

**Heritage Advisory Committee**  
**July 24, 2013**

**TO:** Chair and Members of the Heritage Advisory Committee

**SUBMITTED BY:** Original signed by  
Brad Anguish, Director of Community and Recreation Services

**DATE:** July 5, 2013

**SUBJECT:** **Case H00386: Substantial Alteration to 1572 Barrington Street, a registered municipal heritage property**

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**ORIGIN**

Application by David Garrett Architects

**LEGISLATIVE AUTHORITY**

*Heritage Property Act*

**RECOMMENDATION**

It is recommended that the Heritage Advisory Committee recommend that Halifax Regional Council approve the proposed substantial alteration to the building façade at 1572 Barrington Street as outlined in Attachments A through G of this report.

## **BACKGROUND**

The property at 1572 Barrington Street, Halifax, is a municipally registered heritage property (Map 1). The subject property is occupied by the façade of the former Nation Film Board (NFB) building. The original building was severely damaged by a fire in 1991 and the bulk of the building was demolished. In 1997, a heritage agreement was approved under which the Municipality agreed to stabilize the façade and the owner agreed not to demolish it. This agreement is still in effect and the façade still stands today awaiting restoration and re-integration into a new development.

On June 19, 2013, David Garrett Architects submitted an application for a substantial alteration to the heritage property on behalf of the property owners. The applicant wishes to construct a 5 storey building that will re-integrate the façade into the new building. In accordance with Section 17 of the Nova Scotia *Heritage Property Act*, any substantial alteration to a municipal heritage building requires Regional Council approval.

### ***Heritage Value***

The *Heritage Property Act* defines "heritage value" as "*the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations and embodied in character-defining materials, forms, locations, spatial configurations, uses and cultural associations or meanings.*"

The NFB building is valued for its architecture, its historical associations, the way in which the local community supported saving the façade, and is a part of the Barrington Street Heritage Conservation District.

Designed by local architect, James Charles Dumaresq, in 1891 the building served as the St. Mary's Young Men's Total Abstinence and Benevolent Society Hall, and was associated with St. Mary's Basilica, located one block away on Barrington Street (Attachment A). The building is valued for its remaining Second Empire style features. Dumaresq, known for his Second Empire designs, implemented them on other nearby buildings including the St. Mary's Glebe and the adjacent Former City Club building. As one of several brick building facades from the same era on this part of Barrington Street, the NFB building contributes greatly to the flow of design and rhythm on the Street (Attachment B).

The original form of the building included a central tower which projected above a convex mansard roof; a form that was unique in Halifax. In 1907, the building became the first permanent movie house in Halifax, the Nickel Theatre, at which time the building was renovated to incorporate a rear addition for the theater complete with theater seating. For over 80 years the building was associated with the film industry, and in 1966 became home of the National Film Board (NFB) of Canada's Halifax office. The NFB were the occupants at the time of the fire in 1991.

Despite some recommendations to demolish the remaining front façade, residents and the former City of Halifax acknowledged the heritage value of the building and rallied to preserve the façade in the hopes of restoring the building.

***Character Defining Elements***

Under the *Heritage Property Act*, the “character-defining elements” of a heritage building are defined as “*the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value and that must be sustained in order to preserve heritage value.*” The following is a list of character-defining elements relating to the heritage value of the NFB building:

- brick construction;
- granite base;
- central projecting bay;
- paired arched windows on the front elevation;
- arched windows on the north elevation;
- arched, recessed main door;
- brick pilasters;
- decorative sandstone capitals, keystones, sills and other trim elements;
- decorative brick soldier courses articulating the first and second floors; and
- corbelled brick cornice.

**Heritage Building Conservation Standards & Design Manual**

Amendments to By-law H-200 in 2009 incorporated the Heritage Building Conservation Standards which are used when evaluating proposed alterations to registered heritage buildings throughout the region. The Conservation Standards ensure that careful consideration is given and that different strategies may apply in different contexts to better integrate new development with existing heritage buildings.

Within the Downtown Halifax Plan area, the Building Conservation standards are to be used in parallel with the Heritage Design Guidelines of the Design Manual when evaluating proposed alterations to registered heritage buildings within the Downtown Halifax plan area. The Design Guidelines ensure that careful consideration is given and that different strategies may apply in different contexts to better integrate new development with existing heritage buildings.

