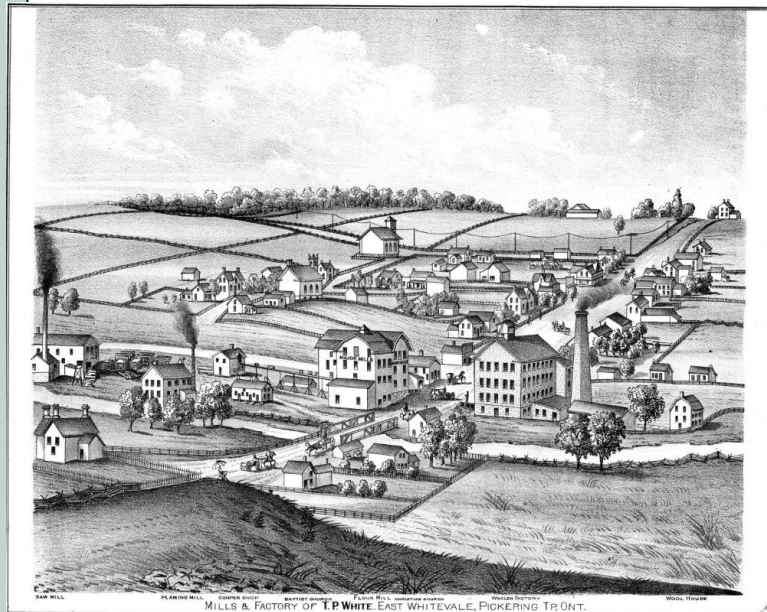


## **Whitevale Heritage Conservation District Guidelines**



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# 1. Introduction

The Whitevale Heritage Conservation District was established to ensure the preservation and enhancement of the special character of the Hamlet of Whitevale.

This guide, for use in conjunction with the Whitevale Heritage District Plan, summarizes the administration of the district, and describes development guidelines which will provide for contemporary needs, while respecting the unique character of the hamlet and its environs.

A property owner considering any demolition or construction project within the district should consult these guidelines prior to finalizing a construction project, as they form the basis for issuance of Heritage District Permit approvals by the City of Pickering.

For further information on the District, or for assistance in applying for a permit please contact the City of Pickering Heritage Planner, in the City Development Department, at 905.420.4617, or [citydev@pickering.ca](mailto:citydev@pickering.ca).



## 2. Objectives of the Conservation District

The Whitevale Heritage Conservation District was established based on the following objectives:

- encourage the maintenance and conservation of heritage buildings
- provide guidelines on sound conservation practices
- maintain the rural character in and around the Hamlet of Whitevale
- maintain trees and the integrity of the area's landscape
- avoid the disruption of any archaeological sites
- discourage land uses that are detrimental to the rural and/or residential character of the district
- support existing uses, and adaptive reuse of existing building stock
- discourage the demolition of heritage buildings and their replacement by new development
- encourage new development that respects or otherwise complements the prevailing scale and character of the existing building stock

### 3. District Character

The Hamlet of Whitevale is located in a scenic river valley, along the banks of West Duffins Creek, in the City of Pickering. Dominated by its rural setting and modest vernacular buildings, the Hamlet has not changed significantly in character since the late nineteenth century.

It had a small but thriving industrial centre until the 1870's, when a disastrous fire effectively destroyed most of the mill buildings except for the feed mill. With the depopulation of rural Ontario during the late 1800's and early 1900's, Whitevale's role as a small service centre for the local farming community waned, resulting in the complete disappearance of its commercial enterprises on Main Street with the exception of the general store and the mill.

The building style in Whitevale is a mixture of typical rural Ontario vernacular architecture, combined with Victorian influences and materials commonly used at the time of construction. The result is a distinctive cohesiveness of scale, mass, decorative detailing and building materials. Although many individual buildings and properties have been altered over the decades, the overall nineteenth century village character has been retained.

Most of the existing nineteenth century buildings have wood frame structures, and siding ranging from clapboard, shiplap, to vertical board and batten. The majority of structures are one-and-a-half storeys in height with a three bay front façade and centre gable.

The rural character of Whitevale, with its narrow tree-lined streets, scenic views of the surrounding agricultural lands and the West Duffins Creek and its steep river valley, provides a distinctive context and setting for its buildings. The community has a rich and diverse character within a relatively small area. Archaeological remains located in and around Whitevale attest to its enduring attractiveness as a settlement area.

## 4. Heritage Building Inventory

The following inventory lists those properties in the Whitevale Heritage District that have been identified as having heritage attributes by a background report to the Whitevale Heritage District Plan. Full descriptions of the heritage characteristics of these buildings, can be found in the Whitevale Heritage District Plan. Contact our Heritage Planner if you'd like to learn more about this plan.

Other buildings in the District, although not identified here as having heritage attributes, are also subject to the requirements for a Heritage District Permit when making any of the changes to their property, as listed in section 5 of this Guide – see Conservation Guidelines.

Table 1 – City of Pickering Heritage Building Inventory

Heritage Building Location	Heritage Building Image
<p>Map Reference #1</p> <p>Address: 340 Whitevale Road Roll No. 4-95</p> <p>Part Lot 32, Con 5 &amp; Pt. Lots 32 &amp; 33, Plan 21 Now Part 54-56 and 71, Plan 40R-1140 Subject to ROW over Parts 54 &amp; 55</p>	
<p>Map Reference #2</p> <p>Address: 350 Whitevale Road Roll No.: 4-93-10</p> <p>South Part Lot 32, Con 5, and Lot 31, Part Lot 32, Plan 21 Now Parts 80 &amp; 85, Plan 40R-1140</p>	
<p>Map Reference #3</p> <p>Address: 360 Whitevale Road Roll No.: 4-93</p> <p>Part Lots 29, 30, Plan 21 Now Part 72, Plan 40R-1140</p>	
<p>Map Reference #4</p> <p>Address: 3185 Altona Road Roll No.: 206</p> <p>Lot 33 &amp; Part Lot 34, Plan 21 Now Part 4, Plan 40R-2311</p>	





Heritage Building Location	Heritage Building Image
<p>Map Reference # 5</p> <p>Address: 335 Whitevale Road Roll No.: 4-204</p> <p>Lot 4, Plan 21 Now Part 1, Plan 40R-1887</p>	
<p>Map Reference #6</p> <p>Address: 345 Whitevale Road Roll No.: 4-203</p> <p>Lot 5, Part Lot 6, Plan 21 Now Part 3, Plan 40R-2311</p>	
<p>Map Reference #7</p> <p>Address: 3190 Byron Street Roll No.: 4-202</p> <p>Lots 7-9, Part Lot 6, Plan 21 Now Part 1, Plan 40R-6760</p>	
<p>Map Reference #8</p> <p>Address: 3191 Byron Street Roll No.: 4-201</p> <p>Lot 11 and Part Lot 12, Plan 21 Now Parts 1 &amp; 2, Plan 40R-6096</p>	
<p>Map Reference #9</p> <p>Address: 3183 Mutual Street Roll No.: 4-195-10</p> <p>Lots 18-20, 42-46, Part Lots 14-17, 47, 66-71, Plan 21 Now Parts 1-8, Plan 40R-7348</p>	



