor Heritage Committee or the Parks and Recreation Department, that the Parks and Recreation Department:

- Assesses a tree on private property to be of a distinct heritage value for heritage tree designation;
- That it follows the definition of a heritage tree as adopted by the OHTA;
- Nominates the tree for a heritage designation using the ranking system taken from the Ontario Heritage Tree Alliance (refer to Appendix C), and
- Submits to the Windsor Heritage Committee for consideration for listing, the tree or trees (as it may include a row, avenue or grove of trees) within the Sandwich Heritage Conservation District on the municipal registry of properties of cultural heritage value and that the heritage committee determine what level of protection could be provided for trees selected for heritage protection and which legislative tools are relevant for protective measures.

8.2.2.3 Conservation Easements

It is recommended that where an owner of private property requests preservation of a tree and/or trees through the creation of a heritage easement, the Windsor Heritage Committee considers the request with input from the Parks and Recreation Department.

Under the Ontario Heritage Act (s.22, 37 and 45), The Ontario Heritage Trust and municipalities may enter into easements or covenants with property owners to protect the heritage attributes of properties

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within a heritage conservation district. Heritage Easements are agreements that are registered against the title to the property, run in perpetuity, and bind current and subsequent owners of that property. It is a voluntary agreement between the municipality or the Ontario Heritage Trust and an owner to protect the heritage attributes of the property and to encourage good stewardship of the property. Heritage conservation easements are often a requirement or condition of a property owner after receiving a grant (or tax relief) to protect the public investment in the property (See Section 5.8.1).

Again it would be a collaboration between the Parks and Recreation Department and the Windsor Heritage Committee whether the tree/trees should be considered or ranked as significant enough to create a heritage easement.

8.2.2.4 Grants and Financial Programs

Municipalities may consider giving financial assistance and/or tax incentives to encourage and support owners to be stewards of their heritage properties in recognition of the community's interest in maintaining its heritage. The City of Windsor's Heritage Fund program to assist property owners with the maintenance of their property should consider including maintenance of mature trees designated as a heritage resource. Furthermore, should a property owner receive grants or tax incentives for the proper maintenance of a heritage tree, a heritage conservation easement should be created to protect public investment in the heritage resource.

8.3 ALIGNMENT AND GROUPING OF BUILDINGS

The alignment and grouping of the built form along a street can have a powerful effect upon the character and rhythm of the streetscape as a whole. Within the residential portion of the district, most of the built form is two storey, with a consistent setback to the street. This consistency creates an expectation in the viewer that this continuity will carry on, and defines the area as one that is unique to its surroundings. The visual continuity of the streetscape in terms of alignments and groupings of buildings within the streetscape can be maintained these guidelines.

Guidelines:

- Where infill development occurs, that it be designed in such a way as to maintain the setback and massing hierarchies established within the streetscape, and
- Where zoning permits an increase in height or density for existing or new buildings, the established setback and massing be respected, and design tools such as stepped setbacks be utilized to preserve the streetscape.
- Within the commercial area of the district, the alignment and grouping of building also remains relatively cohesive. Several exceptions occur at intersections, such as at Sandwich Street and Brock Street, where institutional buildings such as Mackenzie Hall and St. John's church break with the established rhythm of the streetscape; however in so doing, these intersections provide an exclamation point at an important crossroads. Within the commercial areas, the visual continuity of the streetscape in terms of alignments and groupings of buildings within the streetscape can be maintained if the following guidelines are followed:

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On Sandwich Street, many of the buildings are of a comparable mass and setback.

- Where important architectural elements punctuate gateways or civic spaces within the streetscape, that those proportions be maintained;
- Where infill development occurs, that it be designed in such a way as to maintain the setback and massing hierarchies established within the streetscape.

8.4 VIEWS AND VISTAS

Arguably the most scenic feature associated with the district is the Detroit River. Although there are few opportunities to view the river from the district itself, the relationship between the river and Sandwich is a strong one that extends back hundreds of years.

Views to the Ambassador Bridge are also prominent within the district, both in the commercial areas, as well as throughout the residential streets. The Bridge provides an important touchstone for residents and visitors alike. The bridge represents a link between two countries, and has been a defining element not only of Sandwich, but of the entire City of Windsor.

Recommendations and Guidelines:

- Views to the Ambassador Bridge from areas within the proposed Sandwich Heritage Conservation District should be further studied to determine appropriate view corridors. The study should determine what, if any, land use controls are required in those corridors.
- Views to the Detroit River from Detroit Street remain unobstructed, so that the connection between the river and the residents of Sandwich is maintained, and

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- Views from the Duff-Baby House to the river through the existing view corridor consisting of the Mill Street right of way and the lands zoned GD1.1 in By-law 8600 abutting the southern limit of the Mill Street right of way remain unobstructed in order that the historical connection between the house and the river is maintained. *As modified by Minutes of Settlement: March 23, 2010*



View to the Detroit River from the Duff-Baby House.



View to the Detroit River from Detroit Street.

Within the commercial zone, there are wider, panoramic views of the river along Russell Street. Much of the land to the north west of Russell Street is open space or parkland, and as such, the views are relatively open.

Recommendations:

- Views to the Detroit River from Russell Street remain unobstructed so that the connection between the river and the residents of Sandwich is maintained.

8.5 APPROACHES TO AND FROM THE DISTRICT



View of one corner of Bedford Square, one of the gateways into Sandwich.

Approaches to an area or region are often defined by a change in the visual quality of the streetscape, which signals to the visitor that they are exiting one space or place, and entering another. The boundaries of the Sandwich Heritage Conservation District are well defined on paper; however, the boundary is less tangible within the landscape itself.

The only two definable gateways at the boundaries occur along Riverside Drive and Sandwich Street. The entrance at the north is indicated by a shift in building scale, as Riverside Drive changes to Sandwich Street, and moves into the commercial heart of the district.

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To the south, building scale and land use type also signals the shift into the district. The industrial buildings associated with the river give way to smaller residential and commercial built from, however, just before this shift takes place, there are three institutional buildings that announce the district, and serve as landmarks on Sandwich Street. These buildings are Mackenzie Hall, General Brock Public School, and Saint John's Anglican Church. Rich with history and symbolic of Sandwich itself, this intersection is a powerful entrance into the district.

Recommendations:

- Where capital budgets allow, and over the course of regular upgrades and when maintenance to the streetscape is required, that street furnishings such as signage, decorative light fixtures and ornamental plants, be added to enhance and further distinguish these gateways.

Refer to Figure 4 for gateway identification.

8.6 PARKS AND OPEN SPACE



A view into Paterson Park from the corner of Detroit Street and Alexander Avenue.

At almost 3 acres in size, Paterson Park is the largest park within the district. The park is not one of the oldest in the area, nor does it contain any elements that are remnants of Sandwich's collective history; however, it does contain many mature trees. Predominant species include Norway Maple, Silver Maple, and Green Ash, many of which show decades of growth. Although the park has no significant historical connections, it is clear that it represents the ideals of a bygone era, and reflects the need for cities to have communal green space. The location of the park in proximity to the northeast gateway to the district, as well as its informal layout, makes it an ideal location for interpretative features associated with the history of Sandwich.

Guidelines:

- Trees are an important part of Paterson Park, and as such, the mature trees within the park should be maintained and protected. Mature trees should be monitored on a yearly basis, if possible, given staffing and budget considerations. A spring inspection should be undertaken by the City of Windsor's forester/ arborist to determine the health and structural integrity of each tree. Determining the liability of an unsound tree and recommending its removal will be the responsibility of the forester/ arborist;

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- For replacements of mortalities, it is recommended that the replacement should be the same species as the original to keep the consistency of the forms and canopy structure that constitute the visual character of the streetscape;
- To blend into the context of a street lined with mature street trees, new plantings should be a minimum 100mm caliper diameter at breast height (DBH), to respect the size of the existing mature trees, and to remain in keeping with the character of the surrounding area;
- Trees should be monitored for infection, disease, infestation and structural problems. Determining the degree to which the tree is affected and the measures to be undertaken to treat the problem will again be the responsibility of the City. Pruning, fertilizing and increment boring will be performed at the recommendation of the forester/ arborist. Trees that interfere with any overhead wires will need to be dealt with in accordance with the instruction of the forester/ arborist;
- An interpretive sign be erected in the park, containing educational information regarding the history of the neighbourhood, as well as an area to dispense brochures for self-guided walking tours, and
- Signage should be kept to a minimum and should be in keeping with the visual language established by the hierarchy in street furniture established elsewhere in the district. Signage should also be accessible to all viewers.



Mackenzie Hall Parkette

The parkette at Mackenzie Hall represents the other park area within the district. The area has a distinctly more urban character than that of Paterson Park. Set in the side yard of Mackenzie Hall, the parkette contains a modern gazebo designed in sensitive style, and a tiered lawn that forms an informal amphitheatre.

Given its proximity to one of the most important built heritage features within the district, the parkette plays an important role in defining the character of the surrounding landscape. Although aspects of the park are sensitive to Mackenzie Hall, none of the elements are reflective of the period in which the building was constructed.

Recommendations:

- Should a requirement for additional plant material to be incorporated into Mackenzie Park, it is recommended that the planting design be reflective of the style and period of the building, and that heritage plant materials be incorporated into the design;
- Should replacements of existing trees be required within the parkette due to mortality, it is recommended that heritage species be selected;

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- An interpretive sign may be erected in the park, containing educational information regarding the history of the neighbourhood, as well as an area to dispense brochures for self-guided walking tours, and
- Signage should be kept to a minimum and should be in keeping with the visual language established by the hierarchy in street furniture established elsewhere in the district. Signage should also be accessible to all viewers.

8.7 STREETS AND LANES



A view north on Sandwich Street

There is a hierarchy of streets within the district, and they range from small arterial roads within the commercial district, to smaller residential side streets, and narrow rear access lanes. It is important to maintain the character of all of these roadways, as they can often prove a powerful tool in linking neighbourhoods, both physically and aesthetically.

Within the commercial area, Sandwich Street runs through the heart of the district. The street already has an established set of

decorative street furniture which lends character to the streetscape, and serves to set it apart from others within the district.

Recommendations:

At important intersections along Sandwich Street, that the pedestrian scale paving patterns have been introduced through the use of limestone pavers and decorative concrete banding, that these details be preserved and maintained should future road works be considered; and

- Where possible, that the overall proportions of the street, boulevard and sidewalk be maintained so that setbacks and relationships between built form and the street remain consistent.

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A view down Rosedale Avenue from Donnelly Street. The treed centre median is an important aspect of the streetscape.

Within the residential area, the streets have a more closed and intimate character, given the change in scale. The grassed boulevards also play an important role in defining the streetscape within the residential portion of the district, as do the medians that are planted with street trees, such as on Alexander Avenue. While boulevards are technically owned by the City, the responsibility for their maintenance lies with the adjacent homeowner. The boulevards provide an element of continuity to the streetscape and also offer an area for street trees and other vegetation to grow, further enhancing the street.

Recommendations and Guidelines:

- Residents should maintain the boulevards as part of their overall lawn care responsibilities (i.e. watering, fertilizing, mowing, etc. as required);
- If plant materials other than turf grass are being considered within the boulevard, they do so within any boundaries set out and defined within existing or future city by-laws, and that they ensure that the areas are maintained so as to avoid becoming a nuisance or danger to vehicular or pedestrian street users, and
- All boulevards should be maintained as green space, serving as an important buffer between vehicular and pedestrian space within the streetscape.

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8.8 FRONT GARDENS



An example of foundation planting and accent beds on Alexander Avenue.

The buildings of Sandwich grew up over many different decades, and as a result, the landscapes associated with them vary significantly. During the mid to late 17th century, the area was described as an English county town with fine old orchards and well-kept flower gardens. Many of the homes in this era would have had little or no foundation plantings associated with them, and may have had clusters of ornamental shrubs, perennials and annuals in the lawn area.

For the most part, the front yards of the Sandwich district were not grand, but did incorporate some of the design styles influenced principally by the Post-Victorian Era. Ornate features such as carpet bedding may have been more common at homes such as the Mason-Giradot House,

however ostentatious decoration was probably not common within the area. In front of the more working class homes, it was common to find simple round beds flanking a front walk, or in the centre of a side lawn.

Although one of the most popular residential landscape styles now, foundation planting was not done all that frequently throughout the 19th century. At the beginning of the 20th century, it increased in popularity, and as house foundations grew in height, it became necessary to screen and soften them with plant material. Many properties had a front yard, and foundation planting that surrounded the house. One or two accent trees were also planted in the middle of the lawn area for accent, and also to provide shade to the house. With few exceptions, utilitarian uses such as trash storage, laundry lines, and vegetable gardens were kept to the rear of the house, away from the public eye.

The City of Windsor is located within the Carolinian eco-zone, and as such, encourages its residents to utilize native Carolinian species in their gardens, thus reflecting the natural heritage of the site, which dates back long before the first settlers arrived. The following list of species has been adapted from the Carolinian Canada, and would be suitable for residential applications:

Deciduous Trees: Cherry Birch, Tulip Tree, American Chestnut, Flowering Dogwood, Black Gum, Kentucky Coffee Tree, Cucumber Magnolia, Red Mulberry, Black Oak, Chinquapin Oak, Dwarf Chinquapin Oak, Hill's Oak, Pin Oak, Sassafras, Black Walnut

Shrubs: Southern Arrowwood, Trumpet Creeper, Rough Leaved Dogwood, Prairie Rose, Spicebush, Burning Bush, Shining Sumac

Herbaceous Plants: Crooked Stemmed Aster, Willow Aster, Dense Blazingstar, Rough Blazingstar, Bluehearts, Butterflyweed, Tall Coreopsis, Culver's Root, Stiff Yellow Flax, Virginia Yellow Flax, Showy Goldenrod, Sweet Joe-pye-weed, Spotted Horsemint, Michigan Lily, Green Milkweed, Purple Milkweed,

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Whorled Milkweed, Mistflower, Winged Monkeyflower, Swamp Rose Mallow, Waxy Meadow Rue, Showy Tick-trefoil, Tickseed Sunflower (*B. coronata*), White Trout-lily.

A number of landscape plans for front yards are also provided at the end of this section to provide residents with ideas and assistance regarding design principles, plant materials and general layout.

Residents of the Sandwich district are encouraged to consider the use of plant materials that were typically employed in Ontario residential landscapes during the post-Confederation and post-Victorian periods, as listed in the table below.

TABLE 8.1

TYPICAL PLANT MATERIAL SELECTION FOR RESIDENTIAL LANDSCAPING

Silver Fir	Dwarf Flowering Crab
Five-leaf Aralia	Garland Crab Apple, Wild Sweet Crab
Fullmoon Maple	Japanese Crab Apple
Japanese Maple	Sergeant Crab Apple
Spider-leaf Japanese Maple	Moon-Seed
Norway Maple	Japanese Spurge
Schwedler Maple	Virginia Creeper
Red Maple	Boston Ivy
Sycamore Maple	Empress Tree
China Gooseberry	Amur Cork-Tree
Red-flowering Horse Chestnut	Sweet Mock-Orange
Common Horse Chestnut	Fine Dwarf Golden Variety
Bottlebrush Buckeye	Oriental Photinia
Dwarf Horse Chestnut	Ninebark
Japanese Angelica Tree	Norway Spruce
Dutchman's Pipe	White Spruce
Yellow Birch	Blue Spruce
White Birch, Canoe or Paper Birch	Japanese Pieris
Common European Birch, European White Birch, Weeping Birch	Bristle-Cone Pine
Butterfly Bush	Swiss Stone Pine
Little-leaf Box	Japanese Red Pine
Chinese Trumpet-Creeper	Mugho Pine Swiss Mountain Pine
Trumpet Creeper	Austrian Pine
European Hornbeam	Dwarf White Pine
American Hornbeam	Dwarf Scotch Pine
Dwarf Catalpa	Sycamore
Bitter-Sweet Lomb	Lombardy Poplar
Katsura-Tree	Trembling Aspen
Dwarf Japanese Quince	Double Flowering Plums
White Fringe Tree	Sargent Cherry
American Yellow-Wood	Weeping Japanese Cherry
Jackman Clematis	Flowering Almond
Gypsy Queen	Douglas Fir
Sweet Autumn Clematis Scarlet	Firethorn

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Property owners can also refer to Figure 6 for additional references relating to heritage landscape and gardening information to assist in their landscaping decisions in the Sandwich Heritage Conservation District.

8.9 FENCES AND HEDGES



A former picket fence at 3164 Sandwich Street served to separate public from private, and define the landscape

Fences or hedges of one kind or another often surrounded early twentieth century gardens. They served to delineate property boundaries, pen in animals, or keep people off of private property, much as they do today. Often on corner lots, some form of hedge or fence was erected in order to deter pedestrians from shortcutting across the corners.