**Approval Process**

This proposal is subject to the Site Plan Approval process of the Downtown Halifax Land Use By-Law. Development proposals must conform to the land use and building envelope requirements of the Land Use By-law as well as meet the requirements of the By-law's Design Manual which includes Heritage Design Guidelines.

**Design Review Committee**

The Design Review Committee is established under the Downtown Halifax Land Use By-Law to render decisions on a project's compliance with the Design Manual. The LUB requires that the Design Review Committee be informed of the Heritage Advisory Committee's recommendation on substantial alterations to Regional Council, prior to the Design Review Committee rendering a decision on the Site Plan application.

## **DISCUSSION**

### **Proposal**

The proposal involves restoration of the existing façade, including new windows and doors, as well as a new addition on top and behind the existing façade. The project generally consists of a partial service basement, a commercial main level, and four residential upper levels. The rooftop will include tenant open space, and two light wells in order to bring natural light to windows inside and at the rear of the residential units. All uses within the building have been designed as barrier-free via a ramped entry on the north side of the development (Attachments C-E).

### ***Façade Alterations***

Presently, the window and door openings in the façade are boarded up. This proposal will see clad wood windows and two modern glass door systems installed in the openings. Round headed windows are proposed for the first floor; however, the windows on the second and third floors will be divided into two operable windows due to the location of the floor plates. Each of these windows on the front façade of the second and third floors will have the appearance of round headed windows, but will actually be a combination of an awning and a hopper window (Attachment C). Similar window treatments will be required for the three existing windows on the north elevation (Attachment D).

On the front façade, the main entrance will be recreated and a modern glass entrance is proposed for the commercial entrance to the building. The residential units will be accessed through the reinstatement of an original entrance on the front façade, and through a ramped entrance on the north elevation. Additionally, the brick, sandstone and granite of the existing façade will be restored and replaced as needed.

### ***North Wall***

What remains of the north wall is approximately one bay of the original building. Since the fire, a 10 foot high concrete block wall was installed to secure the site. The proposal will see this single bay of original brick retained and, the three existing window openings reinstated. Again, the windows at the second and third floor will be a combination of awning and hopper due to the location of the floor plates. A small portion of brick on the first floor will be removed to allow for the creation of a new, accessible entrance to the building (Attachment D). This entrance will occur through an easement with Neptune Theatre.

This new wall will be of new masonry in a slightly different colour to distinguish it as new, and the windows will be vertically proportioned hung windows. At this point in the development there is a clear delineation between the old and the new portions of the building given the new materials, and the different alignment of the windows.

### ***New Mansard***

The proposal will see a fourth storey added to the building, which it has been designed to replicate some of the design features of the original mansard roof but is set back slightly from the building front wall (Attachment D). The addition of the mansard roof will bring the building back to the previous height. The building will have the appearance of its previous 4 storeys; however, given the placement of the floor plates it will actually become a 5 storey building.

The new roof has been designed with a continuation of the central tower and includes two flanking dormers (Attachment C). The central tower includes paired windows, and has a small, pitched roof to allow visibility of this element from the street. The design calls for masonry of a slightly different colour on the side walls, and a metal roof rather than asphalt shingles.

The central tower is slightly recessed from the front wall and will be created in masonry; however it will be slightly different in colour from the existing masonry. The roof of the central tower has been designed in a way that gives this design element better visibility from the street. The dormers also have pitched roofs, are wider than the original dormers, and include larger windows.

#### **Heritage Building Conservation Standards**

The proposal has been evaluated against HRM's Heritage Building Conservation Standards (Attachment F) and staff offer the following comments relative to the applicable standards:

- **Historic Character:** The historic character of the property, mainly the front façade, is being retained and reincorporated into a new development. There is a small amount of historic material being removed from the north wall to accommodate the new accessible entrance. The façade has been exposed to the weather for almost 30 years, and it is possible that some brick has deteriorated and may need to be replaced.
- **Historical Development:** The re-integration of the building façade into the new building will not create a negative impact on the historical development of the property, nor create a false sense of historical development. The new work has been designed to be sympathetic to the original design, but clearly new. Hypothetical elements are not being added; rather the new work has been designed to be sympathetic to the original design, and will be clearly distinguished as new.
- **New Additions - Differentiated and Compatible with Massing, Size, and Scale:** The new construction for this development does not destroy any materials that characterize the property; it is differentiated from the old and is compatible in terms of massing, size and scale. The creation of a new mansard roof and building behind the existing façade has been done in a manner in which the new work is clearly distinguished from, but respectful to the building's history.