Heritage Building Location	Heritage Building Image
<p>Map Reference #10</p> <p>Address: 3183 Mutual Street Roll No.: 4-195-10</p> <p>Lots 18-20, 42-46, Part Lots 14-17, 47, 66-71, Plan 21 Now Parts 1-8, Plan 40R-7348</p>	
<p>Map Reference #11</p> <p>Address: 3183 Mutual Street Roll No.: 4-195-10</p> <p>Lots 18-20, 42-46, Part Lots 14-17, 47, 66-71, Plan 21 Now Parts 1-8, Plan 40R-7348</p>	
<p>Map Reference #12</p> <p>Address: 3232 Gladstone Street Roll No.: 4-61</p> <p>South Part Lot 31, Con. 5 Now Part 27, Plan 40R-1140</p>	
<p>Map Reference #13</p> <p>Address: 434 Churchwin Street Roll No.: 4-65</p> <p>Lot 67, Plan 21</p>	
<p>Map Reference #14</p> <p>Address: 452 Churchwin Street Roll No.: 4-64</p> <p>Lot 68, Plan 21</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #15</p> <p>Address: 462 Churchwin Street Roll No.: 4-63</p> <p>Lot 69, Part Lot 70, Plan 21</p>	
<p>Map Reference #16</p> <p>Address: 3226 Gladstone Street Roll No.: 4-62</p> <p>Lot 71, Part Lot 70, Plan 21</p>	
<p>Map Reference #17</p> <p>Address: 472 Churchwin Street Roll No.: 4-60</p> <p>Lot 72, Plan 21</p>	
<p>Map Reference #18</p> <p>Address: 486 Churchwin Street Roll No.: 4-59</p> <p>Lot 73, Plan 21 Now Part 1, Plan 40R-1885</p>	
<p>Map Reference #19</p> <p>Address: 492 Churchwin Street Roll No.: 4-58</p> <p>Lot 74-76, Part Lot 31, Plan 21 Now Part 82, Plan 40R-1140</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #20</p> <p>Address: 437 Churchwin Street Roll No.: 4-70</p> <p>Lots 53 &amp; 54, Plan 21 Now Part 2, Plan 40R-2250</p>	
<p>Map Reference #21</p> <p>Address: 459 Churchwin Street Roll No.: 4-69</p> <p>Lots 51 &amp; 52, Plan 21</p>	
<p>Map Reference #22</p> <p>Address: 479 Churchwin Street Roll No.: 4-66</p> <p>Part Lots 47 &amp; 48, Plan 21</p>	
<p>Map Reference #23</p> <p>Address: 3117 Gladstone Street Roll No.: 4-67</p> <p>South Part Lots 47 &amp; 48, Plan 21</p>	
<p>Map Reference #24</p> <p>Address: 3230 North Road Roll No.: 4-71</p> <p>South Part Lot 31, Con. 5</p>	

Heritage Building Location	Heritage Building Image
<p>Map reference #26</p> <p>Address: 440 Whitevale Road Roll No.: 4-80</p> <p>Lot 13, Plan 21 Now Part 1, Plan 40R-2250</p>	
<p>Map Reference #27</p> <p>Address: 450 Whitevale Road Roll No.: 4-79</p> <p>Lot 12, West Part Lot 11, Plan 21</p>	
<p>Map Reference #28</p> <p>Address: 460 Whitevale Road Roll No.: 4-78</p> <p>Part Lots 10 &amp; 11, Plan 21</p>	
<p>Map Reference #30</p> <p>Address: 480 Whitevale Road Roll No.: 4-76</p> <p>Lots 6 &amp; 7, Plan 21 Now Part 3, Plan 40R-2286</p>	
<p>Map Reference #31</p> <p>Address: 494 Whitevale Road Roll No.: 4-74</p> <p>Lot 3, Part Lot 4, Plan 21 Now Part 5, Plan 40R-2286</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #32</p> <p>Address: 498 Whitevale Road Roll No.: 4-73</p> <p>Lots 1 &amp; 2, Plan 21 Now Part 6, Plan 40R-2286</p>	
<p>Map Reference #33</p> <p>Address: 3215 North Road Roll No.: 4-50</p> <p>Part Lot 30, Con. 5 Now Part 7, Plan 40R-2224</p>	
<p>Map Reference #34</p> <p>Address: 510 Whitevale Road Roll No.: 4-45</p> <p>South Part Lot 30, Con. 5 Now Parts 6, 12, 13, Plan 40R-2224</p>	
<p>Map Reference #35</p> <p>Address: 3195 Factory Street Roll No.: 4-188</p> <p>Part Lots 28 &amp; 29, Plan 21 Now Part 1, Plan 40R-3007</p>	
<p>Map Reference #36</p> <p>Address: 455 Whitevale Road Roll No.: 4-187</p> <p>Lot 30-32, Plan 21 Now Part 6, Plan 40R-2225</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #37</p> <p>Address: 465 Whitevale Road Roll No.: 4-185</p> <p>North Part Lot 31, Con. 4 Now Part 5, Plan 40R-2225</p>	
<p>Map Reference #38</p> <p>Address: 475 Whitevale Road Roll No.: 4-183</p> <p>North Part Lot 31, Con.4 Now Part 4, Plan 40R-2225</p>	
<p>Map Reference #39</p> <p>Address: 485 Whitevale Road Roll No.: 4-182</p> <p>North Part Lot 31, Con. 4</p>	
<p>Map Reference #40</p> <p>Address: 489 Whitevale Road Roll No.: 4-181</p> <p>North Part Lot 31, Con. 4 Now Part 3, Plan 40R-2225</p>	
<p>Map Reference #41</p> <p>Address: 495 Whitevale Road Roll No.: 4-180</p> <p>North Part Lot 31, Con. 4</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #42</p> <p>Address: 499 Whitevale Road Roll No.: 4-179</p> <p>North Part Lot 31, Con. 4 Now Part 2, Plan 40R-2225</p>	
<p>Map Reference #43</p> <p>Address: 3175 Factory Street Roll No.: 4-190</p> <p>Lot 53 &amp; Part Lot 54, Plan 21 Now Part 9, Plan 40R-2225</p>	
<p>Map Reference #46</p> <p>Address: 3250 Sideline 28 Roll No.: 4-38</p> <p>South Part Lot 29, Con. 5</p>	
<p>Map Reference #47</p> <p>Address: 3215 Sideline 28 Roll No: 4-36</p> <p>South Part Lot 28, Con. 5</p>	
<p>Map Reference #48</p> <p>Address: 750 Whitevale Road Roll No.: 4-35</p> <p>South Part Lot 28, Con. 5</p>	

Heritage Building Location	Heritage Building Image
<p>Map Reference #49</p> <p>Address: 940 Whitevale Road Roll No.: 4-25</p> <p>South Part Lot 26, Con. 5</p>	
<p>Map Reference #50</p> <p>Address: 565 Whitevale Road Roll No.: 4-166-10</p> <p>Part Lot 30, Con. 4 Now Part 1, Plan 40R-4309</p>	
<p>Map Reference #51</p> <p>Address: 615 Whitevale Road Roll No.: 4-160</p> <p>North Parts Lots 29 &amp; 30, Con. 4</p>	
<p>Map Reference #52</p> <p>Address: 825 Whitevale Road Roll No.: 4-155</p> <p>North Part Lot 28, Con. 4</p>	
<p>Map Reference #53</p> <p>Address: 3185 Sideline 28 Roll No.: 4-141</p> <p>North Part Lot 26, Con. 4</p>	



Table 2 – Heritage District Properties – No Historical Architectural Significance