Some of the myriad of fencing and hedge types found within the study area today are of heritage value. The iron fence that encircles the grounds at the

St. John's Anglican Church is an excellent example of period fencing. The fact that the Church now maintains the fence means that an important link to its past remains, and serves as an excellent example of stewardship for the rest of the community.

Recommendations and Guidelines:

- In the event that a property does have a heritage fence, or one that is styled in an authentic manner, it is recommended that the fence be maintained appropriately. In the case of cast, or wrought iron and wood fences, ensure that a consistent coat of paint is kept up on the surface to prevent rust, rot or other deterioration;
- New fences should be consistent in design, materials, and scale with heritage fencing. Wood, and iron fencing are recommended over vinyl, plastic, aluminum or other more modern materials. In the event that a more decorative or ornate style of fencing can be identified as historically installed on the property, it is desirable that the fencing should be replicated;
- Where fences are proposed where they did not historically exist, uncomplicated heritage designs are recommended over more modern styles. Unfinished pressure treated lumber fencing and chain link fencing are discouraged in the study area, especially in the front and side yard areas where fencing material can affect the streetscape character most, and

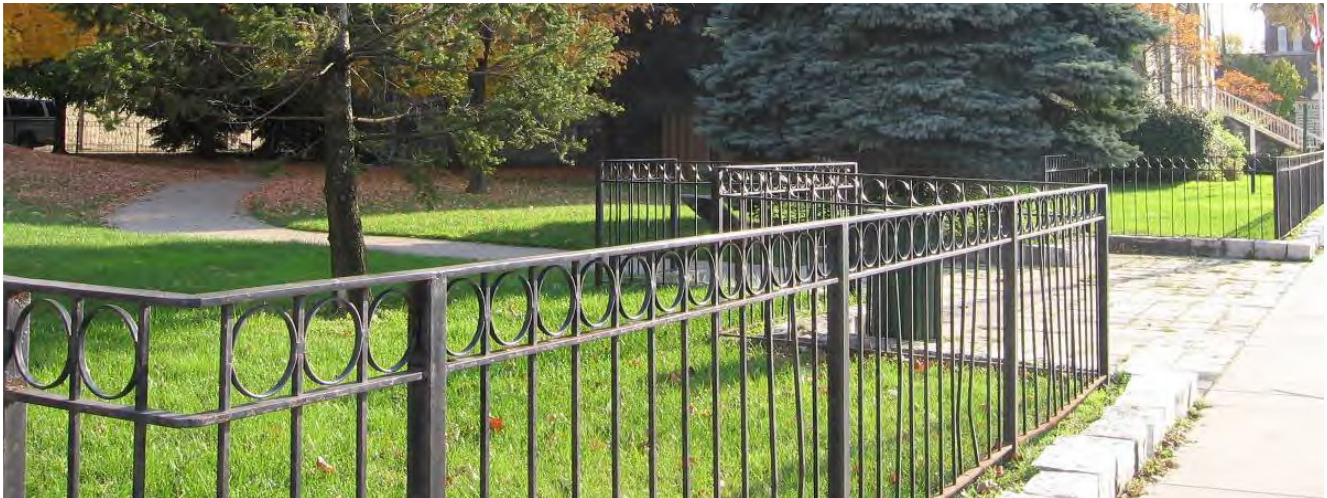
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- Size and scale of the fencing should be considered closely, and take into account distance to viewing points, viewing heights, and sight lines over fencing.

In the event that a heritage hedge exists, it is recommended that the home or property owner maintain it, and if necessary, restore it to heights and widths typical of the era. Old and overgrown hedges of typical plant material including Yew (*Taxus spp.*), Common Privet, (*Ligustrum vulgare*), or Holly (*Ilex spp.*) can often easily be restored by cutting back the plant material to the trunk, and allowing new growth to establish itself. If spacing in the hedge is wider, or if gaps have developed, than replacement plants should be introduced, and subsequently shaped into the form of the hedge. Hedges need to be cut back on a regular basis, either by machine or by hand, in order to ensure that they remain at a manageable size. Historically, hedges in the front or side yards would not exceed 2 metres, and would typically be shorter. Privacy hedges introduced into the back yard, which do not impede sight lines in the streetscape, could be allowed to grow to a loftier height.



The iron fencing which surrounds Mackenzie Hall.

In addition to fences and hedges found within the residential portion of the district, there are also many fine examples found within the commercial area. The iron fences at Mackenzie Hall as well St. John's Anglican Church are very much in keeping with the buildings associated with them. As the commercial area does contain some mixed use, and residential built form, it is important to recognize that although the use may change, it is valuable to retain these elements as touchstones to the past.

Recommendations and Guidelines:

- Where built form is adaptively reused, that accessory items such as fences and hedges be maintained where possible, should they be reflective of the heritage character of the building.

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8.10 SIGNAGE, LIGHTING AND STREET FURNISHINGS

8.10.1 Street Signage



Suggested Street Signage to identify the District

Both the character and the placement of directional and way-finding signs are governed by municipal standards. Size, shape and height of signage must all comply with existing City of Windsor standards. Many other heritage conservation districts throughout the province often implement a street signage program that adopts a style that is sensitive to the district, and serves to identify it within the surrounding urban fabric. It is recommended that the City change the style, colours and shape of the directional and way-finding signage within Sandwich in order to help strengthen the unique identity of the

area. In this way, visitors to the area will be alerted to the fact that they have entered into a special and defined place, as indicated by the shift in signage. The signs should include the wording Sandwich Heritage Conservation District, and could include an appropriate crest or insignia that is representative of the history of Sandwich, to reinforce the history of the area. Decorative signposts that reference the historic character of the area are also encouraged.

Recommendations and Guidelines:

- The City of Windsor implement a program wherein a distinctive sign style is adopted and used throughout the Sandwich Heritage Conservation District.

In addition to street signage, within the commercial area banners should be added to the decorative light standards that line Sandwich Street. These banners may be used simply to announce the district, or could be changed seasonally or in concert with important events that are occurring in the area. Coordination of the colour of these banners with any other landscape furnishings used throughout is important to create a sense of unity and cohesion. Consideration of any banners in the area must be undertaken in consultation with the City street lighting division to ensure that they are appropriately located and that the light standards are adequate to support them.

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8.10.2 Lighting



*Existing lighting on Sandwich Street
to be carried out throughout
Commercial District*



*Proposed lighting treatment for
Residential Areas*

A defining feature of any street is how it is lit. This is not only because the quality of light provided can significantly enhance our night environment, but also because the form of the light standard can significantly affect the character of a street during the day. The lighting that exists throughout the district is predominantly the utilitarian Cobra head light fixture mounted on wood hydro poles. These fixtures are not sensitive to the heritage character of the neighbourhood, but do at least provide continuity in that they are used consistently throughout the study area.

The decorative light fixtures on Sandwich Street are a relatively new addition to the streetscape, however, they are in keeping with the heritage character of the streetscape, and provide an important unifying element. Within the commercial district, this light standard should be retained, and additional lighting should be coordinated with it.

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As part of the natural course of street lighting repairs and upgrades, and subject to funding availability, the following recommendations are made (refer to Figure 4):

Recommendations and Guidelines:

- The existing lighting on Sandwich Street should be maintained, and any new lighting styles introduced within the residential area should be complementary to it.
- The City of Windsor should move towards establishing a lighting hierarchy that is more sensitive to the heritage character of the district, introducing pedestrian scale lighting throughout the residential area in addition to what currently exists on Sandwich Street.
- An ornamental style be installed throughout the residential area that is complimentary to the commercial street lighting. It is recommended that the King Luminaire Rivergrass Arm be mounted on existing hydro poles, and the K109 Acorn luminaire be used, all in Federal Green.
- Further consultation with the City's department responsible for street lighting division should be undertaken at the time of any changes to ensure that new fixtures and suppliers fit within the City's overall lighting program and standards.
- Private and public partnerships should be explored in the interests of funding an ornamental street lighting program. The increase in cost when compared to utilitarian lighting standards could be offset if each pole had several individual sponsors, or corporate sponsorship, recognized with small placards on each.

8.10.3 Street Furnishings

Street furniture is an element of the streetscape that can have a great impact on the character of an area. Often if there is a lack of coordination between elements such as lighting, benches, and trash receptacles it can create a sense of discord, and detract from the sense of place that may otherwise exist. Alternatively, if there is a strong link between the street furniture elements, and they are placed strategically throughout an area, they can be used to identify a space, set it apart from other neighbouring areas, and draw visitors into particular spaces.

It is recommended that when the opportunity for the addition of new furnishings arises, that they are of a heritage character that is appropriate for the study area, and enhances the heritage streetscape. All of the street furniture should be coordinated in terms of style and colour, so that it provides a unifying element, and can be used to assist in wayfinding for visitors to the area. Where the opportunity exists, such as in areas like Paterson Park, decorative trash receptacles and benches should be installed, rather than standard utilitarian ones.

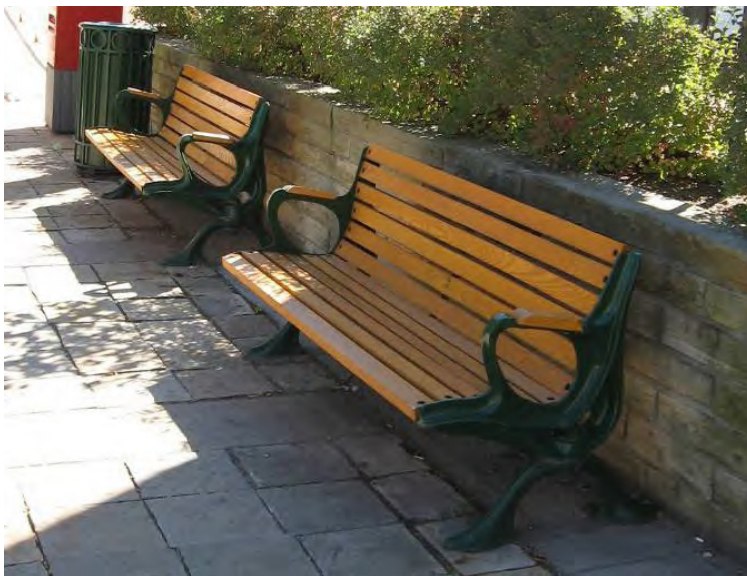
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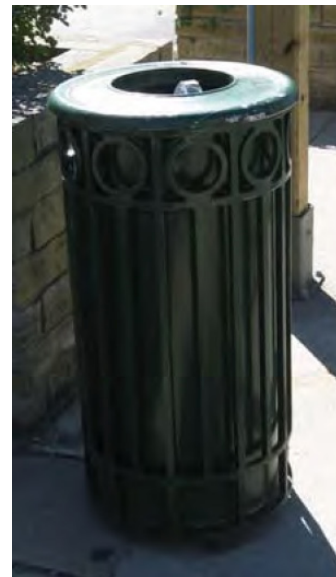
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Recommendations and Guidelines:

- Ornamental furniture should continue to be coordinated, and if possible, sourced from the same supplier in order to achieve economy of scale, and
- The Ultra Plus bench available from Trystan Site Furnishings Inc., finished in moss green polyester powder coat, made from solid cast aluminum, is the bench that appears along the length of Sandwich Street. The TU3A trash receptacle and the MBR200 bike rack are also available in the moss green powdercoat finish, and co-ordinate with the bench.



Existing benches on Sandwich Street, to be used throughout the district.



Existing trash receptacles to be used throughout the district.

8.11 VEHICLE PARKING

Parking is often one of the more contentious urban design issues, particularly in the age of the automobile. Many urban spaces are dominated by the space required for parking, and the prominence of the automobile within our society is difficult to ignore. The Sandwich neighbourhood was developed during a time when the automobile was much less important, and factored into urban design in a much less significant way than it does today. Much of the visual charm and interest of the Sandwich's streets and lanes is due to the absence of attached front drive garages.

The tension that is created by this dichotomy is demonstrated within Sandwich, although because there is adequate on-street parking, it is not as prevalent as in some other older neighbourhoods. There are examples of one, or often two or more vehicles parked in the area that would historically have been lawn. Ideally, there would be no vehicles within these spaces in the study area, as the prominence of the vehicles in the front yard detracts from the heritage character of the built form, and from the quality of the streetscape in general.

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Recommendations and Guidelines:

- In the case of infill development, parking should be located in an unobtrusive location, preferably to the side or rear of the built form;
- Continue to encourage parking to the side or rear lot areas, rather than in front yards or boulevards;
- Where parking in the front yard is unavoidable, parking areas should be screened by low hedges or fences. Hard surface area should be kept to a minimum by paving only the area required for tire tracks, rather than the entire parking area. Where possible, permeable types of paving should be employed, such as gravels, or permeable paving stones, to maximize infiltration of stormwater, particularly when in close proximity to mature trees, and
- Where commercial parking is available, it should be screened with vegetation to minimize the impact on the streetscape without impeding pedestrian safety or visual sightlines.

8.12 BUILDING SIGNAGE



Examples of building signage that is sensitive to the heritage character of the buildings. (Images Copyright Carrot Signs 2005).

There is a mix of both commercial and residential uses within the Sandwich district. Within the commercial area, there may occasionally be a shift in use for some of the buildings as the area grows and changes. As a result, there may be an increased need or desire for additional building signage. This will be of particular importance on streets such as Sandwich Street, where the predominant land uses are commercial or mixed use, and signage is an integral part of the operation of many of the businesses.

Recommendations and Guidelines:

- Wall-mounted signs should not exceed the height of the building cornice;
- Signage materials should be complementary or compatible with those of the building. Painted wood and metal are particularly encouraged because of their historic use as signage materials;
- Ideally, sign designs will be based upon design that is contemporary with the building itself;
- The use of internally lit, neon or plastic signage is strongly discouraged;
- Spotlighting that enhances the visibility of the sign, as well as the architectural character of the building is encouraged;

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- No vending machines dispensing food or drinks should be permitted on the exterior of buildings, and
- Sandwich-board style signs that are put out onto the sidewalks during the day and removed after hours should also be complimentary to the building itself. Signs should not be of a size that impedes pedestrian traffic or visual sightlines along the street.