#### **Design Manual: Heritage Design Guidelines**

Section 4.4 of the Heritage Design Guidelines (Guidelines for Integrated Developments & Additions) of the Downtown Halifax Land Use By-law Design Manual applies to this proposal (Attachment G). Staff have evaluated the proposal and advise that it is consistent with these Guidelines. The proposed building addition will enable the reintegration of the NFB façade and preserve the visual prominence of this heritage asset with the Heritage Conservation District.

Some of the Guidelines are prescriptive, while others call for the exercise of discretion and it is those matters which are outlined in more detail as follows:

Section 4.4.1 – Building Set Back - The design manual suggests a transition from the heritage building by introducing new construction with a setback. This is a unique situation where a new

building is being integrated with an historic façade and no actual three dimensional building now exists. Additionally, the lost mansard roof is being re-created, in a modern interpretation, and a larger setback would be not appropriate.

4.5.5 – Windows - The fenestration pattern of the historic building is being retained; however modification to the window type on the second and third floors is required due to the placement of the floor plates to create a building with 5 floors. However, this is not occurring at the commercial street level, and it will be less noticeable in the upper floors. Additionally, aluminium clad wooden windows are being proposed and are permitted in accordance with the provisions of the Design Manual.

4.5.8 – Penthouse & Minor Rooftop Structures – The new mechanical, elevator and roof top deck (open space) have been recessed back 25 feet from the front façade and will not be visible from the street.

### **Conclusion**

The development of a new building behind the original NFB building façade has been designed with respect to the original building lost to fire in 1991. While there is additional height being added to the façade, it will not be higher than the original building. The additional storey, with its mansard roof, central tower, and dormers, are a modern interpretation of the original mansard roof. The work will be distinguished as new, and is in keeping in terms of massing, size and scale. Therefore, staff recommend that the Heritage Advisory Committee recommend that Regional Council approve the substantial alteration to 1572 Barrington Street, Halifax, as contained in Attachments A through G.

### **FINANCIAL IMPLICATIONS**

The HRM costs associated with processing this application can be accommodated within the approved 2012/13 operating budget for C310 Planning & Applications. HRM is not responsible for renovation costs.

### **COMMUNITY ENGAGEMENT**

The community engagement process is consistent with the intent of the HRM Community Engagement Strategy. The level of community engagement was information sharing achieved through the HRM website and public accessibility to the required Heritage Advisory Committee meeting, Design Review Committee, and Regional Council.

### **ENVIRONMENTAL IMPLICATIONS**

No concerns identified.

### **ALTERNATIVES**

1. The Heritage Advisory Committee may recommend that Council approve the proposed substantial alteration to 1572 Barrington Street as outlined in this report. This is staff's

recommendation.

2. The Heritage Advisory Committee may recommend that Council approve the proposed substantial alteration to 1572 Barrington Street with conditions or modifications and in doing so should provide reasons for the conditions based on applicable conservation standards.
3. The Heritage Advisory Committee may recommend that Council refuse the proposed substantial alteration to 1572 Barrington Street as outlined in this report. The *Heritage Property Act* does not include appeal provisions for decisions of Council regarding substantial alterations, however, the owners would be permitted to proceed with their proposal three years from the date of the application. This is not the recommended course of action.