Non-Historical Heritage District Properties	Image Non-Historical Sites
<p>Address: 3175 Altona Road                      Roll No.: 030004209000000                      Plan 21, Lot 56                      Now RP 40R-2311, Part 6</p>	
<p>Address: 325 Whitevale Road                      Roll No.: 030004205000000                      North Part Lot 32, Con. 4                      Plan 21 Lot 1, 2 &amp; Part Lot 3                      Now RP 40R-9543 Part 1, 2</p>	
<p>Address: 240 Whitevale Road                      Roll No.: 030004105000000                      Part Lot 33, Con.5                      Now 40R-20858 Part 2</p>	
<p>Address: 285 Whitevale Road                      Roll No.: 030004216100000                      Con. 4 Part Lot 33                      Now RP 40R-19536 Part 1</p>	
<p>Address: 270 Whitevale Road                      Roll No.:030004102000000                      Plan 21, Lot 40                      RP 40R-1140 Part 63</p>	

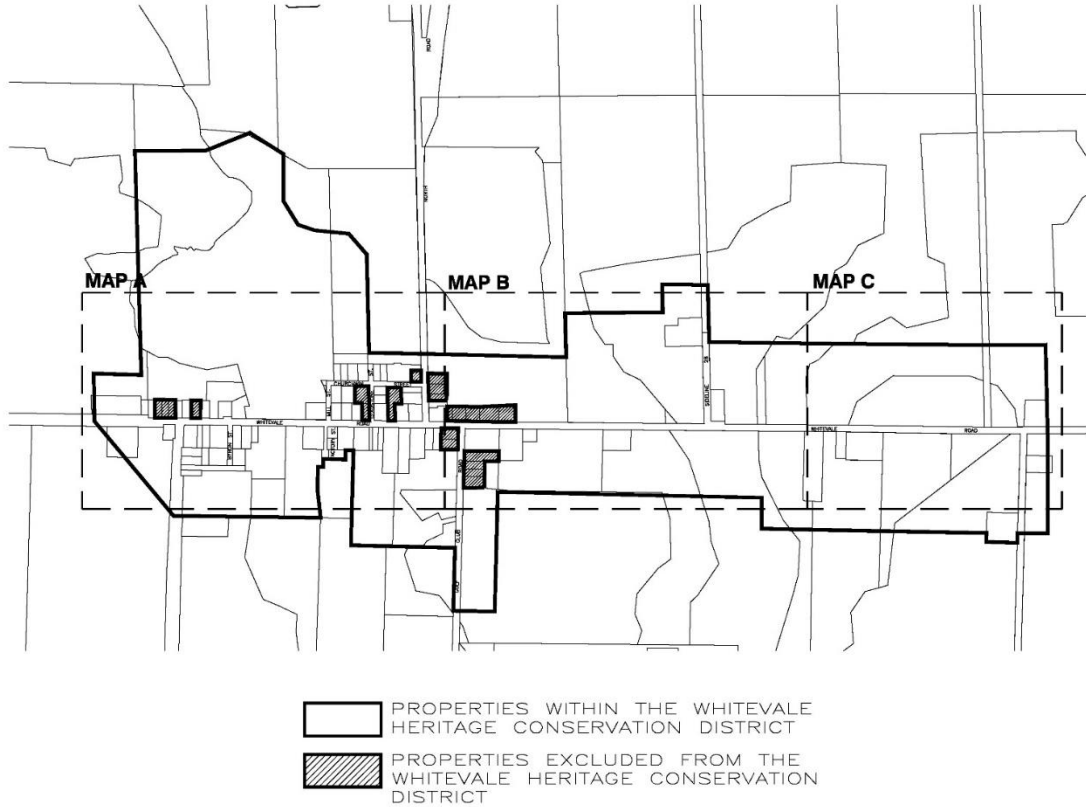
Non-Historical Heritage District Properties	Image Non-Historical Sites
<p>Address: 295 Whitevale Road</p> <p>Roll No.: 030004215000000</p> <p>Con. 4 N Part Lot 33 Now RP 40R-1139 Part 7</p>	
<p>Address: 320 Whitevale Road</p> <p>Roll No.: 030004097000000</p> <p>Plan 21 Lot 35 W Part Lot 34 Now RP 40R-2251 Part 3,4</p>	
<p>Address: 310 Whitevale Road</p> <p>Roll No.: 030004098000000</p> <p>Plan 21 Lot 36</p>	
<p>Address: 3180 Byron Street</p> <p>Roll No.:030004202100000</p> <p>Plan 21 Lot 37 to 39 Now RP 40R-6760 Part 2</p>	
<p>Address: 3181 Byron Street</p> <p>Roll No.: 030004202200000</p> <p>Plan 21 Lot 40, 41 Now RP 40R-6760 Part 3</p>	

Non-Historical Heritage District Properties	Image Non-Historical Sites
<p>Address: 380 Whitevale Road</p> <p>Roll No.: 030004092000000</p> <p>Con 5 Part Lot 32 Plan 21 Lot 28 Part Lot 26, 27 Now RP 40R-1140 Part 28, 53</p>	
<p>Address: 395 Whitevale Road</p> <p>Roll No.: 030004197000000</p> <p>Plan 21 Part Lot 14, 15</p>	
<p>Address: 385 Whitevale Road</p> <p>Roll No.: 030004198000000</p> <p>Plan 21 Lot 13 Part Lot 14 Now RP 40R1886 Part 1, 2 and Occupation Part lot 12, Now 40R-1886 Part 3</p>	
<p>Address: 3185 Factory Street</p> <p>Roll No.: 030004189000000</p> <p>Plan 21 Part Lot 28, 29 Now RP 40R-2225 Part 8</p>	
<p>Address: 425 Whitevale Road</p> <p>Roll No.: 030004194000000</p> <p>Plan 21 Lot 25 to 27, Part 24 Now RP 40R-1139 Part 5, 6</p>	

Non-Historical Heritage District Properties	Image Non-Historical Sites
<p>Address: 430 Whitevale Road</p> <p>Roll No.: 030004081000000</p> <p>Plan 21 Lot 15 to 17 Now RP 40R-1140 Part 31, 50, 52</p>	
<p>Address: 3220 North Road</p> <p>Roll No.: 030004072000000</p> <p>Plan 21 Lot 41, 42 Now RP 40R-2286 Part 1</p>	
<p>Address: 503 Whitevale Road</p> <p>Roll No.: 030004178050000</p> <p>Con. 4 Part Lot 31</p>	
<p>Address: 507 Whitevale Road</p> <p>Roll No.: 030004178000000</p> <p>Con. 4 Part Lot 31 Now RP 40R-5917 Part 2</p>	
<p>Address: 545 Whitevale Road</p> <p>Roll No.: 030004167000000</p> <p>Con. 4 N Part Lot 30 Now RP 40R-2210 Part 1</p>	