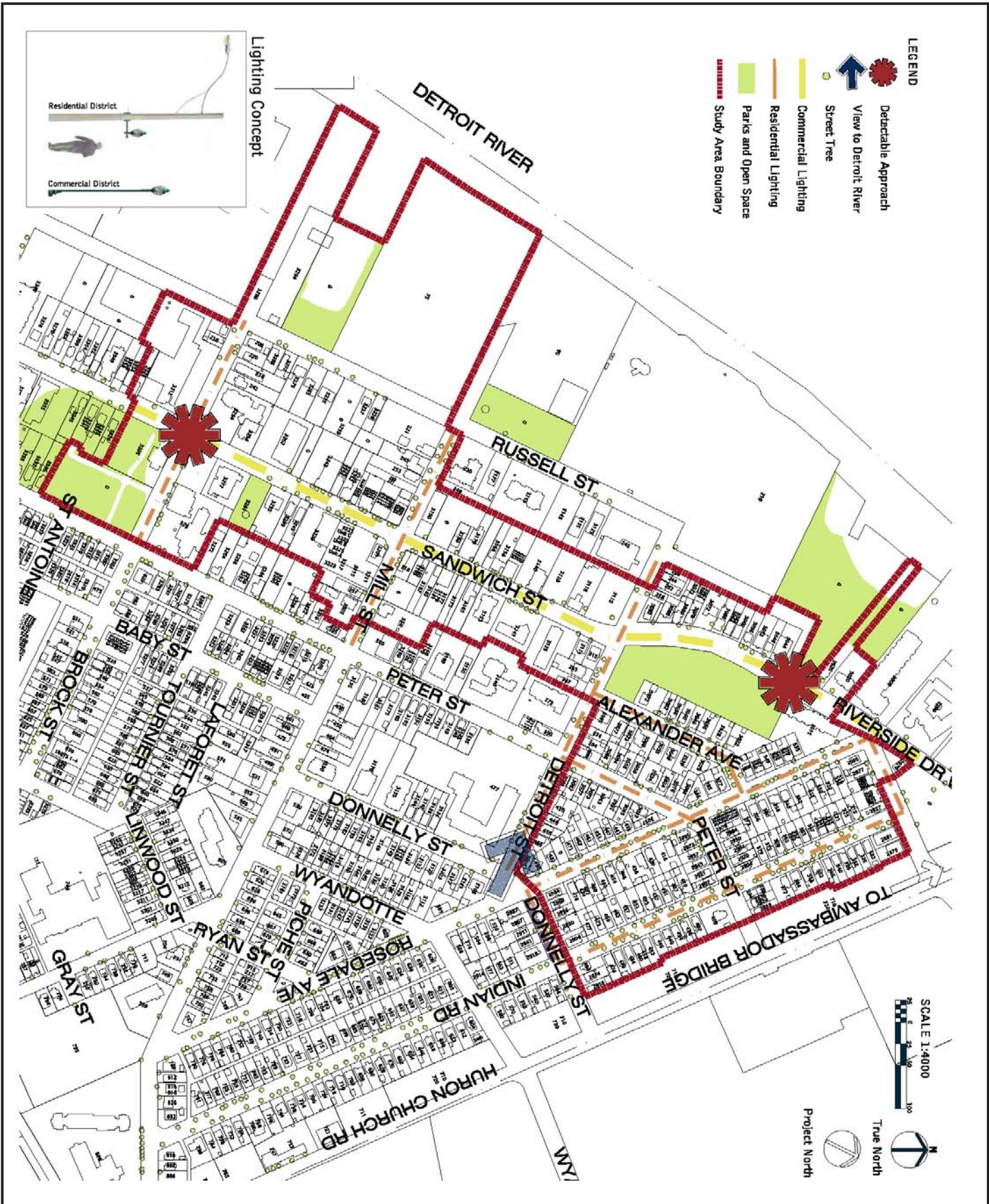
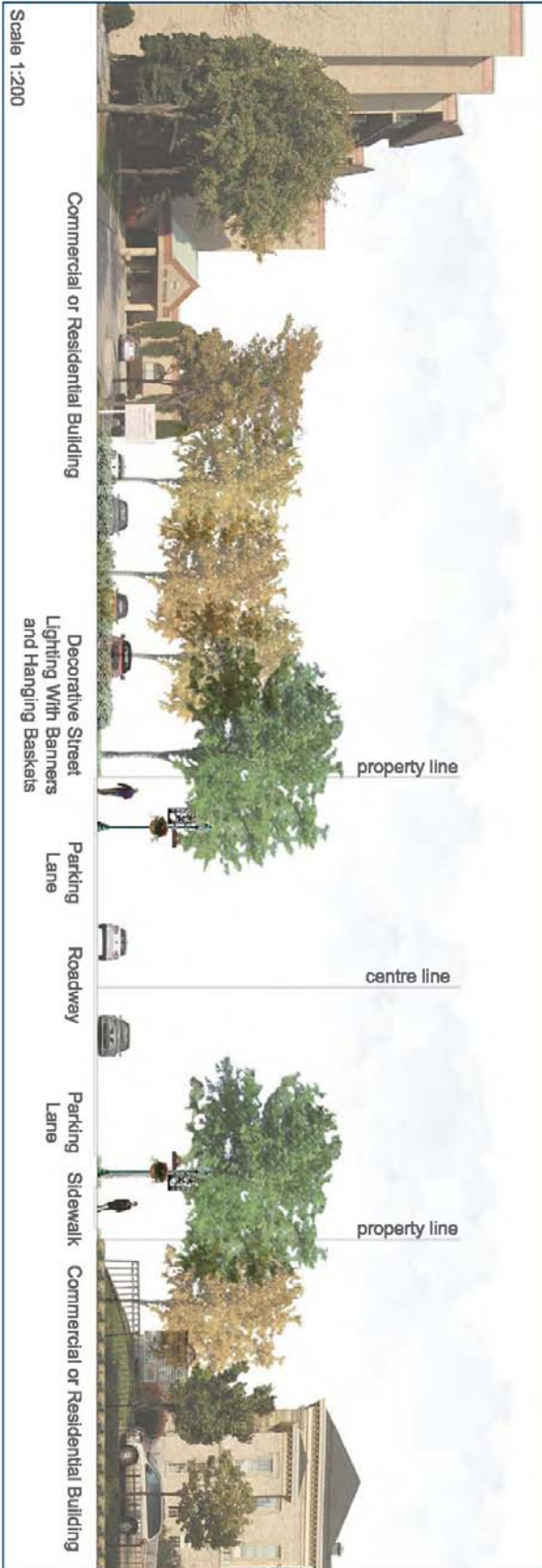


Figure 4: Visual Analysis and Lighting Concept

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Typical Gateway Cross Section



Typical Residential Cross Section

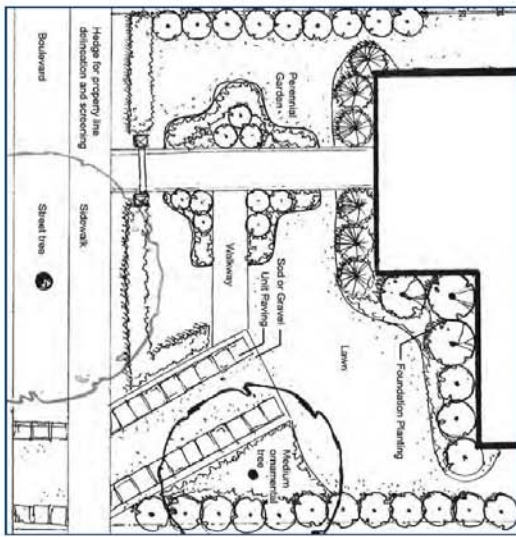


Figure 5: Residential and Commercial Streetscape Treatment

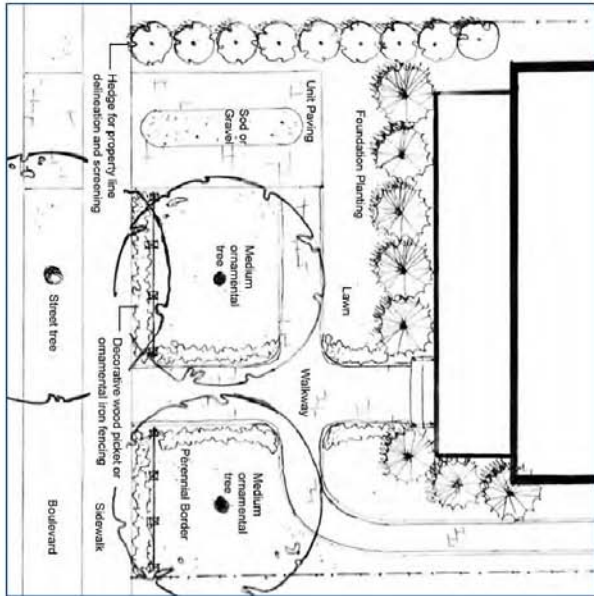


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Typical Plan for Residential with Front Yard Parking



Typical Plan for Residential Home with Front Yard Parking



Typical Plan for Residential Home with Driveway

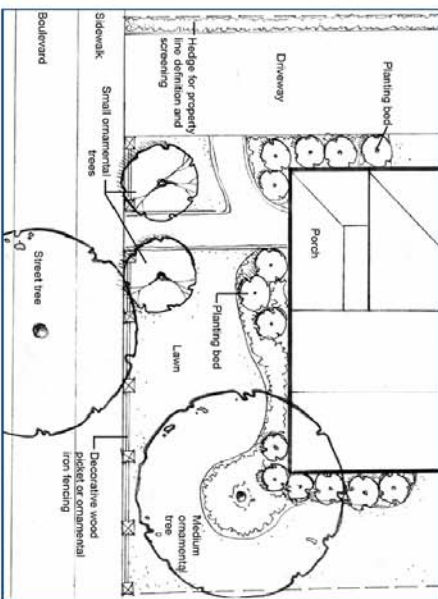


Figure 6: Landscape Plan Concepts

Sandwich Heritage Conservation District Conservation Plan



9.0 CONSERVATION GUIDELINES

9.1 CYCLES OF RESTORATION ACTIVITY

The word “*restoration*” suggests major rebuilding and repair processes to restore a building to its former condition. Many examples of heritage buildings, particularly in European locations, have undergone multiple restorations over several centuries. Restoration is a pro-active process undertaken on an infrequent interval to grapple with an accumulation of issues regarding the future use and well being of a building. Restoration is sometimes triggered by a major crisis such as fire or flood, or by a change of ownership or intended use or future vision.

The word “*preservation*” suggests the on-going efforts to maintain a building in serviceable condition, respecting its original condition. Where some measure of planning and scheduling of maintenance is required, the process is determined mostly as a reactive response to observed needs and the predictable cycle of deterioration and repair.

The two words together describe an on-going process of cyclical activity in the maintenance and adaptive re-use of existing buildings. These guidelines will concentrate primarily on the physical aspects related to maintenance, repair and construction activity. However, it is important to recognize that the long term stewardship of heritage buildings may include any or all of the following phases:

Protection and Stabilization

A heritage building may have been neglected or subject to abuse or fire or other damage that has left the building in a vulnerable condition. An initial review of the building should focus on the immediate risks to the building. Structural collapse may occur if fire has weakened part of the building or if flood or frost have undermined or heaved the footings. Deteriorated or missing roofing or broken windows will permit the entry of rain and moisture that will destroy interior finishes and trim. Some temporary intervention should be considered if there is significant risk to a vacant or vulnerable heritage building. Reduce risk of fire by disconnecting electricity from aged or damaged portions of wiring. Keep out the potentially damaging elements. Secure doors and board windows if necessary to keep out vandals and animals. Secure tarpaulin to roofs that are leaking. Connect or install rainwater leaders to prevent water from saturating exterior walls, particularly if the heating has been shut down. For any portions that are at risk of collapse, provide temporary shoring or underpinning.

Maintenance

As part of the cyclical process that is required for any building, a heritage building may have some unique features that require specialized skills on a regular basis. Slate roofs for example, last a long time, but the inspection and maintenance cannot be entrusted to a roofer only skilled in asphalt shingles. For heritage buildings in particular, a preventive maintenance program should be in place to ensure no deterioration of the permanent building fabric. The program itself should be reviewed annually to modify procedures that do not effectively protect the building.

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The maintenance program should include an annual review of the entire building to monitor any deterioration that cannot be controlled by simple maintenance. In the event that some permanent building elements or materials are showing evidence of wear or weathering, positive intervention may arrest or reverse the damage.

For any deterioration that is more severe than can be controlled with regular cleaning, painting or other maintenance, there is good reason to consider more sophisticated solutions. The solutions should be researched carefully to ensure that there are no negative side effects and should be reversible if monitoring of the solution indicates unexpected complications. Specialist building conservators can assist in the research to determine the cause and the most effective remedy to stabilize severe deterioration.

Cleaning

There are many processes included in “cleaning” from the gentle touch of a dough poultice through several wash sprays through to blasting with fluids, rubber eraser granules or abrasive stone granules. The type of cleaning process should suit the material being cleaned, the contaminant being removed, the environment for the cleaning and the philosophy of cleaning. The philosophy of cleaning is intertwined with the goals of conservation and restoration. Most people in the heritage restoration field believe that the words “aged”, and “patina” are assets when describing heritage buildings. Cleaning that totally reverses the aging process may not result in an appearance that is an improvement for the building. Similarly, research and reasonable care is important to ensure that the layers being removed in a cleaning process are not the layers that have protected the building from weather and deterioration. The sandblasting of many old soft brick buildings removes the hardest exterior layer of brick and permits rapid deterioration of the remaining façade.

Conservation, Rehabilitation, Restoration

Conservation, rehabilitation and restoration refer to major building and repair processes as well as ongoing efforts to maintain buildings. These are the most typical activities that are (or should be) undertaken by property owners. Guidelines and best practices provided in this report provide assistance and direction for undertaking some of the most common activities.

Recycling/Conversion

The best safeguard for the conservation of a heritage building is the continual use by caring owners or tenants. If a truly remarkable heritage building cannot attract a use and sits vacant, it is prone to deterioration from weather and vandals and, even if adequately protected by guards and occasional maintenance, sits as an empty shell, missing much of its character. It is far better that old buildings find new uses, even if the new use requires substantial changes to parts of the original building.

Modernization

The intent to preserve the heritage character of a building does not require the preservation of winter drafts, or poor heating in an historic house, or potentially hazardous materials and equipment in a commercial building. The purpose of the planning phase of any construction or maintenance project is to attempt to anticipate both the potential risks and benefits from the process and to maximize the benefit

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while minimizing the risk. Most of the systems and materials that can be improved by modernizing are concealed inside the wall construction and in the interior of the house. The visible, heritage components that contribute to the street façade should be preserved as much as possible.

Reconstruction

Some elements or even whole buildings may need reconstruction because of severe damage from weathering or fire. We can continue to preserve our heritage by reconstructing it. However, certain rules apply regarding the care of reproduction and the ability to distinguish new from old so that the process is kept honest. But the tradition continues with revitalized physical form. Design guidelines provided earlier in Section 5 of this report provide direction if and when reconstruction is necessary.

9.2 CONSERVATION GUIDELINES

The goal of heritage conservation is to preserve as much of the community fabric, both built and natural, as possible from the time of its development. Heritage features such as unique gable configurations, original doors and windows and decorative mill work are important attributes in the Sandwich Heritage Conservation District. Conservation guidelines for maintaining and restoring these elements, as well as other building components are provided in this report, and should be taken into consideration by both property owners and approval authorities when work on buildings is being contemplated.

9.3 ROOFS AND ROOF ACCESSORIES

Roofs and roof accessories are important components of heritage buildings, not only for their functional and protective characteristics, but also because the materials, slope, shape and design details frequently help define building style and age. In Sandwich, the most common shapes are gable and hip roofs.

Roofs and their components are continuously exposed to the worst weathering conditions and therefore deteriorate most quickly. Slate, cedar, metal or asphalt roofing materials wear out and must be replaced on a regular cycle. The accessories, including metal flashing around joints and edges, also require periodic replacement, sometimes before the roofing.

Up to about 1925 the principal choices for roofing materials were primarily slate and wood shingles. To a lesser extent, clay tile or zinc shingles, and metal roofing were used. Most of the houses in the Sandwich Heritage Conservation District would originally have had wood shingles, probably cedar, with a few institutional buildings capped with more expensive roofing slates.

9.3.1 Slate

Slate is a very durable cladding material used for roofing and sometimes vertical walls, particularly as vertical gables at roofs. The material is a shale type sedimentary stone available in a variety of colours and qualities from quarries around the world. The nature of the stone permits cut blocks to be cleft into thin layers approximately $\frac{1}{4}$ to $\frac{1}{2}$ inch thick to form shingles approximately 10 x 20 inches in size. Good quality slate roofing properly installed and maintained should last for 50 years or more. The historic Sandwich Town Hall was originally protected by a slate roof, which has since been removed.

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Typical Problems Encountered

Individual slate tiles may break due to age, structural defects or excessive impact. In addition, the fasteners used to join the slate to the building may eventually deteriorate or break, causing the slate to loosen or break away from the roof structure below.

Conservation and Maintenance Guidelines

- Inspect roofs occasionally to identify any damaged or missing slates. Maintenance and inspection of slate roofing should only be undertaken by skilled trades people who will use suitable equipment for access to the roof to avoid breaking fragile tiles.
- Individual slates that are damaged should be replaced with matching slates by a skilled roofer with slate experience.
- Major replacement of slate roofs should include photographic recording of original pattern for replication of the design in new slates. New slate roofs should be installed with modern peel and stick ice protection at the eaves, and breathable underlay throughout.
- If total replacement of a slate roof is required, and new slate is not a feasible option, the new roofing material should be as visually similar to the original material as possible, with respect to colour, texture and detail.

9.3.2 Shingles

Shingle roofing is a generic term that refers to a number of products whose characteristic is the lapping of small sheets or plates on a sloped or vertical surface to shed rainwater by gravity. Common historic materials included cedar shingles and split cedar shakes and as discussed above, slate tiles installed as shingles. In some cases, decorative cedar shingles were also used to clad some of the gable walls of a few houses in the Sandwich Heritage Conservation District. Original cedar shingles or cedar shakes have been replaced with modern materials, usually the ubiquitous three tab asphalt shingles. Cedar shingles look great, but have a relatively short life span, and create issues of fire resistance and insurance costs. The widespread acceptance of asphalt shingles (asphalt impregnated felt with a protective granular stone surface) provided a low cost, good quality roofing material from about 1930 onwards. In recent years, several manufacturers have produced variations that provide an appearance more similar to the original cedar shingles that they replaced.



Cedar shingles on the Masson-Deck house.

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Typical Problems Encountered

Shingle roofing deteriorates over time as the materials eventually break down as a result of water, wind and solar exposure. The extension of a roof over an un-heated eave permits ice dams to form in winter and may cause leakage of water into the house as water backs up under lapped shingles.