### **ATTACHMENTS**

Map 1:	Location Map
Attachment A:	Original illustrations by Dumaresq
Attachment B:	Photograph of Barrington Street 1899
Attachment C:	East Elevation
Attachment D:	North Elevation
Attachment E:	Building Section
Attachment F:	HRM Heritage Building Conservation Standards, By-law H-200
Attachment G:	Design Manual Checklist

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Maggie Holm, Heritage Planner, 490-4419

Report Approved by: Original signed by  
Kelly Denton, Manager of Development Approvals, 490-4800

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# Map 1: Location Map



**Location Map**  
1572 Barrington Street  
Halifax



Subject Property - 1572 Barrington Street



Municipally Registered Heritage Property



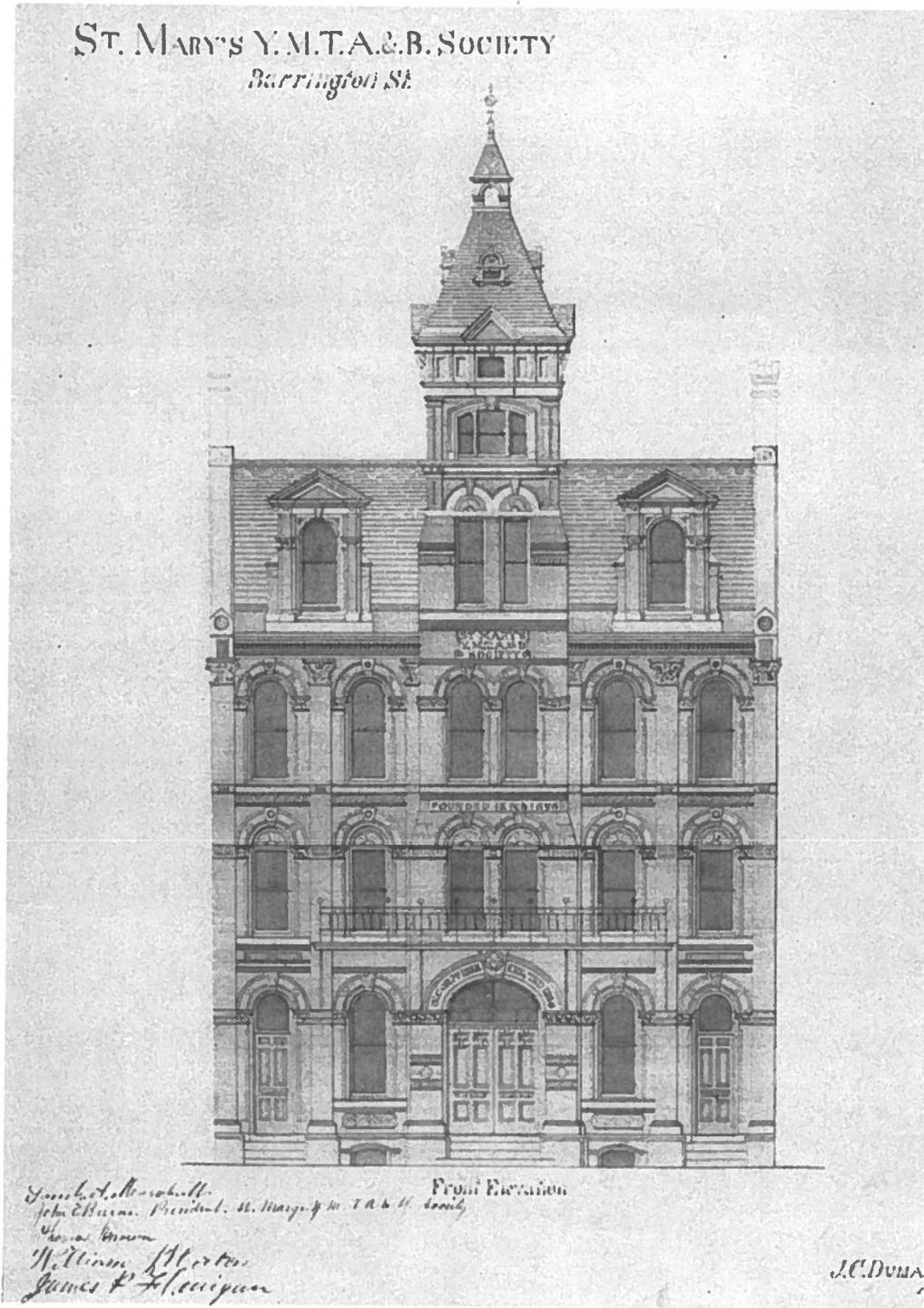
HRM does not guarantee the accuracy of any base map information on this plan.