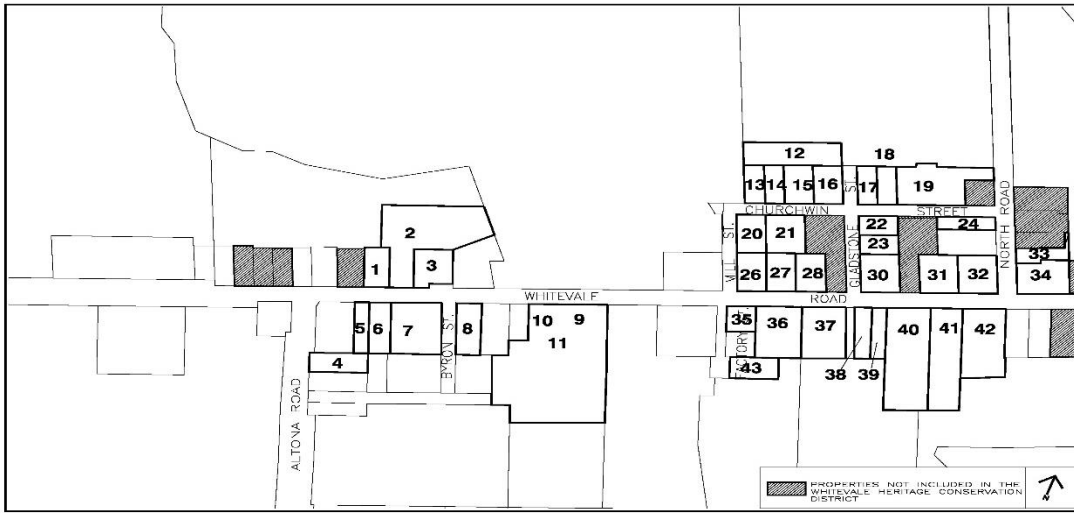
Non-Historical Heritage District Properties	Image Non-Historical Sites
<p>Address: 795 Whitevale Road            Roll No.: 030004156000000            Con. 4 N Part Lot 28</p>	
<p>Address: 860 Whitevale Road            Roll No.: 030004028010000            Con. 5 Part Lot 27</p>	
<p>Address: 875 Whitevale Road            Roll No.: 030004147000000            Con. 4 N Part Lot 27</p>	
<p>Address: 3160 Sideline 26            Roll No.: 030004148000000            Con. 4 N Part Lot 27            Now R8020 Part 1, 2</p>	

# 5. Whitevale Heritage Conservation District

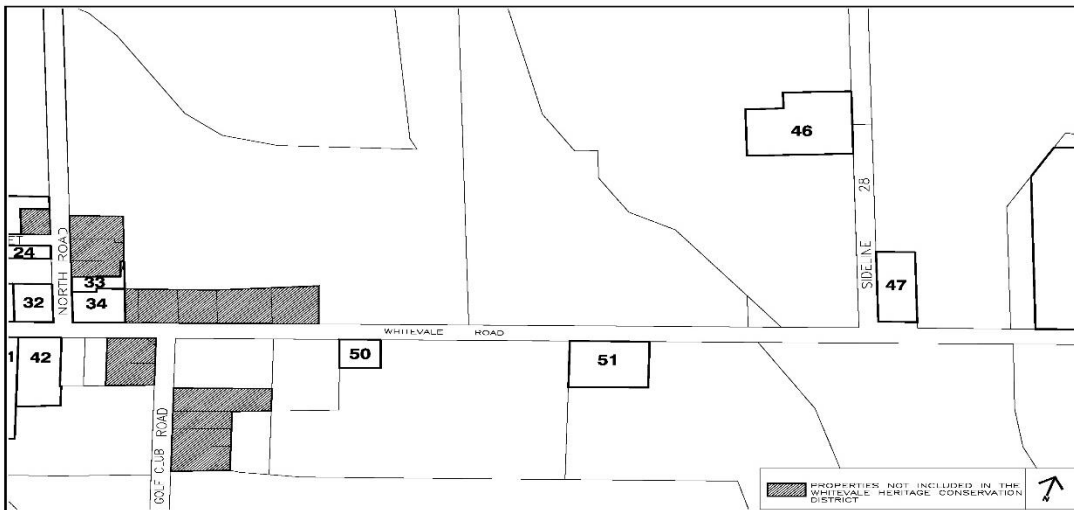


Whitevale Heritage Conservation District

**MAP A**



**MAP B**



**MAP C**



## 6. Conservation Guidelines

The following guidelines summarize the conservation design and landscaping principles found in the Whitevale Heritage District Plan, and have been prepared for the purpose of convenience only. For accurate reference the Whitevale Heritage District Plan should be consulted.

A number of general principles and specific recommendations should be considered when constructing in the Whitevale Heritage Conservation District, including:

- the maintenance and repair of existing heritage buildings
- alterations and additions to the existing heritage buildings listed in this guide
- alterations and additions to other existing buildings in the district
- new buildings
- site development
- landscaping
- municipal infrastructure

As an additional source of reference, the following books provide information about maintaining and restoring heritage houses, and are available from the Pickering Public Library.

Hutchins, Nigel. (1998). Restoring houses of brick & stone. Toronto: Key Porter Books

Hutchins, Nigel, & Hutchins, Donna (1997). Restoring old houses. Toronto: Key Porter Books.

Hutchins Nigel, & Hutchins, Donna (1999). Restoring wooden houses. Buffalo: Firefly Books.



## **6.1 Guiding Principles**

- 6.1.1 The heritage buildings described in this guide are to be preserved. Adaptive re-use is encouraged. The demolition of these buildings is strongly discouraged.
- 6.1.2 Maintenance repair and restoration of heritage buildings is encouraged.
- 6.1.3 The distinguishing characteristics of a heritage property should not be destroyed. The alteration, removal or concealment of the historical fabric and distinguishing architectural features is to be avoided.
- 6.1.4 Distinguishing architectural features should be treated with sensitivity and restored rather than replaced.
- 6.1.5 Where replacement of fabric and features is necessary, the replacement should match the original.
- 6.1.6 Documented evidence of original features, such as historical pictures and physical samples, should form the basis for constructing replacement parts. Borrowing of features from other buildings is to be avoided.
- 6.1.7 Contemporary design of alterations, additions and new construction is encouraged where they do not compromise distinguishing architectural features, and where they are of a scale, location and character which is compatible with the prevailing character of the building, streetscape and district.
- 6.1.8 New buildings should respect the prevailing character of adjacent buildings, streetscape and district through compatible location, height, setback, orientation, materials, colour, roof line, fenestration, scale and proportion.
- 6.1.9 Public Works must be carried out with sensitivity to the historic, residential, rural context of the District. Adverse effects on heritage buildings, walls, fences, trees, treelines and archaeological sites should be avoided.

## **6.2 Maintenance, Repair and Restoration of Heritage Buildings**

### **6.2.1 Foundations**

- 6.2.1.1 Maintain foundations in a sound, water resistant condition.
- 6.2.1.2 Monitor the foundation for the following conditions and implement remedial measures:
  - moisture problems
  - excessive settlement
  - displacement
- 6.2.1.3 Direct roof and surface drainage away from the building.
- 6.2.1.4 Avoid tree plantings close to the building.
- 6.2.1.5 Maintain ventilation in basements and crawl spaces.
- 6.2.1.6 Consult with an Engineer or Architect with special knowledge of heritage buildings prior to undertaking major foundation repairs.
- 6.2.1.7 Follow guidelines for masonry restoration for exposed foundation walls of brick, stone, or concrete block.
- 6.2.1.8 Refrain from parging (mixture used to waterproof) the exterior of foundation walls.
- 6.2.1.9 Avoid the practice of 'over buttering' (applying an excessive amount of mortar) stone foundation walls.