Conservation and Maintenance Guidelines

- Where decorative shingling is used on the gable end, inspect it on a regular basis and repair or replace damaged components with like materials. Avoid removing or cladding over decorative shingles.
- Shingle roofing, either cedar or asphalt, has a 20 to 30 year life cycle. Some patching may prolong replacement by a couple years, but once the shingles have deteriorated or the roof has begun to leak, replacement is the only practical solution.
- Some roofing contractors offer savings in the cost of re-roofing by installing the new shingles directly over the old shingles, using longer nails. The cost of removal is not saved, but deferred to the eventual removal at a later date. Stripping the roof of old shingles permits inspection of the condition of the roof sheathing (boards) for any weakness or decay, and permits the application of peel and stick eave protection to guard against ice damming. Multiple layers of shingles may also overstress the structural capacity of the roof framing causing roof distortion and sway back ridges.
- The use of premium quality asphalt shingles is recommended for maximum life expectancy (30 years) and to mimic the texture of the original cedar shingles.
- Avoid bright colours for asphalt shingles on heritage buildings. Gray, brown and black best replicate the style of the original cedar roofing without drawing undue attention to the roof.
- Ensure that attics are adequately insulated on the warm side and ventilated on the cold side to prevent heat escaping through the roof and the formation of ice dams.
- Where roofs are prone to ice build-up and ice dams, carefully remove heavy snow accumulations from the roof to minimize their formation. When re-roofing, install a new peel and stick waterproofing layer under the shingles at the eaves where ice dams may form.
- Some new roofing materials are available for sloped roofs. Some materials that were popular at the beginning of the 20th century are making a comeback. Stamped metal roofing with a raised decorative pattern was used traditionally on sloped roofs, but was more expensive than asphalt shingles that replaced it. It was also inclined to rust and to be damaged by any subsequent access for maintenance, and to be noisy in rainstorms. Newer versions are available that have a longer life to the coating system and are generally sturdier than their historic predecessors. However, the versions that are stamped to simulate cedar shingles and coated with a granular stone finish provide a roofing solution that does not appropriately mimic the fine texture of cedar shingles, or the decorative geometric pattern of stamped metal roofing.

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9.3.3 Chimneys & Parapet Walls

Brick and stone in chimneys and parapet walls and the metal trim in building cornices are exposed to severe weathering and deterioration. If regularly maintained by re-pointing and repainting, most of these elements will last indefinitely. Some of the most intricate masonry and metal details in a building are at the uppermost locations for prominent viewing, but are then more vulnerable to weather and difficult to access for maintenance.

Typical Problems Encountered

Weathering and crumbling of the uppermost brick and mortar can occur on chimneys, along with deterioration of traditional clay chimney pots. Efflorescence of white mineral deposits on masonry surfaces may also appear, caused by condensation of moisture and minerals in exhaust flue gasses.



A typical brick chimney with original corbelling.

Conservation and Maintenance Guidelines

- Inspect chimneys occasionally, and clean if necessary, to ensure that they are functioning properly and there is no build-up of soot or blockage by nests, etc.
- In some heritage houses, the chimney is in a prominent location, and sometimes repeats brickwork details that are evident in the rest of the house. Research and restore to original appearance to the extent possible.
- Before repairing original brick chimneys, record the existing design with photographs to allow for the replication of design details.
- Conduct adequate research to determine whether the existing deteriorated chimney is the original design, or has been previously rebuilt without due attention to original brick details. Determine whether the current rebuilding should adopt the original design.
- Much traditional brickwork displayed textures and bonding patterns and mixtures of brick colours and stains that are currently unfamiliar to the trade. Again, take advantage of current technology to improve the longevity of the finished work. If the brick or stone is deteriorated beyond salvage, be sure to use a matching colour, but in a more durable material than original if available.
- Be sure the chimney is lined to prevent acids and water vapour from attacking the chimney from the inside. Use the best primers and paints on metal cornices and trims to ensure good adhesion and long life of the protective paint film.

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- Avoid removing original chimneys, even if they are no longer functional, as they provide a design element that contributes to the overall heritage character of the house. If the chimney is no longer used, it should be capped and sealed by a knowledgeable tradesperson.

9.3.4 Gables and Dormers

In the Sandwich Heritage Conservation District, a large part of the character of the certain houses within the district is established by the ornate treatment of the roof gables and dormers facing the street. The location is both well displayed and well protected from weathering and wear, above the level of most daily abuse and below a protective roof overhang. Unfortunately, many of the decorative gables on several others have been covered by aluminum and vinyl sheeting, obscuring the details that give the building character.



Dormers on the Duff-Baby Mansion.

Typical Problems Encountered

The intricate details of wood trim and special shingle patterns are very exposed to weather deterioration in inaccessible locations. In addition, small, intricate roof planes intersect to create additional ridges, hips and valleys that are most vulnerable to snow accumulation and damage from wind scouring. Small, remote rain gutters may also exist that fill with leaves and debris and foster rot. Often dormers are constructed with minimum overall exterior wall thickness and roof thickness preventing adequate insulation and ventilation to avoid heat loss and complications of ice damming.

Conservation and Maintenance Guidelines

- Decorative gables should not be covered or obscured by siding or other materials.
- Deteriorated wood components should be replaced with new components fabricated to replicate the original design. Where components are completely missing, or too deteriorated to provide a pattern for replication, undertake adequate research by observing similar examples and copying as precisely as possible.
- New wood should be treated with a preservative to avoid rot.
- Existing wood should be prepared for repainting by either stripping off old layers of paint, or localized priming and top-coating.
- Where possible in dormers, upgrade insulation value in walls and roofs to reduce risk of ice dams. Use approved foam injection and Styrofoam slabs in concealed locations to improve weather resistance.

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9.3.5 Soffits & Fascias

The portion of roof that extends beyond the exterior wall to form an eave projection usually combines a short vertical surface, called the fascia, with a short exterior ceiling, called the soffit. For the low edge of a sloped roof, the fascia is frequently the location of rainwater gutters to collect the rain from the roof. For the sloped edge at a triangular gable roof, no gutters are required, and the fascia is available for decorative treatment similar to the gable below, but with less protection from the weather.

Typical Problems Encountered

The fascias at the edges of roofs, along with the rain gutters are exposed to the same effects of weather as the main roof, plus additional exposure to severe wind, icicles, abrasion by tree branches and wear from ladders and maintenance access. These surfaces are also difficult to access for regular maintenance and are frequently overlooked while they deteriorate.

Many homeowners have chosen to clad soffits and fascias with prefinished metal or vinyl to cover a host of problems with a brand new guaranteed finished surface. The guarantee is a literally hollow promise. The cladding system itself is based on the flimsiest of sheet materials dependent on the structural support of the original trim materials underneath. Where the support is damaged, the new finish can cover, but it cannot hide underlying problems, such as rot or physical damage. The soffit itself is generally well protected from weather and hence inclined to be a favoured location for wasp's nests.

Conservation and Maintenance Guidelines

- Avoid maintenance and repairs that require the covering of original materials with a new layer that conceals the original.
- Replace deteriorated original wood details in soffits and fascias with new wood cut to replicate the profile of the original, and finished to match.
- Strip and re-paint original painted surfaces where the paint has deteriorated. Use caution in the stripping technique not to damage the underlying wood surface and not to expose yourself to the lead in paint dust or fumes from heat stripping.
- If the paint surface is peeling or blistering, look for the probable cause of the paint film deterioration such as excessive humidity escaping thorough the wall, or exposure to wetting from rain.

9.4 EXTERIOR WALLS

The walls that enclose the building also provide much of the exterior appearance of the building. For the purpose of heritage conservation, this exterior appearance should be maintained. However, exterior walls are an assembly of elements and layers each intended for a different purpose. Examples are logs and chinking, stone and plaster, brick and wood paneling. Many of the traditional assemblies were designed to provide adequate structural integrity to hold themselves and other components in place, to provide security against entry of uninvited people, to resist entry of wind, cold, rain, pests, and to provide

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a suitably finished interior appearance. When restoring exterior walls, ensure that the original intent of the original components is understood and repaired or protected adequately.

9.4.1 Brick

Brick is the most commonly used exterior wall material in the Sandwich Heritage Conservation District. During earlier periods, wood may have been used extensively to construct the frame and clad the exterior, but brick became more popular as a permanent, low maintenance material that provided additional security from fire, rot or damage from physical abuse. The brick that was available throughout the Sandwich Heritage Conservation District generally came from the Robinet Brickyard. In the hands of clever designers and skilled masons, bricks could be artistically combined in a variety of bonding patterns, textures, details and arches to give enormous variety to the exterior finished walls.



Commercial brick work from ages past.

Typical Problems Encountered

Hard fired brick from good quality clay is almost indestructible in well-constructed walls. However, nothing is totally impervious to aging and deterioration. In our climate, the combination of moisture and freezing is very destructive to brick masonry. Moisture saturates the small pores in the brick and freezing causes the ice crystals to form and expand, cracking the brick and forcing the exterior layers to crumble or drop off in thin sheets (spalling). As the exterior cladding on exterior walls, it is impossible to avoid freezing temperature exposure for brick walls. It is therefore important to keep water from saturating the brick, either from poor roof conditions, leaking gutters and downspouts, or humidity escaping from the interior of the building.

The increased vapour pressure from the time of original construction also drives damaging humidity into the wall components where it causes various kinds of deterioration, such as mould, spalling, mortar deterioration, and efflorescence. Adding insulation into the assembly of an exterior wall may possibly cause additional and faster deterioration to the wall because of increased condensation and freezing within the colder exterior wall.

A large proportion of the water used for washing and cooking also becomes invisible vapour in our houses, and during the winter months is continuously attempting to escape through the walls to the relatively dry outside. In the process a portion of that vapour condenses to liquid water in the wall (at the dew point of temperature gradation) and is prone to freezing and causing spalling damage. These problems are exacerbated by the free flow of humid air into wall cavities, particularly in the upper portions of a house where the warm air is attempting to rise and escape.

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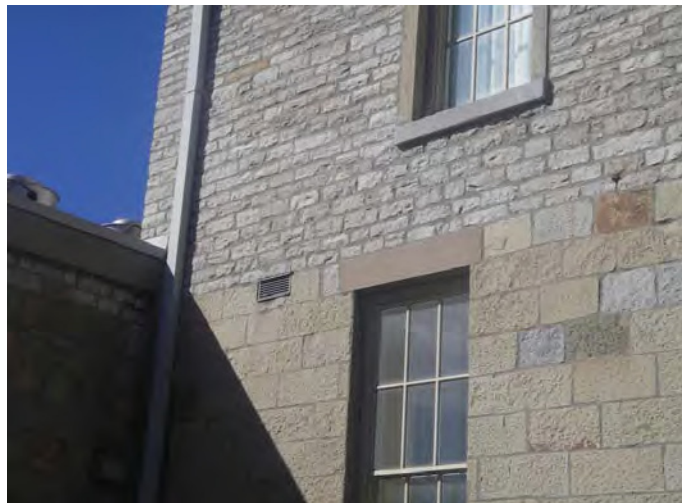
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Conservation and Maintenance Guidelines

- Ensure that rainwater does not contact bricks continuously.
- Ensure that the eave overhang protects the wall from most of the vertical rain.
- Ensure that the rain run-off from the roof is controlled or collected into gutters and downspouts to prevent wall saturation. Broken or missing downspouts cause enormous damage to the brickwork below.
- Ensure that groundwater does not contact bricks continuously. Avoid brick wall construction in direct contact with the ground. Use more impervious materials such as hard stone, concrete or concrete block for foundation walls. Ensure that the ground around a foundation slopes away from the building to provide drainage.
- Control damage caused by water vapour through the use of vapour barriers, balanced air pressures, appropriate insulation and heating. Seek professional advice and workmanship for this type of restoration work.
- Reduce as much as possible the permeation of moisture vapour from the interior of the house through the brick wall. Consider the installation of extract fans, best combined with a heat extractor device to retrieve heating economy, in humid locations to capture moisture at its source and create a minor negative pressure in the house to ensure that any minor leaks or transmigration is from the outside towards the inside, reducing the moisture build-up in the walls.
- Painting of original brick surfaces is not recommended, as it can trap moisture and cause greater deterioration of the brick.
- Do not sandblast brick. This is likely to permanently damage the surface of the brick and accelerate any deterioration. See Section 8.9.2 for further information regarding alternatives to sandblasting.

9.4.2 Stone

As a building material, stone is classified as hard stone for the granites and igneous types of stone and as soft stone for the sandstones, limestones and most other sedimentary types. Stone is also categorized by the method used for gathering, quarrying and preparing the stone and the stacking methods used to install the stone in the wall.



Masonry and stone on the rear of Mackenzie Hall.

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Typical Problems Encountered

Deterioration of stone is largely the result of factors since the initial construction, such as exposure to wetting and freezing concurrently. This may lead to cracking or breakage of the stone.

Conservation and Maintenance Guidelines

- Like most other building materials, stone is best preserved by keeping it dry.
- If stone has begun to crack from moisture and freezing, it can be stabilized with considerable effort and expense by the insertion of concealed stainless steel pins and epoxy injections to seal and adhere the damaged material back together.
- It is never too late to prevent stone from being saturated by water to arrest deterioration. In some cases, the insertion of new metal flashing, or the repair of rain gutters and downspouts will extend the serviceable life of stone elements that have begun to deteriorate.
- Ultimately, the stone may have to be replaced in part or entirely with a new piece of matching stone cut to the original shape. A partial replacement that is inlaid into a prepared hole like a filling is called a “Dutchman”. A stone that is close in texture can also be tinted to match the surrounding stone colour.
- There are also suppliers of specialty repair mortar that can be prepared in a combination of ingredients and pigments to replicate the colour and texture of almost any natural stone. These mortars can be used to fill small blemishes in stone that do not warrant full replacement and have been used successfully for several decades.

9.4.3 Mortar and Repointing

Exterior brick walls have more components than just brick. All brick is joined together by mortar joints which form a quarter of the exposed surface. The mortar joints in brick walls are, by design, the softer and more sacrificial component in the exterior wall assembly to ensure that any minor movement (there is always some) is absorbed by the mortar joint and the bricks do not crack. Where the brick may last forever, in our climate the mortar joints require inspection and repointing on a 25 year cycle. The repointing process is an aggressive cutting back of loose and deteriorated mortar in the joints and the skillful topping up and tooling of the joints with fresh mortar.

Typical Problems Encountered

Present day mortars have a high concentration of cement, which will not allow it the same flexibility as earlier mortar particularly during the freeze – thaw cycle. This in turn can cause the bricks to crack or spall. When mortar repairs are required, a professional bricklayer should be consulted.

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- Replacement mortar should be weaker than the surrounding brick and use minimal amounts of Portland cement in a sand/lime mortar mix.
- The installed mortar should be well compressed into the open joint and tooled to a dense, slightly concave surface to resist absorbing water.
- In some instances, where the heritage character of the original brickwork was achieved by special tooling or special detail of the mortar, such as projecting tuck pointing, the original should be replicated, knowing that the special detail may require more frequent monitoring and maintenance than a simple concave joint.

9.4.4 Wooden Siding

Wood siding was used in many of the original properties in the Sandwich Heritage Conservation District as an entire cladding material. Many more examples are of wood cladding being used for porch enclosures and portions of upper floor cladding such as in roof gables. Much of the original wood siding was from “old growth” softwood trees, which produced long, straight, wide boards without knots or splitting, and rich in resins that reduced rotting. Wooden siding produced an attractive, economical exterior wall that resisted weather if well maintained. The maintenance regime includes continuous monitoring, repairing damaged portions and repainting on a regular basis, probably every decade.



Duff-Baby Mansion.

Many of the original installations of wood siding used horizontal clapboard in widths from 4 to 6 inches and a variety of profiles. The standard designs had an interlocking tongue and groove edge top and bottom and were either tapered across the full width or beveled or grooved at the top edge to provide a shadow line.

Typical Problems Encountered

As with brick and masonry walls, trapped moisture is the most damaging factor for a wood clad wall, causing blistering of the protective paint film and rotting of the wood substrate.

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- Wood cladding should not be in contact with the ground to reduce the risk of rotting and risk of attack by termites and other insects.
- Preserve as much as possible of the original material when undertaking repairs.
- Damaged siding should be removed and replaced with similar material. Avoid covering any original material with layer(s) of new material.
- Where material is replaced, take photographs of original details at corners, around doors and windows, and where the siding meets the foundation or the soffit of the roof to ensure that the replacement replicates these details.
- In some cases, the removal of trim pieces at doors, windows, corners and soffits may be necessary to ensure that the top layer of details is not buried, but replaced on top after the installation of the new siding.