19 June 2013

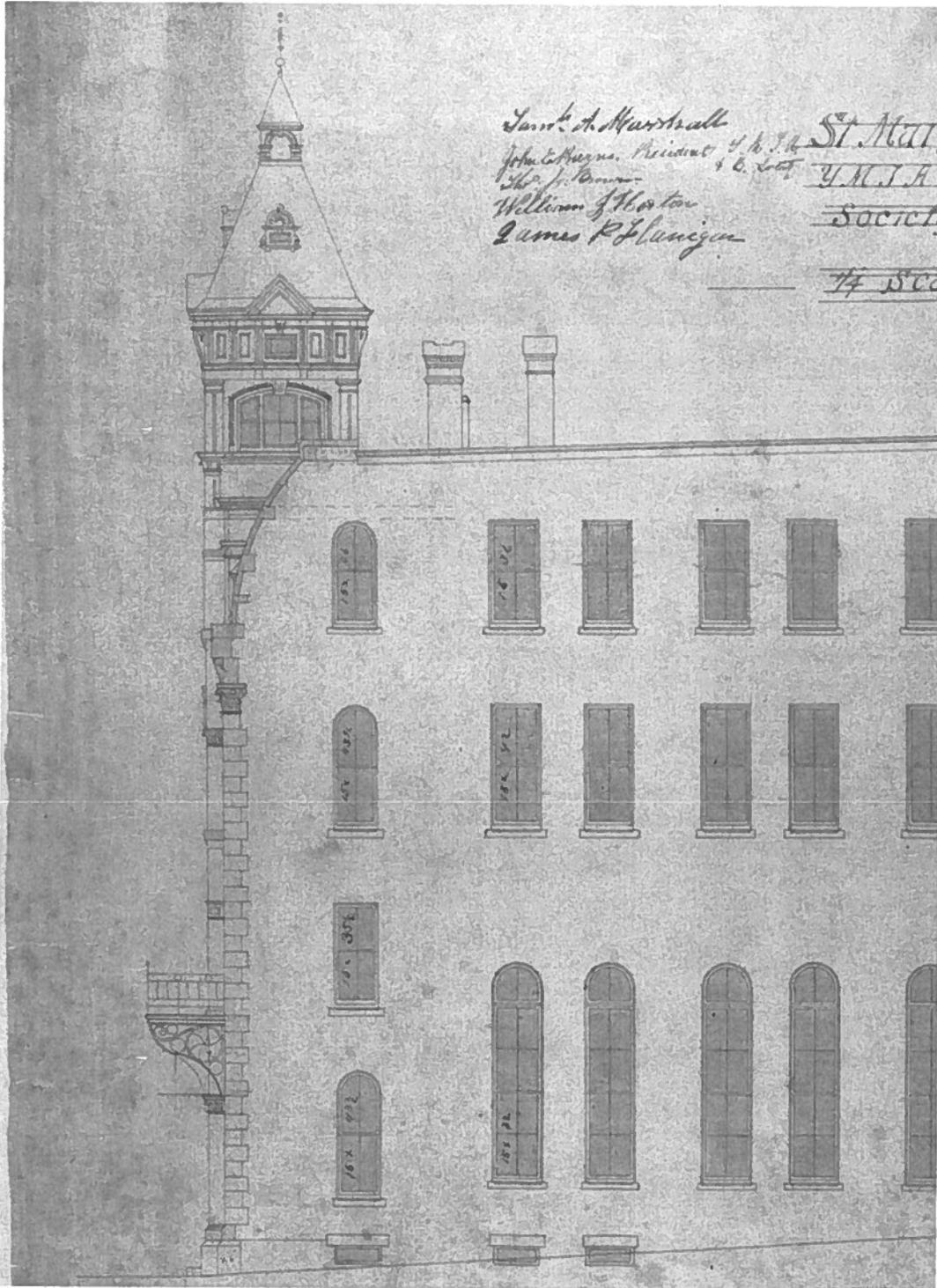
Case H00386

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**Attachment A: Original illustrations by Dumaresq**