### **6.2.2 Structure**

- 6.2.2.1 Necessary foundation repairs should be completed prior to starting work on the main structure.
- 6.2.2.2 Assess the type of structure (log, timber, platform or balloon framing) and employ repairs consistent with the identified structural system.
- 6.2.2.3 Monitor the structure and implement appropriate remedial measures for conditions such as:
  - rot
  - moisture problems
  - the presence of wood destroying insects
- 6.2.2.4 Where practical, supplement existing structural elements rather than replace them.
- 6.2.2.5 Replace parts of the structure with wood of the same dimension and species.

6.2.2.6 Avoid removal or replacement of specialized joiner or engineering. Where replacement is unavoidable, consult an Engineer or Architect with special knowledge of heritage buildings, and retain a skilled craftsman to construct the replacement.

### 6.2.3 Exterior Cladding

6.2.3.1 The visual presence of a heritage building is to a large extent established by its exterior cladding. Existing cladding should be maintained and restored.

6.2.3.2 Conduct any required repairs to the foundation and structure before starting work on the exterior cladding.

6.2.3.3 Monitor exterior walls and implement remedial measures, as required, for the following:

- moisture
- infiltration
- cracks
- displacement
- loose materials
- the presence of wood destroying insects

6.2.3.4 Repair rather than replace existing wood siding. Where replacement is unavoidable, match the original wood siding with the original species, dimension, profile and installation method.

6.2.3.5 Maintain a protective coating of paint or stain on all wood siding.

6.2.3.6 Do not install replacement synthetic cladding such as vinyl or aluminum siding.

6.2.3.7 Replacement brick or stone should be carefully selected to match existing. Consider the use of salvaged materials.

6.2.3.8 Repoint masonry only when significant deterioration has occurred. Retain a qualified stone mason to carry out repointing.

6.2.3.9 Mortar used in repointing should:

- match the existing in colour and texture
- be compatible with the existing masonry
- be tooled to match the existing joint profile
- be weaker than the surrounding masonry (note, modern, hard mortars can be harmful to heritage buildings with softer masonry walls)

6.2.3.10 Use a hand chisel to clean out masonry joints.

6.2.3.11 Use cementitious grout to consolidate and stabilize stone walls.

- 6.2.3.12 Stucco is a feature of many heritage buildings and should be restored wherever possible.
- 6.2.3.13 Stucco repairs should:
- match the thickness of the original stucco treatment
  - be applied to the substrate, not over the existing stucco
  - match the colour, texture and markings of existing
  - avoid painting if existing is unpainted
  - utilize non-ferrous hardware to prevent rusting
- 6.2.3.14 Surface cleaning of heritage structures should only be undertaken when accumulated dirt adversely affects the historical fabric of the building, and undertaken only by use of the gentlest means possible.
- 6.2.3.15 Avoid cleaning methods for masonry walls which employ sandblasting, strong chemicals, or high pressure water. Cleaning of masonry should be carried out by a qualified person during a frost free period. The cleaning method should be tested in an inconspicuous location.

For further information on masonry restoration, consult the Annotated master specifications for the cleaning and repair of historic masonry, available from the Ontario Ministry of Culture and Communications, Heritage Branch.

## 6.2.4 Roofing

- 6.2.4.1 Monitor the roof and implement appropriate remedial measures, such as:
- evidence of leaks in the attic or ceilings
  - missing, loose or broken shingles
  - deterioration of flashing
  - deterioration of eaves troughs
  - soundness of masonry chimneys
- 6.2.4.2 Wood shingles are a recommended roofing material in the District.
- 6.2.4.3 Modern replacement roofing, such as asphalt shingles or metal, should not stand out as greatly different to the existing streetscape, but should be complementary to the building and surrounding heritage neighbourhood.
- 6.2.4.4 Original roof features such as dormers, vents, cupolas and cresting should be retained and accommodated in any re-roofing.
- 6.2.4.5 Unsafe masonry chimneys represent a significant threat to heritage buildings. Annual inspections are essential in reducing the potential for fire loss. Install flue liners wherever the integrity of the existing flue is in question, and maintain the cap and flashing in good condition. Refer to the previous sections on appropriate masonry work before starting repairs.

## 6.2.5 Decorative Elements

6.2.5.1 It is critical to monitor the condition of building ornamentation and make repairs as needed. Conditions to watch for may include:

- structural damage
- moisture damage
- decay
- presence of wood destroying insects

6.2.5.2 Protect decorative elements with regular painting.

6.2.5.3 Wooden decorative elements should be maintained; restored using compatible wood fillers wherever practical, and replaced with skillfully constructed copies where necessary.

6.2.5.4 Where no physical example exists, reconstruction of decorative elements based on historical photographs and documents is preferable to repetition of common examples.

## 6.2.6 Windows and Doors

6.2.6.1 Monitor windows and doors for the following conditions and make required repairs:

- structural soundness
- rot
- broken window panes
- presence of wood destroying insects

6.2.6.2 Retain and repair existing frames, sashes, glazing, hardware and door panelling wherever practical.

6.2.6.3 Repair using compatible wood filler or skillful joinery.

6.2.6.4 Do not alter the size of existing window or door openings, except to restore to a documented original condition.

6.2.6.5 Replacement of windows and doors should match the existing heritage product, and should be wood construction and finish. Modern synthetic equivalents such as vinyl or metal are not recommended.

6.2.6.6 Repairs to an existing window or door, together with weather stripping and installation of a storm unit is preferable to replacement with a modern insulated window or door.

6.2.6.7 Document and retain examples of craftsmanship in doors, windows, transoms, sidelights and surrounding framework.

## 6.2.7 Painting

- 6.2.7.1 Conduct any required repairs to exterior cladding, decorative elements and windows and doors prior to painting.
- 6.2.7.2 Prepare surface by sanding, scraping and application of a good quality primer.
- 6.2.7.3 Repainting of exterior surfaces is a recommended form of preventative maintenance.
- 6.2.7.4 If lead paints are suspected, obtain a chemical analysis and consult with a qualified professional before proceeding with any removal, surface preparation or repainting.
- 6.2.7.5 Choose a colour scheme based on historical documentation, either by:
  - obtaining original paint samples from the buildings
  - reviewing historical reference document
  - reviewing contemporary trade magazines or paint catalogues

## 6.2.8 Energy Conservation

- 6.2.8.1 Energy conservation measures should not be implemented where they compromise the integrity or appearance of a heritage building.
- 6.2.8.2 Utilize energy conservation techniques that do not have a significant visual impact on the heritage building. Recommended measures include:
  - weather stripping
  - caulking
  - concealed insulation
  - heating plant efficiency
  - unobtrusive storm windows and doors

For further information on energy efficiency in heritage buildings, consult the Heritage Energy Conservation Guidelines, available from the Ontario Ministry of Culture and Communications, Heritage Branch.

## 6.3 Alterations and Additions

The following guidelines provide a general framework to assist in design decisions. They are not a specific formula for constructing every alteration or addition.

### 6.3.1 Non-Heritage Buildings

6.3.1.1 The design and placement of alterations and additions to existing buildings should respect the prevailing building form of surrounding heritage buildings, including:

- three bay width
- side gable roofs with low to medium pitch
- consistent setbacks from lot lines

6.3.1.2 The design of alterations and additions to a non-heritage building should have a minimal functional and visible impact on the historic character of the District.

6.3.1.3 Locate roof vents, skylights, dormers and other modern installations away from the streetscape whenever possible.

6.3.1.4 Locate additions to the rear, or stepped back from the street façade. Avoid widening the front façade.

6.3.1.5 Maintain the height of the existing roof and the predominant roof profile. New roof structures should reflect the predominant slope and configuration of adjacent heritage buildings. Low profile dormers at the side or rear would be an acceptable means of extending living space.