In the event that a large proportion of the siding is deteriorated, and individual replacement of boards is no longer possible, there are several alternatives for the replacement of original wood siding. Avoid any new siding that is simply attached over top of the original as many of the trim details and corner details of the original will be lost underneath or recessed behind the new skin. Remove the deteriorated layer of original wood siding, maintaining the original trim details around doors, windows and other interruptions of the siding. Once stripped of siding, the exterior sheathing of the house can be inspected for damage and repaired and new Tyvek weatherproofing added behind the new siding to improve the wind and moisture resistance of the exterior wall without detracting from the original appearance. Replacement materials available for wood siding include: natural wood, specially prepared and pre-finished wood, vinyl, aluminum, and fiber-cement board siding.

- Natural wood siding can be acquired and milled to profiles identical to the original profile and nailed in place and painted or stained to replicate the original appearance. This is the optimum solution where feasible.
- Prefinished wood siding in several standard profiles and colours, along with required trim components is also available. While the raw wood that is the starting material has knots and blemishes that were not present in wood siding a century ago, this material is the preferred second choice if natural wood siding is unavailable or too costly.
- Vinyl and aluminum siding are hugely popular now for new construction and renovation because they are very inexpensive alternatives. They are inexpensive because they are very thin sheet materials formed into plank-shaped profiles and finished in a range of standard colours. They perform well at keeping rain and weather out of the building, but because of the thin nature of the sheet material, they are very fragile in use and prone to damage from impact of vehicles, toys, and ladders used for maintenance. These materials are not recommended to cover or replace original material.

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- Fiber-cement board (which is a safe development from the abandoned asbestos-cement industry) is a relatively new product that offers many of the benefits of traditional wood siding without the cost or some of the defects that are standard with new wood products. The boards are available in a variety of standard profiles and pre-finished with a primer for finish painting on site. They are available in a smooth, flat finish that will stay smooth and flat compared to most vinyl and aluminum sidings. Like wood, they must be protected with a paint finish that can be selected from any paint colour and must be maintained with occasional repainting. This material, while less preferable than wood siding, is more suitable than aluminum and vinyl materials.

9.4.5 Stucco

Stucco is a generic term that refers to an applied coating of cement based plaster and finished with one of a variety of textures ranging from smooth-trowelled to coarse-trowelled to spray finish to pebbled and several others. Sometimes the finished texture is then painted with a coloured paint for additional protection and decoration. A few buildings in the Sandwich Heritage Conservation District have a stucco finish.

The longevity of the original installation is dependent on the type and quality of installation and of maintenance. Cement stucco is very rigid and relatively thin, somewhat like a china dinner plate. It is dependent on being well supported by the concealed structural material to which it is applied, and having adequate room to expand and contract in the heat of summer without cracking, and to being protected from excess moisture that causes frost cracking and delamination from the supporting structural materials behind.

Typical Problems Encountered

Stucco can be prone to cracking and breakage as it ages and becomes more brittle, and can also be more susceptible to damage as a result of impact than other surfaces such as wooden siding or brick. The exterior application of stucco is also subject to intermittent wetting by rainstorms which can cause the underlying wood lath to swell and cause stress to the cement keys, sometimes breaking them and causing the stucco to bulge.

Conservation and Maintenance Guidelines

- Modern stucco repair can benefit greatly from modern materials without sacrificing the heritage quality of the restored property. Where repairs are necessary, wood lath can be replaced by galvanized expanded metal lath (diamond shaped mesh) that resists moisture damage, provides improved keying and support for the stucco, and does not impart movement stresses into the stucco finish.
- Exterior Insulation Finish Systems (EIFS) are a popular, modern exterior wall treatment that can easily replicate the appearance of traditional stucco with the benefit of increasing the insulation value of the wall. Existing walls (or new) are clad in rigid foam plastic sheets usually about 2" thick, and coated with a mesh-reinforced acrylic stucco. The advantage of the system is the provision of a resilient stucco surface resistant to cracking, and the added insulation. The disadvantages are several. Any existing decorative surface features become buried within the

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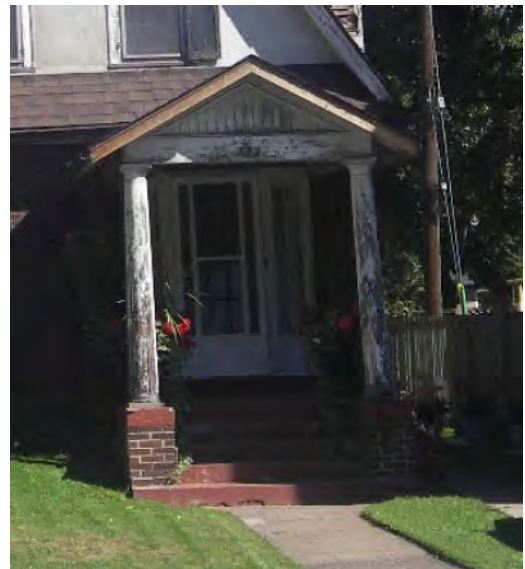
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thickness of the coating. Any junctions with existing door and window openings and other trim details usually are replaced with inappropriate stucco returns and thick details. The system requires the highest quality of professional design and application to be used in new locations and even more demanding skills if used as a retrofit application.

- If repairs or replacement is necessary to stucco finishes, care should be taken to replicate the original appearance with respect to colour, texture and finish. Professional trades people should be hired for major repairs or replacement.

9.5 PORCHES AND VERANDAHS

The porches in the Sandwich Heritage Conservation District are significant to the appearance of this heritage district. These are both functional and decorative additions to a building and reflected the lifestyle and character of the original owners. In the Sandwich Heritage Conservation District, various types of porches exist – some of these extend across the entire front of the dwelling, whereas others only take up a small portion of the facade, directly in front of the entrance. Porches consist of a number of elements that have both functional and aesthetic qualities. These include the support columns and piers, porch floor / decking and steps, skirt, railings, and roof. Materials used in the porches include wood and to a lesser extent, brick. The porch to the right, although in a state of disrepair, shows much promise as a classically inspired porch.



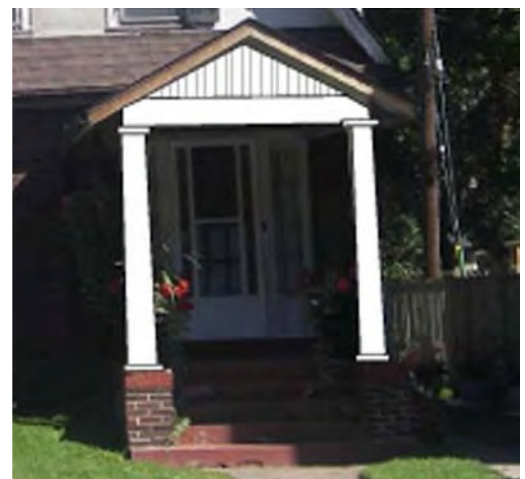
A porch in need of restoration.

A simple coat of paint to brighten the features of this porch would do much to enhance the visual appearance of the entrance and thus the value of the property.

Given their contribution to the overall visual character of the Sandwich Heritage Conservation District, preservation and restoration of the design and detail of porches and verandahs on the fronts of houses should be considered a priority for the heritage district.

Typical Problems Encountered

Like other details on the exterior of a house exposed to severe weathering, the paint, wood and masonry portions of porches deteriorate more quickly than the rest of the house. Foundations and footings for porches were sometimes built with less care and less depth than the main portion of the house. As they are exposed to frost heave from all sides, they are more inclined to be shifted out of plumb alignment.



A simple paint job would do much to restore this porch.

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Often porch floors are built as wood platforms over an exterior crawlspace that is difficult to access for maintenance.

Conservation and Maintenance Guidelines

- Removal or substantial alteration to the size, shape and design of existing porches is strongly discouraged.
- Do not remove or cover original porches or porch details, except for the purpose of quality restoration. Prior to executing any repairs or restoration, photograph the existing conditions and research to determine whether the existing is original or an appropriate model for restoration. Use annotated photographs or drawings or sketches to represent the intended repairs.
- When restoring a porch that is either intact or completely demolished, some research should be undertaken to determine the original design which may have been much different from its current condition and decide whether to restore the original.
- For the structural elements of the porch, use the best of current technology including secure footings extending below frost and pressure treated wood for wood framing.
- For decorative elements, wood is still the best choice to recreate the original appearance, but using improved technology such as waterproof glues and biscuit joiners and liquid preservatives and best quality paints to protect the finished product.
- Where there are no other reasonable options, fiberglass and plastic versions of these decorative trims may be considered if the appropriate shape and size is available and they are kept in good condition with adequate maintenance of the paint.

Install and maintain a porch apron on all exterior sides below the porch floor level that permits good ventilation and prevents animals and debris from entering. Research some of the attractive and functional trellis designs that are used in the neighbourhood to fulfill this purpose. Include a hinged or removable section for occasional access for maintenance and inspection. Smooth and grade the ground under the porch to slope away from the basement and cover the exposed ground with a thick polyethylene sheet and a layer of gravel or precast paving stones. This will reduce the dampness and growth of mould and provide more comfortable access for maintenance.

9.6 DOORS AND WINDOWS

Doors and windows offer both functional and visual contributions to the heritage character of buildings. In the Sandwich Heritage Conservation District, windows are particularly important features, as the repetition of specific shapes and materials creates continuity throughout the neighbourhood. Recurring window shapes certainly include the rectangular double-hung window as well as a few others. Retaining the shape, size and proportion of the original doors and windows is an important aspect of preserving the heritage character of the district.

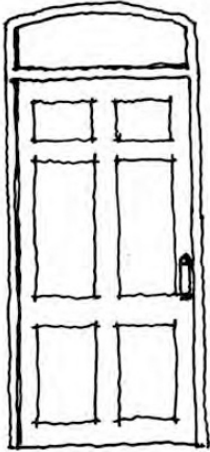
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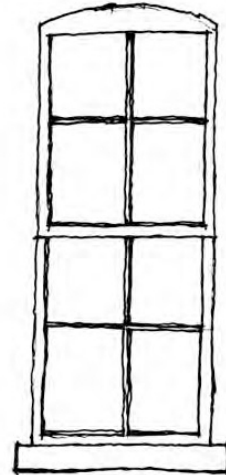
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For most of the Sandwich Heritage Conservation District, traditional windows would have been fitted with wooden storm windows, an outer sash that protects the house from winter cold, and protects the permanent window sash from weather exposure and deterioration. Storm doors offer the same function, and could be fitted with screens in the summer time for ventilation.

Typical Problems Encountered



Original door and window frames are nearly always constructed of wood. Often, the portions of a window or door opening that weather badly and deteriorate the most are the bottom of the sash of the window, or the bottom rail and threshold of the door, as they are exposed to more moisture. These elements can sometimes be replaced to preserve the remainder of the door or window. Cracks can also appear in wooden window frames due to the general wear and tear of opening and closing windows and humidity changes. These should be filled, primed and painted to limit further damage.



Wooden storm windows take the brunt of weathering and sacrifice themselves to reduce deterioration of the inner window assembly. As a result, they typically require repair or replacement more frequently than the inner windows. When the storm windows have deteriorated beyond repair, they can be replaced. The replacement with matching wood storm windows is preferable to aluminum windows, but if aluminum has been used, it should be primed and painted to be as inconspicuous as possible.

The caulking or putty that seals the glass to the wood frame also dries out over time and can crack or become loose. Replacement of the putty should be undertaken to reduce heat loss and prevent potential further damage or breakage of the windows. Weather-stripping has also improved in design and function enormously since the advent of central heating and particularly since the increase of fuel costs. There is no shame or deceit in using the best modern weather-stripping applied appropriately to the oldest of original doors and windows.

Conservation and Maintenance Guidelines

- The preservation of original doors and windows is strongly encouraged wherever possible as the frames, glass and decorative details have unique qualities and characteristics that are nearly impossible to replicate.
- Regularly clean and inspect doors, windows and frames for cracks, loose putty or weather stripping, or other signs of damage or deterioration.
- Original wood framed doors and windows in most cases can be restored or replaced with new wooden products to match if the original cannot be salvaged, but may require a custom-made

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product. Take particular care that exact visible details are replicated in such elements as the panel moulding and width and layout of the muntin bars between the panes of glass.

- The traditional use of wood sash storm windows well fitted to the window opening, provides better thermal and sound insulation properties than modern sealed insulating units (Thermopane windows), and provides a protective barrier to the elements that can be replaced when deteriorated beyond repair.
- The original windows can be made more energy efficient by reducing air leakage. Keep the glass well sealed to the sash by keeping the putty in good condition and keeping the paint just touching the glass to seal the joints. Repair damaged sashes and maintain good weather-stripping for operating windows. Windows that are not used for ventilation can be sealed with a fine bead of butyl caulking and painted shut.
- For some windows, original glass lites can be replaced with sealed units to improve the R value (insulation value) of the glass portion of a window, or the replacement of the sash (the portion of the frame immediately surrounding the glass, and that moves with the glass in an operating window) complete with new insulating glazing. However, for sashes with divided lites (usually 4, 6 or 8 glass lites within the sash separated by narrow wood muntin bars) there is the dilemma of maintaining the original, true glass division by using thicker muntin bars required by the thicker edges of insulating units, or by using some gimmick like glued-on decorative muntin bars, or a decorative grid of mock muntin bars within the glass sandwich to simulate the original appearance of a divided lite. None of these solutions are authentic for sashes with divided lites.
- If possible, retain parts of the original doors and windows, particularly the original glass. Small differences in interpretation of these details make a huge difference in the overall appearance of the building.
- The replacement of original wood framed windows by vinyl or aluminum clad windows is discouraged. If this is the only reasonable option, the replacement windows should mimic the original windows with respect to style, size and proportion, with a frame that is similar in colour, or can be painted, to match other windows.
- If a door or window that has a decorative transom must be replaced with new, make every effort to preserve at least the transom at the top of the door or window opening.
- Original door and window openings on the street facing facade should not be blocked up or covered as this can greatly alter the visual character of the dwelling.
- Choose storm and screen doors that reflect the age and character of the house. Wood framed doors are much more preferable than aluminum screen / storm doors and have the added advantage of being able to be painted to complement the house.

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9.6.1 Shutters

Several examples of traditional louvered shutters exist in the district and should be conserved and maintained. Generally they are associated with earlier styles including the cottage forms and the Italianate. By 1900 they were less likely to have been in use. At one time, shutters protected the home from sun and regulated airflow in the house. Today they are only decorative, however, their existence complies with the same criteria of authenticity that other elements of the facade are required to meet.



Windows and shutters on the MacGregor-Cowan House.

Typical Problems Encountered

Often shutters were removed from the hanging hardware once found on the window frames and attached to the wall on either side of the window. The moveable louvers are often painted into position. The surfaces of the louvers are also very exposed to the elements, and if not painted and maintained adequately, can be subject to deterioration.

Conservation and Maintenance Guidelines

- Original louvered blind-style shutters are rare and should be retained and repaired if necessary. Missing louvers should be replaced.
- If original shutters have been removed from their hinges and attached to the wall on either side of the window, new hardware should be found and the shutters re-hung.
- Replacement wood shutters could be considered for house styles that would have originally incorporated shutters, such as the cottage and the Italianate styles. Shutters made of aluminum or vinyl are not recommended. Salvage yards are a good source for period shutters.

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9.7 FOUNDATIONS

Foundations not only provide the structural support for the main part of the house, but also provide the display base for the featured appearance of the building. The foundation can be as significant to the overall appearance of a house as the frame is to a picture. Foundations for houses in the Sandwich Heritage Conservation District are similar in type and purpose to most houses in Southwestern Ontario. The choice of materials that could be used as foundation walls in 1900 was limited to stone, concrete, concrete block, and some types of brick burned at a very high temperature to become stronger and less porous than normal brick.

The foundations of houses built around 1900 were intended to provide solid structural support for the house above, and to resist the lateral pressure of earth against the walls if the basement was excavated. By keeping the main floor several feet above the ground, the problem of moisture from ground water or from splashing rain or drifting snow was confined to the basement, which was constructed of moisture resistant materials. The weight of the supported house construction is relatively easy to support on a permanent foundation wall, assuming that the wall was originally constructed of adequate thickness and supported on an adequate footing.

Typical Problems Encountered

Foundation problems usually arise due to their failure to resist the lateral pressure of the earth, made worse by the recurring freeze thaw cycles of frost in the ground around the exterior of the foundation wall. This lateral pressure sometimes causes cracking in the wall, and water ingress at the location of cracks.