Attachment A - continued



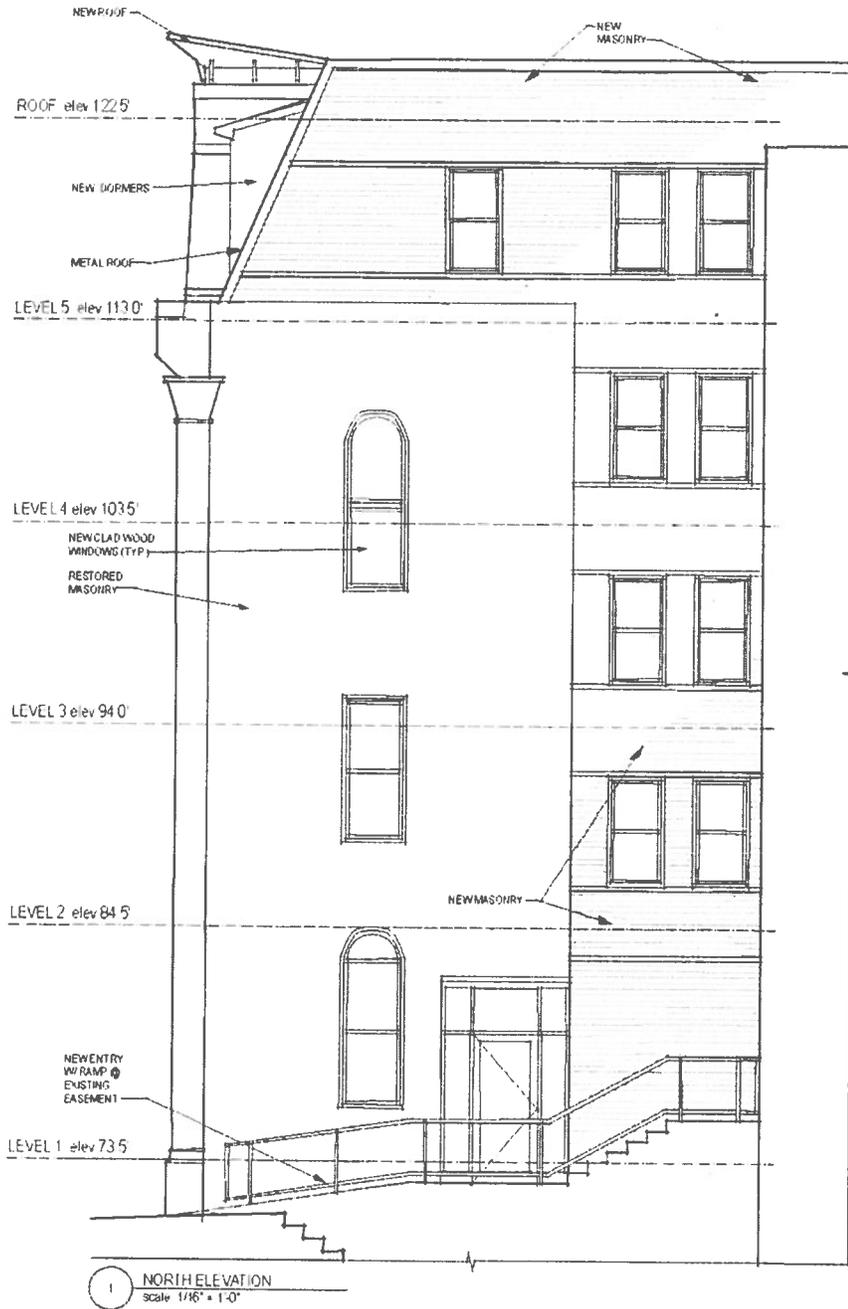
**Attachment B: Photograph of Barrington Street 1899**