6.3.1.6 Exterior finish materials should match the existing building so as to lessen the overall impact of the structure on the District.

### 6.3.2 Heritage Buildings

All previously referenced guidelines for the maintenance, repair, replacement or addition to a building should be respected when working on a heritage building.

6.3.2.1 Locate additions to the rear or other less conspicuous side of the property, and limit in size and scale so as to complement the heritage building. Additions to the side should be set back from the plan of the front of the street façade. Heritage building faces which are symmetrical should not be brought into imbalance through the construction of an addition.

6.3.2.2 Additions are best designed in such a way that distinguishes between old and new and which avoids exact duplication of the existing heritage building style. Contemporary design of additions, including those which reference or recall design motifs of the existing building, are encouraged. Successful and compatible additions will complement the existing building in terms of scale, materials, ratio of solids to voids (wall to windows), texture and colour.

- 6.3.2.3 Historical building materials and architectural features should remain visible and be protected.
- 6.3.2.4 The street face any other significant elevations should not be radically altered.
- 6.3.2.5 Where the structure of any addition is supported on the existing building, the loads should be spread and uniform. Avoid concentrated point loads.
- 6.3.2.6 New roof configurations should respect existing rooflines and slopes.
- 6.3.2.7 Avoid demolishing unused chimneys. Instead, have them capped and repointed.
- 6.3.2.8 Roof vents, skylights, antennae, telecommunication dishes, dormers and other modern installations should be located away from the street face.
- 6.3.2.9 Avoid blocking up existing windows and doors. Install new windows and doors at the rear or other inconspicuous locations.
- 6.3.2.10 Maintain existing entrances and porches.
- 6.3.2.11 New porch and entrance construction is acceptable if the construction is in accordance with physical or other historical documentation relevant to the heritage building.
- 6.3.2.12 Locate exterior stairs to upper floors to the rear or other inconspicuous locations.

## **6.4 New Buildings**

The following guidelines provide a general framework to assist in design decisions for new buildings in the District. They are not a specific formula for constructing every new building in the District. Property owners are encouraged to develop creatively within the general context of the heritage village, using contemporary design married to traditional building forms.

- 6.4.1 New buildings should be visually compatible with adjacent properties and the streetscape.
- 6.4.2 A maximum height of 1-1/2 to 2 storeys is recommended. Other than agricultural structures, the overall height should be neither significantly higher, nor lower than adjacent buildings.
- 6.4.3 Maintain the rural settlement pattern to protect the integrity of this area, and to reinforce the distinct character of the Hamlet. Infill buildings in the rural area should follow the existing pattern of wide spacing and considerable setbacks. Lining the approach roads with small lots is not recommended.



6.4.4 Residential infill in the Hamlet should maintain the average existing setbacks of adjacent buildings. When the existing condition is variable so as not to provide a standard new buildings should be located towards the front of the lot.

6.4.5 The street facing wall should be parallel to the road, except where an alternative building lie has been established on adjacent properties.

6.4.6 A building form which is proportionately greater in width than depth and of a side gable design is encouraged. Extended rear sections to form the traditional 'T' shape are also encouraged where additional floor space is needed.

6.4.7 Roofs of new buildings should:

- match those of the neighbouring buildings in shape and pitch
- be a side or end gable design
- be low to medium pitch
- utilize cedar or asphalt shingles

Steep pitches, cross-gable, flat and mono-pitch roofs, and polygonal tower should be avoided. Concrete or clay tile roofs are not recommended.

6.4.8 Vents, skylights, antennae, other forms of modern installations and dormers are better located to the rear of the heritage building.

6.4.9 Windows and doors in new buildings should:

- be generally vertical and regular
- be limited in size so as to be similar to heritage buildings in the proportion of openings to solid wall
- avoid the use of snap in muntins, decorative shapes such as bulls-eyes, keystones, quoins and other decorative surrounds

6.4.10 Shutters are acceptable provided they are correct in size so as to appear functional.

6.4.11 The recommended exterior wall finish is wood clapboard or vertical board and batten. Brick is not the preferred finish material, particularly in the central core of the District.

6.4.12 Garages should not form a part of the front façade. A less conspicuous location is recommended.

## **6.5 Accessory Structures**

6.5.1 Agricultural buildings are considered to be of heritage value and should be retained. Adaptive reuse is recommended rather than demolition.

- 6.5.2 The maintenance and repair of agricultural and outbuildings, and construction of new accessory structures, should be in conformance with the applicable recommendations as for the main heritage structure, previously noted in this conservation guide.
- 6.5.3 Garages and other new accessory buildings should be located to the rear of the property.
- 6.5.4 Accessory buildings should be lower in profile than the principal buildings, and generally of a like material and colour to the main building.
- 6.5.5 Signs should be simple in design. Avoid the use of plastic, vinyl or backlit signs and consult the City's Sign By-law regarding special sign districts.

## **6.6 Site Development**

- 6.6.1 Parking spaces are best located inconspicuously.
- 6.6.2 Limit excavation so as to minimize potential damage to possible archaeological sites.
- 6.6.3 Maintain surface drainage such that water does not collect at or near any building.
- 6.6.4 The restoration of existing heritage fencing based on physical or historical documentation is encouraged. The installation of low, ornamental (as opposed to privacy) wood fences along property lines is recommended. Appropriate examples include picket fences in the hamlet, or post and wire or cedar rail fences in the rural area.
- 6.6.5 The use of modern fencing materials in visible locations, such as chain link or plastic, is not recommended.
- 6.6.6 Minimize interference or removal of native plants and trees on the building site.
- 6.6.7 Maintain hedgerows at property lines. Infilling with deciduous trees and shrubs is encouraged.
- 6.6.8 A planting mix of deciduous and coniferous trees in the front and rear yards is encouraged.

## **6.7 Landscape and Infrastructure**

Municipal Public Works projects, such as road construction sidewalks, storm drainage, street lighting and utility servicing, have the potential to cause profound disruption to the character of the Whitevale Heritage District. In order to minimize the adverse effects on the District, the following general principles should be considered prior to the design and implementation of public infrastructure works:

- The road character of the District should be preserved.
- Modern suburban development standards are inappropriate in the District.
- The narrow pavement, shoulder treatments and grass ditches are essential to the heritage character of the District and should be maintained.
- When projects in the interest of public safety must be undertaken, they should be reviewed carefully so that the scenic road quality is not sacrificed.
- The removal or excessive pruning of significant tree plantings should be avoided.

The diversity of the landscape in and around the Hamlet provides the essential context for the heritage buildings. Prior to undertaking any public works or community improvement projects, it is essential to first consult Section 3.4 “Landscape Conservation and Enhancement”, in Part II of the Whitevale Heritage District Plan. The recommendations in these landscape improvement plans should be incorporated in any public undertaking.

# 7. Heritage District Permits – FAQ

## 1. When is a Heritage District Permit required?

A Heritage District Permit is required if you propose to:

- construct a new building
- construct an addition to an existing building
- demolish a building
- relocate a building, or
- make alterations to an existing building which may affect the external appearance of the building

Owners of all properties within the boundaries of the Whitevale Heritage Conservation District must obtain a Heritage District Permit prior to starting any of the above described work.

## 2. What is the purpose of the Heritage District Permit process?

It ensures that construction and development undertaken in the District is appropriate to the unique, heritage character of the District.