For locations where water ingress is excessive through the foundation wall, the simplest solution is to ensure that surface water on the ground does not drain toward the foundation, but is directed away from the foundation by sloping the ground away from the building. If the water ingress cannot be easily corrected by grading, digging on the exterior of the foundation to install a new waterproof membrane and drainage system to collect the groundwater before it penetrates the foundation wall may be the only option.

During previous repairs, the exterior of the foundation wall may have been coated with various trowel-on or paint-on materials that may have failed and fallen off in some locations. If the general condition of the coating is sound, only repairs may be required to the areas that have failed. See the comments on “stucco” finishes to improve the quality of the replacement material installation and to reduce the exposure to damaging moisture.

Conservation and Maintenance Guidelines

- Ensure that the ground around the dwelling is sloped away from the building to prevent water from pooling at the foundation.
- Inspect foundations occasionally, looking for cracks and loose surface materials on the foundation itself, or settling and low spots on the surrounding ground.

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- If minor cracks are evident, repairs will typically require chipping out loose mortar and masonry and re-setting the loose components with new mortar.
- For foundations that have settled or deteriorated excessively, re-building the foundation wall(s) may be necessary. Temporary support is required for the structure of the house above while the damaged wall is dismantled and re-constructed.

9.8 DECORATIVE TRIM AND DETAILS

Decorative trim and detail on the houses in the Sandwich Heritage Conservation District substantially adds to the visual appeal and heritage character of the area. The decorative trim, and brackets under eaves made from wood, are an integral part of the appearance of several buildings in the district.

Typical Problems Encountered

As much of the decorative trim is composed of wood, with multiple projecting surfaces, its exposure to rain, snow, wind, etc. can eventually cause deterioration and breakage. Some of the components (e.g. – spindles, brackets, mouldings, etc.) are small or finely detailed, also making them more susceptible to damage or breaking away from the larger structure. In some cases, the decorative trim has been covered up by vinyl or aluminum siding, substantially altering the visual appeal of the dwelling and heritage value.



This house at 245 Mill St. exhibits some of the most extensive trim in Sandwich.

Some owners object to the additional work required to maintain the intricate design of trim details and remove the decorative trim or cover it with a simple, flat cover. This is a denial of the special quality and beauty of the original construction, and on street facades, the denial of enjoyment to the public using the street.

Conservation and Maintenance Guidelines

- Inspect decorative trim and details regularly to identify areas which require repair, repainting or other maintenance. Keep the paint film on decorative wood components intact. Use a wood preservative, such as copper naphthanate, or zinc naphthanate, brushed liberally onto bare wood and wood joints prior to painting to reduce deterioration from rot.
- Avoid covering or otherwise obscuring decorative trim and details with other materials, particularly vinyl and aluminum siding.
- Where decorative trim elements have deteriorated or disappeared, their reconstruction or replacement to complete the original appearance is strongly encouraged.

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- Preserve and restore as much of the original trim and detailing as possible and use the original as templates for new replacements.
- For trim and castings, research the profiles that were available and popular in the location and the period and notice the methods for joining the edges and corners that are different from current construction. Some larger replacement profiles may have to be fabricated from more segments than the original to build up the overall size and projection from the wall.
- Avoid the use of mouldings that are standard profiles called 'Victorian' or 'Colonial' available at building supply stores - they are poor substitutes for the delicate profiles of the original. There are specialty moulding suppliers who carry a wider range of stock mouldings and some millwork shops that can cut profiles to order.
- Consider using contrasting paint colours to highlight decorative details. See additional guidelines regarding paint and colour in Section 8.9.

9.9 PAINT AND COLOUR

Paint has been used, in a variety of formulations, throughout history to decorate and protect our buildings. For a building material that costs so little and represents such a small quantity of the volume of materials in a building, paint has an enormous impact on the visual appeal and the longevity of a building. The traditional image of heritage buildings has always been determined in part by colour fashion and in part by availability of pigments and binders for paint. The reason that most barns were painted red initially was the source of inexpensive paint concoctions that included animal blood as a principal component, and trimmed with white (whitewash) from powdered lime and milk.

9.9.1 Paint and Wood

Prior to the advent of "pressure treated" wood which has a rot-resistant chemical injected into the fibres, virtually all wood used outside needed to be painted on a regular basis to prevent deterioration and rot. Some wood that was naturally rot-resistant (cedar) was used unpainted for fences and shingles, and some utilitarian buildings such as sheds and barns were left unpainted to age to a deeply textured, gray finish. But all wood associated with residential construction was painted to present a finished appearance to the neighbourhood, and to protect the investment in the house. The recent introduction of pressure treated wood has been a mixed blessing. The treatment process usually only penetrates the outside layer of wood and does not protect the core from rotting eventually if exposed to prolonged dampness. The treatment process does not prevent the cycle of swelling and shrinking with changes in environmental moisture, and the resulting deterioration of the surface texture, combined with sun and weather exposure. Better protection is still afforded by a paint film, properly maintained by regular repainting.

Modern exterior acrylic paints from reputable companies perform far better than any historic paint materials to provide a tough film to protect the substrate materials and stay adhered to the substrate without peeling or blistering. Modern acrylic paints allow trapped moisture to escape through microscopic pores while providing moisture protection from precipitation.

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9.9.2 Paint and Masonry

The use of paint, or finishing films or coatings on stone or brick or concrete masonry has traditionally been applied in certain conditions. In locations where soft or porous masonry was exposed to dampness or hydrostatic pressure, such as in a foundation wall, water-resistant coatings were often applied with varying success (see Stucco and Parging). For aesthetic appeal, principal walls that were constructed of poor quality masonry, such as stone rubble or inferior brick, were sometimes covered with stucco and possibly painted with a mineral based paint.

In some cases, and in limited areas, good quality masonry was parged and/or painted for utilitarian or aesthetic effect. The brick wall inside a deep porch might be painted a light colour to brighten the shaded condition, and to present a renewable finish to an exterior room of the house. The window surrounds might be parged and/or painted a light colour to create a frame for the window and to increase the brightness into the interior. The cast stone columns or capitals may have been upgraded from the gray concrete colour by painting. In most cases, these examples were limited to special locations for special purposes, with the understanding that there would be increased maintenance of the finish required.

Any paint film used on the exterior of a building should be able to “breathe” to allow any build up of moisture vapour on the inside to escape to the outside without raising blisters or peeling off the film. This is particularly important with brick and most masonry materials that are porous. Paint films over large areas of brick are inclined to seal the surface, trap moisture, and cause spalling and other deterioration of the masonry. Exterior paint requires regular maintenance and occasional repainting compared to exposed brick masonry. Many examples of exterior brick masonry walls were constructed by highly skilled masons using a variety of bonding patterns, textures and sometimes multi coloured brick and mortars to create a distinctive decorative effect. The covering of this detail by painting diminishes the heritage character of the original building and introduces a maintenance responsibility for the remaining lifetime of the building.

If you have a brick house that has painted elements, try to understand the purpose for which they may have been painted. If the purpose is logical and the appearance is attractive, there may be good reason to maintain this tradition. If, however, you have a brick house that has been completely painted, and the purpose and the appearance is not appealing, you may wish to restore the original appearance of the exposed brick. The best method requires an application of a chemical stripper that softens the paint and permits it to be rinsed away with water. The process is caustic to skin and plants and requires professional skill and equipment to prevent overspray and to ensure proper containment and disposal of the waste. Some light abrasive wash may be used for the removal of stains and excess soil build-up. Ensure that the applicator company has heritage experience and understands the importance of mild cleaning to avoid removal of the historic patina on the surface of the masonry and to avoid damage to the brick itself.

Do not permit sandblasting, either wet or dry processes, to be used on soft clay brick. Sandblasting is too aggressive and quickly removes the original surface of the brick, exposing the soft core to rapid deterioration and changing the texture and appearance of the surface.

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9.9.3 Paint Colour

Colour preferences and styles change. It is difficult to find accurate records for original colours of buildings except on the building itself. Paint scrapings can determine with reasonable certainty the progression of colours on the building. The bottom layer may be the first colour, but perhaps not the best choice. Allow some latitude in the research and methodology for choosing the colours to arrive at a selection that you and your neighbours are happy to live with.

Benjamin Moore, and other paint suppliers, provide a researched pallet of traditional paint colours for restoration purposes that feature the shades of yellow ochre, deep green, grey-blue and rust red that formed the basis for most house paints a century ago. Colour selection is one of the most democratic of processes, but like most democracies, some acceptance of local norms and tolerance of local idiosyncrasies assists in the social purpose.

Remember that lighter colours reveal more of the bas relief sculptural detail in trim elements. Some owners may also prefer to accentuate the facets of painted trim details by using slightly different shades of colour for recessed and projected surfaces. This technique should be undertaken with subtle shading differences and test panels to ensure that the finished result is not garish.

Conservation and Maintenance Guidelines

- Ensure that wooden surfaces are painted to protect them and increase their lifespan of the material. When painting, take care to prepare surfaces properly (i.e. – removing dirt and grime, scraping away loose paint, filling holes, etc.)
- Avoid painting brick and masonry, unless it is already painted. If removal of existing paint is contemplated, use appropriate chemical strippers with caution. Do not sandblast painted brick or masonry surfaces as a means of paint removal.
- Contact knowledgeable paint suppliers to obtain information about the appropriate type of paint to use (oil versus latex, etc.) on specific surfaces or over previous paint jobs.
- Select paint colours that are consistent with the heritage character of the area and that complement other materials or details on the dwelling.

9.10 UTILITY AND SERVICE CONNECTIONS

With the construction of many houses on small lots, by 1900 each lot would have been connected to the city's water and sewer systems. Municipal electrical connections were available early in the 20th century. The above-ground service connections have grown in number and size to include heavy gauge wiring for 200 amp electrical service and numerous other wires for telephone, cable, data and other connections. In new housing areas, these services are sometimes buried to avoid the mess of wiring approaching each house. Where the services are not buried underground, they should be grouped together and coordinated to travel the least distance to the house, and to be routed into the house at the nearest location to avoid wires and conduit draped over the historic façade.

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A related issue is the proliferation of air conditioning units, both window mounted and pad mounted central systems. Window mounted units detract from the intended design of any window in any façade and if these are the only option, they should be installed in the least visible windows from the street. A single pad-mounted unit is preferable for a central AC installation to avoid conflict with the original house design. The pad unit should be located in an inconspicuous location.

9.11 ENERGY EFFICIENCY

The exterior walls and the roof of a building, combined with related components such as doors, windows and skylights, are now referred to as the building envelope, a term that well expresses the required, continuous enclosure to separate the inside from the outside climate. Only in the last couple of decades have building systems, materials, techniques and codes begun to relate to the importance of these components being employed in a balanced and appropriate system, not only to provide the required separation, but also to maintain a healthy environment for the building occupants, and a healthy environment for the wall components themselves. Insulation is a good thing to have in a wall, but it is incorporated as only part of the overall assembly that provides the separation from the outside climate.

The Ontario Building Code for new buildings requires the ceiling below an unheated attic to be insulated to R31 (9" fiberglass or 6" Styrofoam) and exterior walls to be insulated to R17 (5.5" fiberglass or 3.5" Styrofoam). The difference in the requirement for ceiling and walls is a function of the large amount of heat that is lost through the ceiling (heat rises), and the available space in the construction system of most houses to increase the insulation in this location.

Many older houses do not have these amounts of insulation and may not easily be modified to increase the insulation. However, the ceiling below an unheated attic in many older houses provides an ideal location to increase insulation with minimal risk to the building system. The addition of 6" or more of fiberglass batt insulation, or blown-in mineral wool, provides comfort and economy over the remaining life of the building. The only risk is the potential build-up of moisture within the new thickness of insulation, but this can usually be controlled effectively by adequate attic ventilation to the exterior, and the sealing of the ceiling plane by a continuous coat of paint, and caulking and foam sealants at any gaps or penetrations. It is too difficult to attempt to install a continuous membrane vapour barrier after the fact. Some foam-in place insulation systems provide both the required insulation and the continuous vapour barrier in the same installation, but these require both care and skill in the application.

For exterior walls and cathedral ceilings and dormers, there is less ability to gain access for the installation of an increased amount of insulation. For many situations, the attempt to increase wall insulation is done blind by injecting, or blowing in foam or fibres. The risk is great that the insulation does not fill the cavities as intended, and that the new insulation may become damp with the lack of adequate ventilation in the wall. This dampness, combined with the new, colder exterior temperatures, can cause rapid deterioration to either wood or masonry wall components that have survived for a century prior to the improvement.

In most situations, the best improvement to the thermal performance of historic exterior walls is achieved by closing the holes in the walls as much as possible to stop the wind and the outflow of warm, humid, air. The simplest process is the judicious use of aerosol spray foam and caulking from the inside of the building. Seal the tops and bottoms of cavities in walls where you can get at them to prevent the chimney

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effect of air circulating into these spaces from the inside of the house. In locations where there is access provided to these voids and cavities during interior renovation, add insulation only if you can be sure that you can stop humid air from getting to the cold side of the new insulation, or into the remainder of the wall assembly. Take more care in the careful installation of a continuous air/vapour barrier. In some installations, this may mean a spray on rubberized material that effectively seals the interior of the wall.

We are all worried about the spiraling cost of heating energy. However, the cost of keeping an exterior masonry wall warm enough to prevent frost-spalling may be considerably less than the costs of major repairs caused by accelerated deterioration. Concentrate on closing the holes and cracks, and using a ventilation system that minimizes the build-up of humidity in the walls.

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10.0 HERITAGE RESOURCES

10.1 GLOSSARY AND DEFINITIONS

The following definitions have been adapted from sources including Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada and various websites.

Baluster: Small or short posts that make up a railing as in a staircase; may be plain, turned, or pierced.

Balustrade: A railing composed of posts (balusters) and a handrail, often found on staircases and porches.

Bargeboard: (sometimes called gingerbread trim) Woodwork or boards attached to the edges of a gabled roof, often carved or ornamented.

Bracket: A small projecting piece of wood or stone, sometimes elaborately carved or decorated, from a wall or other vertical structure that supports another component, such as an eave or cornice.

Capital: The decorative head of a column or pier.

Casement: A window that opens via hinges on one side.

Cladding: Exterior, non-structural material (typically wood, vinyl, aluminum) that protects a wall from the weather, sometimes referred to as siding.

Clapboard: A type of siding using beveled boards laid horizontally and overlapping at the top and bottom.

Column: An upright pillar or post that may be used for support or decoration.

Concrete: A mixture of cement, sand and/or gravel and water that becomes very hard, most frequently used for foundations.

Conservation: The on-going efforts to maintain a building in serviceable condition, respecting its original condition.

Corbel: Stone or wood projections from a wall or chimney for support or decoration.

Cornice: Projecting horizontal moulding, often decorated and supported by brackets, at the top of a wall, building or arch.

Course: A single row of brick or stone material in a wall.

Cresting: A decorative rail or similar feature at the top of a building, often along the ridge of a sloped roof.

Dentil: Closely spaced, rectangular blocks set in a row, often as a decorative feature in a cornice.

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Dormer: A window that projects from a sloping roof, with a small roof of its own that may be flat, arched, or pointed.

Double-hung Window: A window which operates by means of two sashes that slide vertically past each other.

Eave: The under part of the projecting edge of a roof.

Fascia: A finish element covering the face of eaves and roof projections.

Finial: An ornamental projection usually at the top of a roof, gable or other peaked structure.

Gable: The triangular portion of a wall beneath the end of a gabled roof that may be on the front or side (or both). Porches and dormers may also be gabled.

Gabled Roof: A roof that slopes on two sides.

Heritage Tree: "A notable specimen because of its size, form, shape, beauty, age, colour, rarity, genetic constitution, or other distinctive features; a loving relic that displays evidence of cultural modification by Aboriginal, or non-Aboriginal people, including strips of bark or knot-free wood removed, test hole cut to determine soundness, furrows cut to collect pitch or sap, or blazes to mark a trail; a prominent community landmarks; 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; a specimen identified by members of a community as deserving heritage recognition. (Adapted from the Ontario Heritage Tree Association).

Hipped roof: A roof that slopes to the eaves on all sides.

Lintel: The horizontal support at the top of a door or window.

Mansard roof: A roof with a double slope, with the lower portion steeper than the upper one (often used for barns). Dormers are often set in the lower slope.

Masonry: Brick, stone, concrete, tile or other earthen products used in construction.

Millwork: Finished woodwork, cabinetry, carving, etc.

Moulding: A shaped decorative element, usually a horizontal band that projects slightly from the surface of a wall.

Mullion: A thin upright member within a window or between adjacent windows.

Parapet: The portion of a wall that projects above a roof.

Pier: An upright square or rectangular support post, usually of masonry.

Pilaster: An upright shallow rectangular support post set into a wall, mainly for decorative purposes.

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Quoins: Stones at the corners of buildings, usually laid so their faces are alternately large and small. Usually in contrasting color from the rest of the wall.

Restoration: Major rebuilding and repair processes to restore a building to its former condition.

Sash: Wood or metal frame that holds the glass in a window.

Shingle: Generic term that refers to a number of products whose characteristic is the overlapping of small sheets or plates on a sloped or vertical surface to shed rainwater by gravity.

Shutters: Window or door covers, usually made of wood, with horizontal slats that may be tilted to control air and light transmission. Shutters may be functional or purely decorative.

Sidelight: A window beside a door, forming part of the door unit

Siding: A facing material applied to the outside of a building to make it weatherproof.

Sill: A horizontal element at the bottom of a window or wall.

Slate: A roof material made from a hard, fine-grained rock that cleaves into thin, smooth layers.

Soffit: The underside of an eave.

Stucco: A cement mixture used for siding, sometime with pebbles or coloured glass pieces embedded for texture and decoration.

Transom: A small window over a door or another window, often able to be opened for ventilation.

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10.2 INFORMATION AND REFERENCE SOURCES

Following is a list of recommended reference sources for advice and information regarding heritage preservation, architecture, landscaping and related topics to inform and assist property owners who are interested in obtaining more detailed information.

1. International Publications

Preservation Briefs of the National Parks Service (USA)

<http://www2.cr.nps.gov/tps/briefs/presbhom.htm>

<http://www.icomos.org/>

<http://www.heritagecanada.org/eng/main.html>

Timber Frame Guild of North America – traditional heavy timber framing

<http://www.tfguild.org/>

2. Federal Government Publications

Historic Sites and Monuments Board of Canada – Policies Criteria Guidelines

Researching Heritage Buildings

The Evaluation of Historic Buildings

The Buildings of Canada – A Guide to Pre-20th Century Styles in Houses, Churches, and Other Structures

Historic Sites and Monuments Board of Canada – An Introduction

Directory of Designations of National Historic Significance

Exterior Recording Training Manual

<http://204.29.171.80/framer/navigation.asp?charset=utf-8&cc=CA&frameid=1565&lc=enca&providerid=113&realname=Government+of+Canada&uid=1939730&url=http%3A%2F%2Fcanada.gc.ca%2Fmain%5Fe.html>

http://www.cci-icc.gc.ca/images/p_logo_cci_e.gif

http://www.chin.gc.ca/English/Common_Images/pi_fip.gif

http://www.parkscanada.gc.ca/parks/main_e.htm

Parks Canada Historic Places Initiative

http://www.pc.gc.ca/progs/plp-hpp/plp-hpp1_E.asp

http://www.pc.gc.ca/docs/pc/guide/nldclpc-sgchpc/index_e.asp

3. Provincial Government Publications

Ministry of Culture:

<http://www.culture.gov.on.ca/english/culdiv/heritage/index.html>

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<http://www.culture.gov.on.ca/english/culdiv/heritage/Toolkit/toolkit.htm>

Ontario Heritage Trust:

<http://www.heritagefdn.on.ca/>

Architectural Conservancy of Ontario

<http://www.hips.com/ACO/>

[Litt, Paul.](#)

Ontario's Heritage: A Celebration of Conservation.

Toronto : Ontario Heritage Foundation, c1997.

xv, 208 p. : ill. ; 28 cm. – available from Ontario Government Bookstore

Architectural Conservation Notes available online at:

<http://www.culture.gov.on.ca/english/culdiv/heritage/connotes.htm>

1. [Eight Guiding Principles in the Conservation of Historic Properties](#)
2. [Writing "Reason for Designation" Statements \(Ontario Heritage Act, Part IV\)](#)
3. [Amending a By-Law Designating Individual Property \(Ontario Heritage Act, Part IV\)](#)
4. [Western Red Cedar Shingles](#)
5. [Surface Preparation Guidelines for Painting Historic Structures](#)
6. [Heritage Conservation Principles for Landuse Planning](#)
7. [Making the Case for Heritage Designation to a Property Owner](#)
8. [The Conservation and Maintenance of Storefronts](#)
9. [Accessibility and Historic Buildings](#)
10. [Ontario Realty Corporation, Municipalities and Heritage Properties](#)
11. [Dave's Top Five Reasons to Conserve Historic Wood Windows](#)
12. [Investing in Heritage: Municipal Tax Back Grants](#)
13. [Stone Repair Adhesives](#)

York County Mouldings form Historic Interiors by George W. J. Duncan published by Architectural Conservancy of Ontario 2001. –available from Lee Valley Tools

4. Other Heritage Resources

Meek, Harold A. [Changing Attitudes to Restoration.](#)

<http://international.icomos.org/publications/prima5.pdf>

5. Other Publications

Adamson, Anthony. [The Gaiety of Gables, Ontario's Architectural Folk Art.](#) Text by Anthony Adamson, Photos by John Willard, Toronto: McClelland and Stewart, 1974.

Adamson, Anthony. MacRae, Marion. [Ancestral Roof; Domestic Architecture of Upper Canada,](#) by Marion. Photos. are by Page Toles. 1964

Anon. [Standards and Guidelines for the Conservation of Historic Places in Canada.](#) Her Majesty the Queen in Right of Canada, 2003.

Bergdoll, Barry. [European Architecture 1750-1890.](#) New York: Oxford University Press, 2000.

Blake, Verschoyle Benson and Ralph Greenhill. [Rural Ontario.](#) Toronto: University of Toronto Press, 1969.

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Brand, Stewart. How Buildings Learn: What Happens After They're Built. Stewart Brand. New York, NY: Viking, c1994. viii, 243 p.: ill. ; 23 x 28 cm.

Blumenson, John J. G., 1942-
Ontario Architecture: A Guide to Styles and Building Terms, 1784 to the Present / John Blumenson.
[Canada]: Fitzhenry & Whiteside, c1990.
vi, 255 p.: ill. ; 29 cm.

Fram, Mark. Well-Preserved. The Ontario Foundation's Manual of Principles and Practice for heritage Conservation (Third Edition). Boston Mills Press, 2003

Gowans, Alan. Building Canada: An Architectural History of Canadian Life. Toronto: Oxford University Press, 1966.

Greenhill, Ralph, Ken Macpherson and Douglas Richardson. Ontario Towns. Ottawa: Oberon, 1974.

Humphreys, Barbara, and Meredith Sykes. The Buildings of Canada: A Guide to Pre-20th Century Styles in Houses, Churches, and Other Structures. Montreal: The Reader's Digest Association, 1974.

Hutchins, Nigel. Restoring Old Houses. Toronto: Van Nostrand Reinhold Ltd., 1980.

Kalman, Harold. A History of Canadian Architecture. New York: Oxford University Press, 2000.

Lee Valley Tools. The Victorian Design Book: A Complete Guide to Victorian House Trim. Ottawa, Ont. : Trade distribution in North America by Firefly Books, c1984. 416 p.: ill. (some col.) ; 26 cm.

MacRae, Marion and Anthony Adamson. The Ancestral Roof.-see Adamson

The Old-House Journal Guide to Restoration - edited by Patricia Poore; project editor Louise Quayle.
New York, N.Y., U.S.A.: Dutton, c1992. viii, 392 p.: ill. ; 29 cm

Rempel, John I. Building with Wood and Other Aspects of Nineteenth-Century Building in Ontario. 1967

Rempel, John I. Building with Wood and Other Aspects of Nineteenth-Century Building in Central Canada / John I. Rempel. 1980.

Richardson, Peter and Douglas Richardson. Canadian Churches. Toronto: Firefly Press, 2007.

Summerson, John. The Classical Language of Architecture. New York: Thames and Hudson, 1996.

For historic plans of commercial buildings that were insured against fire:
Insurance Advisory Organization in Markham (905) 474-0003.

6. Products and Services

Air Conditioning Systems:

Mitsubishi Split Systems: <http://www.mrslim.com/>

Fiber Cement Clapboard Siding:

CertainTeed Building Materials: www.certainteed.com

7. Web Sites and Links

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<http://www.oaa.on.ca/> – Ontario Association of Architects (Hiring an Architect and how the OAA can help)

<http://www.caphc.ca/> -(Canadian Association of Professional Heritage Consultants (CAPHC))

<http://www.sah.org/> - Society of Architectural Historians

<http://www.icomos.org/> - International Commission on Monuments and Sites (Icomos)

<http://www.heritagecanada.org/> - Heritage Canada Foundation

<http://www.heritagefdn.on.ca/> - Ontario Heritage Trust

<http://www.culture.gov.on.ca/english/culdiv/heritage/index.html> -Ministry of Tourism, Culture and Recreation

<http://www.culture.gov.on.ca/english/culdiv/heritage/hpd.htm> -Ontario Heritage Properties Data Base

<http://www.collectionscanada.ca/> -National Archives of Canada

<http://www.chin.gc.ca/> - Canadian Heritage Information Network (CHIN)

<http://ah.bfn.org/a/DCTNRY/vocab.html> - Illustrated Architecture Dictionary

<http://architecture.about.com/library/bl-glossary.htm> - Architecture Glossary

<http://www.virtualmuseum.ca/Exhibitions/Maison/en/glossary/index.html> - Illustrated Architecture Glossary

8. Landscape and Plant References

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10.3 DETAILED GUIDE TO MAJOR RESTORATION & ALTERATION WORK

This step by step guide has been prepared to provide homeowners who are contemplating major restoration or alteration projects with more detailed information about the various tasks that should be undertaken and issues to consider. It is divided into two main sections: Part 1 - Assess and Research, and Part 2 - Design and Construction.

Part 1 – Assess, Research, Document and Dream

The first section, Assess and Research, should be undertaken with adequate time and care, possibly by the Owner with some assistance from specialists at critical intervals. The second section, Design and Construction, is almost always completed with more professional assistance and under more pressure of time and cost. It is best to complete the initial research without that pressure. All endeavours require adequate advance planning to ensure reasonable success. To undertake the restoration of a building, the Owner is required to make some preliminary plans and decisions, or at least prepare a list of aspirations and questions, before building or even drawing the proposal.

Review of the list of designated and significant historic buildings in Sandwich reveals that the majority of the buildings are privately owned and the majority of those are houses. To be of broadest assistance, these guidelines for a typical step by step restoration process are aimed at a private owner of a heritage house in an urban area. Some reference will be made to examples that represent the issues of public or corporate ownership, and larger or more complex buildings that are for commercial or institutional use, and for the issues that are unique to rural areas, but the thread of continuity will address the simpler model. For the purpose of this text there is an Owner as an individual or family, who has the authority to make decisions for the restoration of the property or house, and the implied obligation for its maintenance over a period of years. The Owner may be a new Owner attracted to the house because of inherent qualities of the building and location, or an existing Owner who has decided to improve the qualities of the house that would improve the lifestyle of the Owner. The house may or may not be designated, but we assume that the Owner is sensitive to the impact on the community.

Part 2 – Design and Construction

Restorations, Alterations and Additions

A restoration is intended to restore the building all or in part to a previous condition. That task can be difficult and fraught with choices and decisions about the authentic goal and how to achieve it. An accurate and thorough restoration creates a museum quality building complete with period accessories. Many people approach a restoration with this vision; however, few people venturing into a major restoration choose to forego the comfort and convenience of lavish indoor plumbing facilities, electric lighting, full heating and air conditioning systems and other current amenities. Nor should they. An old building restored and renovated to accommodate happy Owners will be well maintained, better than many museums. In the reasons for designation for a designated building, significant architectural or historic features are highlighted for conservation. It is not the intent to freeze the Owner's lifestyle in some historic period in poor accommodation. There are good and bad alterations and additions to heritage buildings. The best advice is to preserve as much as possible of the original quality construction and to

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make the new alterations and additions complementary to the original design, but distinguishable from the original, and to make alterations and additions reversible if they turn out to be mistakes.

By definition, a building that is well maintained by appropriate conservation methods would never need restoration. However, there are reasons that develop that require the re-assessment of the status quo and the need to make significant changes to an existing building. The pressure for change usually comes from one or more of the following:

- The general dilapidation of the building condition
- The requirement for better mechanical and electrical services
- The requirement for better envelope enclosure (window, wall, and roof performance)
- The requirement to reduce structural distress (sagging floors, roof, foundation)
- The requirement to accommodate a different use (retail to office conversion)
- The requirement to expand or improve the existing use
- The requirement to achieve higher density use of land

The following guidelines assume that the Owner is motivated by one or more of the preceding list of incentives to change the building and is considering the advantages of preserving and restoring the existing building instead of demolition and replacement. The process of undertaking a restoration project is outlined as follows:

Step 1 - Initial Review

A general assessment of the qualities of the building being considered and the possibilities for conservation and renewal. This step requires a combination of intuition gained from experience and emotional independence from the building. This review identifies the basic nature and quality of the subject building and a brief description of the assets and condition of the features. The initial review would identify any imminent risks to the security of the building requiring immediate attention.

Step 2 – Inspection and Inventory

A detailed review of the building using a guide such as the Canadian Inventory of Heritage Building (CIHB) checklist to determine the extent and number of features that identify the building and the condition of each of those elements. This is a time-consuming process to itemize the assets of the building and record the features much like fingerprinting the unique combination of identifying elements. This process increases the appreciation of the heritage assets as well as providing the vocabulary to record and discuss the building with others.

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Step 3 – Documenting

In addition to the stock inventory that is possible on a checklist, the unique layout and features should be recorded by written, photographic and graphic methods. The building should be described by its features, by its relationship to the site and surroundings and by its layout and appearance, construction methods and materials. All features and elevations of the building including interior elevations and details should be recorded by a photographer able to capture the texture, shape and context of each element. The layout and siting of the building as well as details and construction assemblies should be recorded by a draftsman familiar with historical construction techniques and able to produce a set of measured drawings accurately representing the building. In addition to the recording of the layout and elements, it is important to record the physical condition of those elements. Any deterioration should be noted as well as any distress or deformation. Some skill and experience is required, not only to see and record certain kinds of deterioration, but also to know where to look in concealed locations to confirm the condition of structural and other elements. The combination of these methods provides a thorough set of documents to record and represent the building throughout the processes to follow and throughout generations to follow.

Step 4 - Historical Research

The documentation produced by Step 3 only represents the current or most recent part of the building's physical history. Although certain features and elements may suggest a particular history for the building, research is required to confirm the historical path suggested by the physical evidence and possibly to reveal unexpected assets. In addition to the clues incorporated into the built elements, archives, museums, libraries written and oral histories, registry offices, insurance company records and other sources sometimes add to the total understanding of the history of a building and the reasons that physical forms developed as they did. Sometimes there are conflicting pieces of evidence that turn up in the research material and require forensic review to reconcile the apparent differences or to discount inaccurate data. The intent of the detailed recording of current condition and the careful research into the history of a building is to develop a broader sense of the relative importance of various features of the building through time. Some features that represent important people or periods may have been removed by subsequent owners for convenience or housekeeping economy. Some added features that provided temporary convenience may have outlived their purpose. At a time when the whole building is being subjected to detailed examination it is wise to examine the historical process that produced the current condition. It is also wise to determine which of those historical decisions were worthy and which were expedient, and to attempt to correct some of the mistakes of the past.

The history of a building includes the dates and names of individuals who were responsible for building decisions such as original land ownership, original construction, and changes to the building or property up to present. The history will also probably contain references to historic characters who lived in the building or who influenced the community. The history will include the land title records of this property and any previous properties that were subdivided or amalgamated to create this property. The history can be researched by asking verbal questions and getting oral answers, by examining archived documents and by examining physical evidence.

Oral History is most available in communities where there is a stability of population. In rural areas and towns, a number of people have been living in the same community for several generations and may be

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able to assist with information that was never written down. Oral leads may assist in determining where to start looking for documents or who else to ask for detailed information. The neighbours or previous Owners are good places to start asking. Local merchants, post office employees, librarians, clerics and municipal employees may have valuable recollections about the history of a property.

Documentary evidence of the history of a property can be pursued in several locations, but be prepared for slow and sometimes unrewarding progress. To prepare for the search, collect the known information about the property including the street address, the legal description (lot number and registered plan if it exists) and the tax roll number. Most of this information is available from the tax office if it is not recorded on a survey of the property or a recent tax bill. Unfortunately, a number of records that have been archived may have been lost. Like genealogy, the search requires patience and is rewarding for the scraps of information that attaches your property to history.