## 3. What types of alterations do not require a Heritage District permit?

- interior alterations
- exterior repairs not significantly affecting appearance
- installing storm windows and doors
- weather stripping or concealed insulation
- eaves trough repair or replacement
- construction of backyard sheds 10m<sup>2</sup> in area or less (location of the shed must still comply with approved zoning set backs)
- decks located in the rear yard (a Building Permit may still be required depending on the size and/or height of the deck; zoning compliance for setbacks also still apply)
- rear yard landscaping
- painting (except for exterior masonry)
- other similar minor alterations

## 4. How do I apply for a Heritage District Permit?

Before applying for a Heritage District Permit, it is recommended that you speak to the City of Pickering Heritage Planner. The [Heritage District Permit](#) application is available online and can be submitted electronically to the Heritage Planner. To speak with the City's Heritage Planner, call 904.420.4617, Monday to Friday, between the hours of 8:30 am to 4:30 pm.

5. How much does a Heritage District Permit cost?

There is no charge to receive an approved Heritage District permit. However, if a Building Permit is required, the usual [Building Permit fees](#) still apply.

6. What else do I have to submit with the Heritage District permit application?

Together with the completed application form, you must provide enough information to enable staff to determine whether the proposal is complies with the recommendations and requirements of the conservation guidelines

Construction drawings are normally required that clearly describe the proposed work, along with existing photographs of the building, where applicable. Whenever the proposal require a Building Permit, the construction drawing submitted for a Building Permit are typically sufficient for heritage review purposes.

7. Do zoning requirements apply to my Heritage District Permit application?

Yes, always. Before finalizing your construction project, you should always confirm the zoning requirements for your property. Simply call 905.420.4617 and ask to speak to the Zoning Examiner of the day.

Prior to submitting your application, City staff can confirm whether your proposed project and building configuration comply with the zoning and whether you require any additional permits, such as approval from the Toronto and Region Conservation Authority.

Taking this first step to ensure zoning compliance, prior to submitting your application, can help avoid potential delays in the permit approval process.

8. Can I prepare my own drawings, or must I retain an architect or other professional service?

Incomplete or poorly sketched out drawings are often the primary cause of delays in the approval process.

You may prepare your own drawings for certain projects relating to a detached, residential dwelling. However, if the project requires approval under the Ontario Building Code (an approved Building Permit is required) the drawings may need to be prepared by an Architect or Certified Design Technician. To determine whether you need professionally prepared drawings, contact the Heritage Planner.

When preparing your drawings, keep in mind that a clear, readable drawing can more quickly be reviewed by plans examiner.

## 9. What are the Conservation Guidelines?

The Whitevale Heritage District Conservation Guidelines describe details relating to construction, that is desirable in the District. A summary of these guidelines is contained in this guide. Planning staff and the [Heritage Pickering Advisory Committee](#) use this guide, with reference to the more comprehensive Whitevale Heritage District Plan, when determining whether a permit can be approved.

## 10. Who determines whether my proposal can be approved? If the proposal is not approved, do I have any means to change the decision?

- Provincial Heritage legislation, together with the City of Pickering's policies with respect to processing permits, provides for checks and balances to ensure that each applicant is given every opportunity to obtain approval.
- City of Pickering Planning staff will review the application, along with representatives of the Heritage Pickering Advisory Committee. If there are no concerns brought forward, the Heritage District Permit will be issued without further review.
- If there are areas of concern or suggestions to improve the application or project, the applicant will be contacted by City Planning staff, who will endeavour to resolve any issues with you, in the hopes of being able to approve the permit. Most applications will be dealt with in this manner.
- On occasions where there are unresolved issues following review by Planning staff and the Heritage Pickering Advisory Committee, the application is forwarded to City of Pickering Council for further review and consideration. Where City Council does not approve the issuance of the Heritage District Permit, the applicant may appeal the decision to the Local Planning Appeal Tribunal (LPAT).

## 11. Do I have to get a Building Permit as well as a Heritage District Permit?

The scope of projects to which Building Permits apply is not the same as those to which a Heritage District Permit applies.

A Building Permit is required for the construction, demolition or installation of any building greater than 10m<sup>2</sup> in area, for any addition to an existing structure, for any changes to or installation of new plumbing, or for any significant material alterations to a building.

For example, painting the exterior masonry of a house will not require a Building Permit, but will require a Heritage District Permit. Conversely, structural alterations inside the dwelling require a Building Permit, but do not require a Heritage District Permit.

If you are not sure, call our Building Services Department at 905.420.4631 or email your enquiry to [citydev@pickering.ca](mailto:citydev@pickering.ca).

12. Do I need to go through site plan approval as well?

Site Plan approval is not required where the work requires only a Heritage District Permit. Site Plan approval is also not required for properties being developed for residential or agricultural purposes in the District. For other uses, such as commercial or industrial, or building additions for use as a domestic business, site plan approval must be obtained before a Building Permit can be issued. Speak with heritage planning staff prior to making your application to determine if a Site Plan application is required.

13. How long will it take to get a Heritage District Permit?

For minor items such as new roofing or window replacement, heritage planning staff may be able to issue a permit within 2-4 weeks, provided that all of the required materials are submitted.

For additions and new construction, the permit may require approval from the Heritage Committee, which typically meets once a month. If the required application materials are submitted with the application, this process may take 4 to 8 weeks.

To provide for a faster approval process, Planning staff are authorized by Council to approve and issue all heritage permits where there are no identified significant concerns. Only where the Planning staff or the Heritage Pickering Advisory Committee have been unable to resolve concerns, will the application be referred to City Council for consideration.

14. I need help in making an application. Who can I contact?

Help is always available.

For information on any aspect of Heritage approvals, including assistance in conforming to the Conservation Guidelines, call us at 905.420.4617 and ask to speak to the Heritage Planner. You can also email us at [citydev@pickering.ca](mailto:citydev@pickering.ca).

For information on getting a Building Permit, including technical assistance on the Ontario Building Code, contact our Building Services Department at 905.420.4631, or email us at [citydev@pickering.ca](mailto:citydev@pickering.ca).

For information on zoning bylaws, including setbacks, lot coverage and height restrictions, or on Site Plan Approval matters, call us at 905.420.4617 and ask for the 'Planner of the Day', or email us at [citydev@pickering.ca](mailto:citydev@pickering.ca).