A wealth of information about the physical history of Sandwich is in the collections of the Windsor Public Library. This is the best place to start to get a rush of easy and rewarding information and to get directions to other sources of documents in the Sandwich area. Other sources include: other libraries and city or county directories that recorded the owner's name, occupation and other miscellaneous information for each year the directory was kept. A history of the tax assessment rolls is available at the registry office, which records the name of the owner in addition to information about his occupation, family and religious affiliation. The registry office also records the history of the title to the property including deeds, easements, mortgages, and sometimes, sale prices and disputes over the property.

Various insurance companies that sold fire insurance also recorded information about the properties that were owned by policy holders for the purpose of determining risk and size of exposure. These records for commercial and industrial buildings included plans of the building with notes about the construction methods and materials, and the uses and processes accommodated in the building. The local library or archives may have copies of these records or refer to the central file for Ontario at the Insurance Advisory Organization in Markham, Ontario (see bibliography).

Photographs or drawings of houses and other buildings may be available in the local archives or in the files of local newspapers or previous owners. The families of previous owners are a good source of much information about a property. Information that is collected from private sources, with permission and appropriate credits, should be archived with the building and offered to the local library or archives who may be able to store microfiche or digital data collected about the community.

Step 5 – Analyze and Assess

The research and recording process described in the first steps is difficult, slow meticulous work to gather information from records and from the building. The raw data should be reviewed to complete an overall story of the building. Some scientific or specialized processes may be required to complete all of the required information. If extensive work will be required to the building, testing and inspection of the following materials and systems would be appropriate:

Hazardous substances: - Property Owners are responsible for contaminants such as asbestos, lead, mercury, silica and PCB's and certain moulds and animal debris on their property. Depending on the use of the property some of these contaminants may be present in quantities that warrant remedy by a

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specialist contractor. Many old heating systems used asbestos as insulation. Minor quantities of lead in piping, mercury in thermostats and “silent” switches and some PCB’s in old electric light ballasts should not present difficult disposal issues. However, the build up of toxic moulds and animal debris have become recognized as a major health concern and should be removed and cleaned only by people with sufficient training and protective gear to work safely. Similarly, lead in old paints is a greater health hazard than previously recognized. Removal of old lead paint can be very dangerous, particularly if the removal process is by heat stripping or mechanical sanding that releases quantities of dust or fumes into the air. The presence of any of these substances requires a pro-active plan for the treatment or disposal by safe and authorized processes. The Owner would be advised to undertake a hazardous substance survey by a qualified firm and an abatement process before starting general renovations. A General Contractor starting into a project and encountering an extensive amount of any of these substances would have reason to stop work until the health risk was removed.

Structural System: - Any evidence of deterioration or signs of distress such as sagging or settling should be inspected by a structural engineer to determine the cause of the problem or problems. Some issues may require immediate stabilization, while others may require reinforcing or repair during the planned restoration process.

Mechanical and Electrical Systems – These systems are inclined to wear out and require replacement in the order of fifty years. A major restoration is an appropriate time to plan on the replacement of these systems. Inspection of the systems may indicate potential hazards that should be repaired before waiting for general renovations to avoid the risk of fire or water damage caused by failure of these systems.

The assessment of the heritage value of the entire building or features of the building may require the assistance of professional and/or volunteer help. This would be an appropriate time to call on the LACH to review your findings and assist in determining priorities for conservation and restoration.

Step 6 – Planning

Armed with the broad understanding of a building and the way that it fits historical context, the planning for the future of the building may proceed. For many decisions along the planning route, there are a maze of avenues that should be pursued. Again, some experience in this process helps to reduce the number of options that are less promising and to reduce the time required to investigate options. The careful recording and research of steps 3 & 4 assist in an accurate assessment of “where are you at” (and where you have been) which fundamentally restricts some options of future planning, but also provides a wealth of suggestions as to future possibilities.

Hiring Professionals

For most house construction projects, neither the Building Department nor the Ontario Building Code requires that you hire an Architect, but you may need to submit drawings for structural components of the building, such as roof trusses or point-loaded beams, stamped by an Engineer. For more complex construction projects, it is normal to hire a Designer or an Architect as the prime consultant, and for that consultant to hire specialty engineering consultants (Structural, Mechanical, Electrical, Site Services, Landscape Architects, Interior Designers), as the project requires. Normally, the prime consultant will pay for the work of the sub-consultant as part of the overall fee, but sometimes, the Owner chooses to pay for

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each of the consultants separately. There are other considerations of responsibility and liability if the Owner hires the sub-consultants separately and these issues should be included in the discussion and terms and conditions in the agreement(s).

When hiring a professional at any stage of the process, be very clear that you are exchanging money for skill. You are entitled to ensure yourself that their skill is equal to your money. Although the process is not the same as selecting a product from a store shelf with a price tag, you are entitled to know in advance what you are buying and how much it will cost. For design professionals, you should shop around to determine who provides the services you require in your community, who can provide good references of satisfied clients, and who will give you some assistance in outlining the services they can provide and how much you should expect to pay for those services. The initial conversation with a design professional need not be long for you to determine whether you like their manner and previous examples of their work. Bear in mind that some Architects enjoy the forensic process of research and design for heritage buildings, others find it frustrating for their own avant-garde creativity. Be sure to ask.

Many Architects will offer to work on an hourly basis until the full scope of the work is known, and then switch to a percentage or fixed fee basis when the budget is determined. Most design firms are glad to discuss prices up front to avoid surprises either for themselves or their prospective clients, and to avoid a lengthy involvement in a project that cannot proceed for lack of adequate funding.

When engaging a design professional, insist on a standard contract provided by the Architects' or Engineers' governing body, such as RAIC Document 6, that outlines all responsibilities of both parties and the method of handling situations that may arise but nobody likes to talk about in advance. These standard agreements have been scrutinized and developed over many years based on past failures and successes. Refer to the Ontario Association of Architects web site at: <http://www.oaa.on.ca/resources/> for additional information and advice for locating and hiring an architect. Similarly, when engaging a Contractor, insist on a standard construction contract such as CCDC-2 or CCDC-3 if the work is for more than a few hundred dollars.

Many contractors offer design-build packages where the Owner pays a single provider to come up with a design and to construct the work. This is a very economical process for work that the owner can describe thoroughly to the contractor in words, photos of examples or rough drawings. If the work expected is an almost exact copy of existing sample, such as a previously completed kitchen, an existing window or door, there is good reason to go directly to a contractor. But be prepared for some differences of interpretation that neither the Owner nor the Contractor believed to be significant until the work was completed. When engaging a Contractor to provide a design-build package, assure yourself in advance whether the extent of work will require a building permit by calling the building department. If a permit is required, be sure that you and the Contractor understand who is applying for it and who is paying for it. It is normal for the Owner to supply the cheque payable to the municipality and the person who prepared the drawings to apply for the permit and answer questions relating to the drawings.

An Architect or a Designer may be an expensive luxury to draw complete plans, elevations, sections and details and then monitor construction to ensure that the drawings are being properly interpreted. In fact, a well-prepared set of tender documents may be all that is required if a well-skilled and well-trusted contractor is available to execute the work. Changes that may be required throughout the construction can be negotiated between the owner and contractor and signed into the construction contract.

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Although the Building Department does not required an Architect to produce the drawings for a building permit for simple residential work or to monitor construction, a permit is required for most construction projects. Permit drawings are also required. The municipal building inspector will inspect the work in progress and the completed work, but only to ensure that the provisions of the Building Code and Zoning Bylaws are being satisfied. It is not his job to enforce contract terms with the Contractor or to ensure that the finishes satisfy the Owner. Building Departments are far more willing to advise and assist during the planning stages of a project.

Building Code, Zoning and Municipal Planning Considerations

When considering the possible future uses of an existing building on an existing site, both Zoning and Building Code regulations must be considered to confirm compliance or to confirm required alterations to the design of the building, the layout of the site or the ultimate use of the building. Where bylaws and codes list prescribed requirements, there are often alternative methods for achieving compliance, particularly for existing buildings and heritage structures. For zoning bylaws, the intent can be modified a small amount by the Committee of Adjustment in most municipalities, and completely changed by an application for rezoning if successful. Building code issues can only be modified and interpreted by a small amount within the jurisdiction of the local building department to ensure that issues involving life safety are not compromised. Zoning issues are generally open to the interpretation of Council to determine what is best for the development of the municipality.

APPENDIX A
HOMEOWNER'S HERITAGE GUIDE



Sandwich Heritage Conservation District Heritage Guide



What is a Heritage Conservation District?

A *Heritage Conservation District* is a part of the community that shares both a common development history and a series of architectural and landscape features.

District Characteristics

The boundaries of the Sandwich Heritage Conservation District in Windsor contain one of the oldest continuously settled locations in Ontario, with a cultural and architectural history that dates back to the 1700s. This diverse history includes links to First Nations, Black, French and British settlement and historical events. Within its bounds are two distinct but related areas that reflect key eras of development: the Town Centre, where Sandwich was initially founded to house key commercial, governmental and institutional roles, and the Rosedale Avenue area with its focus on residential architecture from 1920 to 1930 when the community achieved the height of its existence as a separate municipality. These two areas best exemplify the historical, architectural and streetscape characteristics of Sandwich.

The goal of a *Heritage Conservation District* is to preserve as much of the community fabric, both built and natural, as possible from the time of its development. To assist in this, a *Heritage Conservation District Plan* has been prepared which includes specific policies for the district along with a series of conservation and design guidelines. Their main focus is the retention of the original street facades of the district's historic homes and other buildings. Features including original doors and windows, front porches, decorative trim and distinctive roof forms are important heritage attributes in Sandwich. Maintaining and restoring these elements is a priority of the Conservation Plan and Guidelines.

All heritage attributes visible from the street are now protected by the heritage district designation and most alterations will require a Heritage Alteration Permit from the City.



Getting Work Done

The chart below represents an easy to follow reference to having work done on your house or business. To use the chart, find the type of renovation or restoration work you plan on doing in the column to the left. Follow it across to determine if a Heritage Alteration Permit is necessary. If it is, contact the City of Windsor Planning Staff for more details. If a permit is not required, you can proceed with the necessary work at your convenience.

TYPE OF WORK	Permit Required	Guidelines in Plan
Major Projects		
New buildings	Yes	Yes
Additions	Yes	Yes
Major alterations visible from street or other public space	Yes	Yes
Conversions with exterior alterations visible from street or other public space	Yes	Yes
Building demolition or portion of building visible from street or other public space	Yes	Yes
Porch/verandah replacement, removal or addition	Yes	Yes
Public Works projects not consistent with the objectives of this plan	Yes	Yes
Alterations to Heritage Attributes Visible from Street or Public Space		
Window or door removal without replacement	Yes	Yes
Additions of a window or door in a new or altered opening	Yes	Yes
Shutter removal (if original)	Yes	Yes
Addition or removal of front and side fencing	Yes	Yes
Decorative trim and bracket removal or replacement	Yes	Yes
New or replacement fencing/Removal of chimneys, if significant visual feature	Yes	Yes
Removal or installation of cladding and siding	Yes	Yes
Painting of previously unpainted brick or stone	Yes	Yes
Re-roofing with different materials	Yes	Yes
Window removal where window is a significant feature from street	Yes	Yes
Removal of brick or stone piers, if original	Yes	Yes
Wall mounted signage	Yes	Yes
Work NOT Requiring a Permit		Guidelines in Plan
Window and door replacements in existing openings except if window is an original and significant visual feature visible from the street or other public space		Yes
Replacement / installation / removal of storm doors, storm windows		No
Soffit and fascia replacement		Yes
Re-roofing with same materials		No
Eavestrough installation or replacement		Yes
Removal of chimneys if not major visual feature		No
Painting of wood, trim, previously painted brick/masonry		Yes
Other maintenance and repair that does not affect façade visible from street or other public space		Yes
Landscaping and gardening plans in any part of the yard (unless designated under Part IV)		Yes
Interior renovations		No



General Design Guidelines

Rosedale Area



In the Sandwich Heritage Conservation District, architectural styles differed greatly as development continued. North American styles typically lagged behind European developments by a generation and when finally

applied, were imbued with regional character. The period between the wars was an affluent time for Sandwich, and as a result, architectural expression became more romantic. The range of styles that are prominent in the Sandwich Heritage Conservation District include Italianate, Tudor Revival, Craftsman, Queen Anne Revival, Gothic Revival and others.

Town Centre



Commercial buildings in early Sandwich mirrored residential construction in terms of materials. Wood was still prevalent into the latter half of the 19th century, as the Dominion House Tavern, built circa 1880, attested. Brick however, was becoming more

popular with the appearance of John Spiers' general store (right) as both store and post office in 1880, and was fully cemented into the building language by the turn of the 20th century with the addition of the J.H Bishop Fur Company building in 1890 and the Jules Robinet Winery in 1895.

Jesuit Pear

The Sandwich area has strong connections to its earliest European settlers, not only through the remaining built structures, but also through its landscape. The Jesuit pear tree is a particular embodiment of this connection and can be traced back to the first French missionaries that passed through the area. Currently there are no Jesuit pears that can be found within the district bounds however, a specimen exists in proximity to the district. Homeowners can contact the Harrow Research Station if interested in purchasing stock propagated from the original trees for planting on their property.

The following design guidelines and general principles provide some basic direction for all buildings within the *Heritage Conservation District*. More detailed policies and design and conservation guidelines, including those for specific areas in the District are contained in the Conservation Plan. It should be referred to whenever any alterations, additions or new construction is being contemplated.

Things to Do:

- Research the original appearance of the building to determine 'authentic limits' of restoration.
- 'Restore' whenever possible rather than 'replace' especially features such as doors, windows, porches and decorative trim.
- Use appropriate style, scale and materials for additions and alterations.
- If replacement is necessary, new doors and windows should be of a similar style, orientation and proportion as the original.



Things to Avoid:

- Removing, cladding or obscuring architectural details and original materials when undertaking alterations and additions.
- Blocking up or removing original door and window locations.
- Making irreversible changes to the original heritage attributes.
- Replacing original details and materials with poor reproductions or plastic and vinyl materials.



Where To Get Help

Contact the City of Windsor Planning Staff for advice and information regarding the Heritage District approvals process and relevant policies and guidelines. Also check the City of Windsor website at www.citywindsor.ca



APPENDIX B

HERITAGE ALTERATION PERMIT APPLICATION (SAMPLE)



CORPORATION OF THE CITY OF WINDSOR

HERITAGE ALTERATION PERMIT APPLICATION

TYPE OF APPLICATION

Alteration Addition Demolition Er ection

Maintenance Remov al Rep air

Designated Under: Part IV Part V

Address of Work:

Plan No. Lot No. Lot Dimensions Lot Area

HERITAGE DESCRIPTION OF BUILDING (attachments, if necessary)

Note: Include photographs, history of use and construction, architectural description, number of storeys, style, features, etc.

DESCRIPTION OF WORK (attachments, if necessary)

Note: The description of the work should be more detailed and extensive depending on the project and should include a record of the building being proposed or already existing: written summary of work to be done along with any drawings (10 copies), measurements, paint samples, information on building materials, window sizes and configurations, decorative details proposed.

NOTES FOR DECLARATION

The applicant agrees that the proposed work shall be done in accordance with this application and understands that the issuance of the Heritage Building Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.

The applicant acknowledges that in the event a permit is issue, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Building Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.

APPENDIX C

PART IV / HERITAGE REGISTER PROPERTIES

**SANDWICH HERITAGE CONSERVATION DISTRICT
POTENTIAL PROPERTIES FOR PART IV DESIGNATION OR HERITAGE REGISTER**

Street	Number	Name	Year	Significance
Sandwich Street	3404	Askin-Bayliss		Traditionally associated with John A. Askin, County Registrar of Deeds (1858-1872), though the house was likely built after Askin moved to Windsor.
	3474	Pollard		
Peter Street	3215	Vickers Gray	c. 1909	Built on the site of home of John Vickers Gray (c. 1895-1908). Gray, founder of large construction company moved to Toronto in 1908 but may have built the house for sale. A classically-inspired facade, clad in fieldstone and
	3222		c. 1900	Modest house with large glassed in front porch.
	3327		c. 1880	Relocated to this site, c. 1918, from the site of the Royal Theatre, northeast corner of Sandwich and Chippewa. c.1900 it was the home of Isreal Splitlog, grandson of Chief Splitlog, a Huron chief. A frame house, it has retained some details including the sidelights and transome around the front door.
	3381		c. 1918	Single unit simialr to the adjacent terrace; both structures retain original balcony structure along with the roofed side entry stairwells.
	3385-91		c. 1918	Two-storey terrace structure built for workers at the near-by Robinet brick yard
Watkins Street	375			See note below
Felix Avenue	749	Forster Collegiate	c. 1925	Once known as General Byng, then as the Sandwich Collegiate Institute and now as Forster Collegiate.