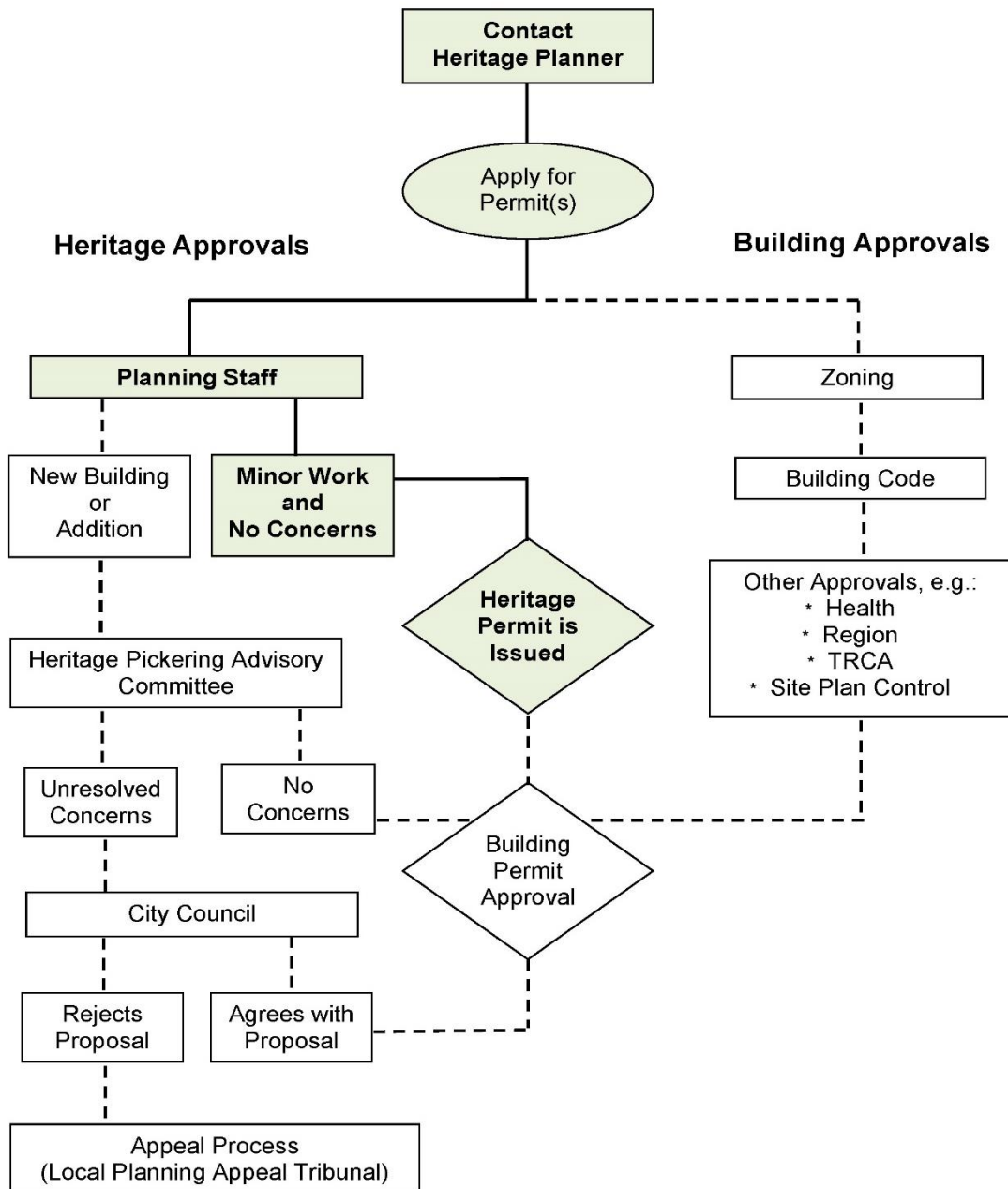
15. I've got my permit, but I've changed my mind about some of the project details. What should I do now?

Once you receive a heritage permit approval, your plans may change prior to, during or after the building permit process. If this is the case, please contact the building inspector and the heritage planner to determine if you require revisions to your approvals.

# 8. The Heritage District Permit Approval Process

## Example 1: Roofing and Window Replacement

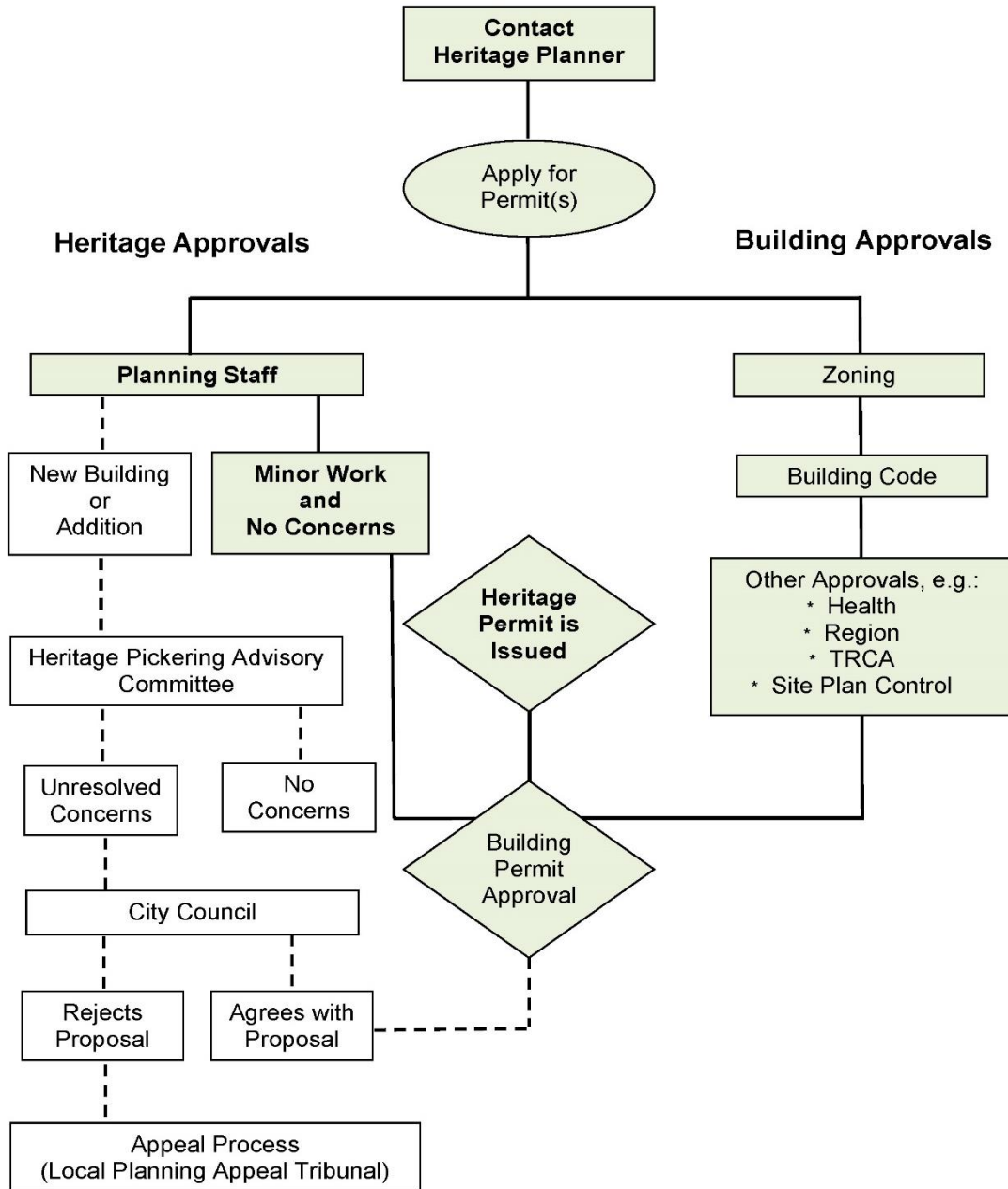
Follow the steps with the shaded boxes and solid lines to track the typical approval process of most applications for the replacement of roofing and/or windows.





## Example 2: Constructing a Detached Garage at the Rear

Follow the steps with the shaded boxes and solid lines to track the typical approval process of most applications for the replacement of roofing and/or windows.



### Example 3: Constructing an Addition to a Heritage Building

Follow the steps with the shaded boxes and solid lines to track the typical approval process of most applications for the replacement of roofing and/or windows.