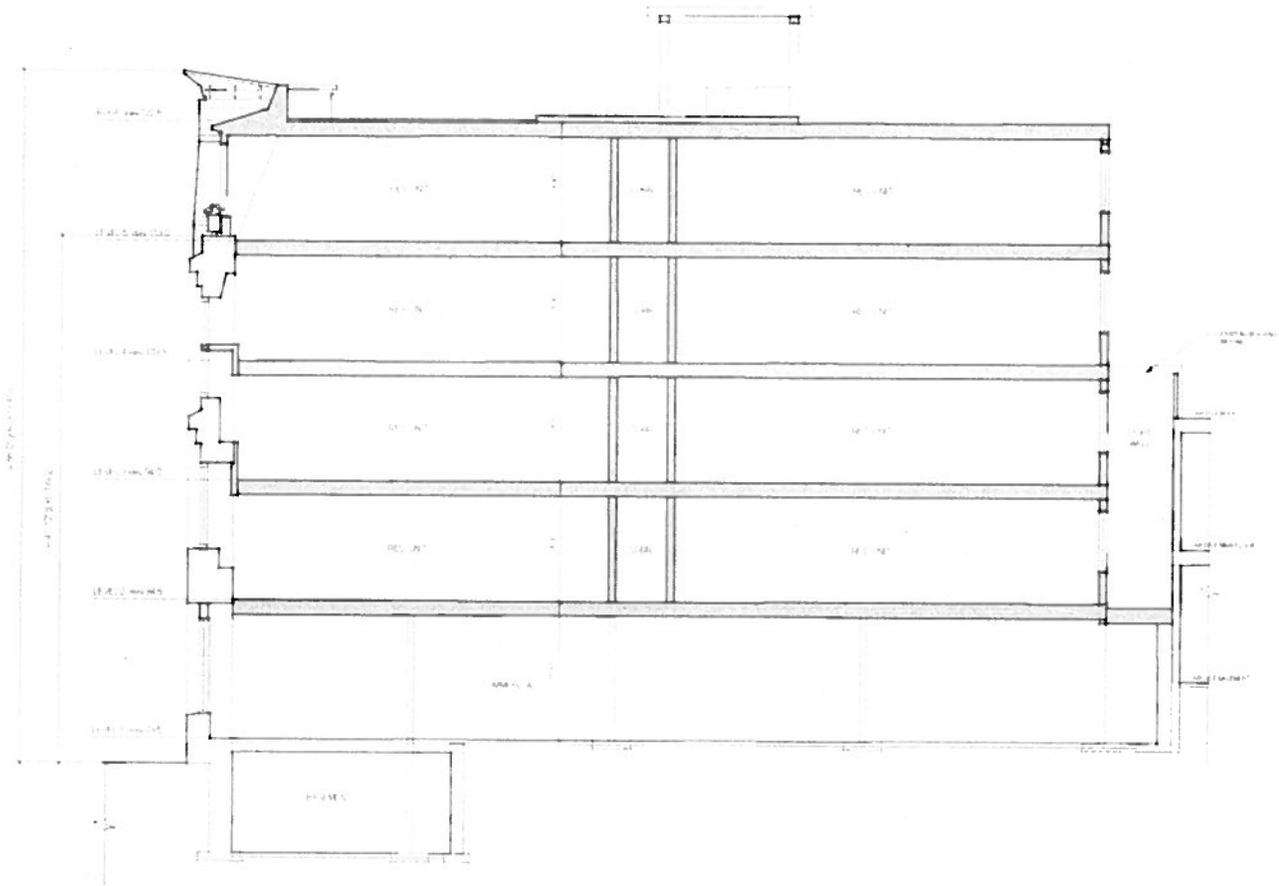
Photograph looking north on Barrington Street, 1899. The NFB building is located on the left of the foreground, notable by the projecting central tower.



# Attachment D: North Elevation



# Attachment E: Building Section



## **Attachment F: HRM Heritage Building Conservation Standards, By-law H-200**

The historic character of a heritage resource is based on the assumptions that (a) the historic materials and features and their unique craftsmanship are of primary importance and that (b) in consequence, they are to be retained, and restored to the greatest extent possible, not removed and replaced with materials and features which appear to be historic, but which are in fact new.

1. The property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building, its site and environment (see Note 1).
2. The historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize the property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding hypothetical features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize the property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old design in colour, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used.
8. Significant archaeological resources affected by the project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment (See Note 2).
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

*Note 1: This standard is not intended to regulate the use of property. Land use regulation is implemented through the Land Use By-law under authority of the Municipal Government Act.*

*Note 2: Within the Downtown Halifax Secondary Planning Area and the Barrington Street Historic District, section 4 of the Design Manual of the Downtown Halifax Land Use Bylaw shall be considered in evaluating matters relating to compatibility of massing, size, scale and architectural features.*

**Attachment G - Design Manual Checklist**

<b>Section</b>	<b>Guideline</b>	<b>Complies</b>	<b>Discussion</b>	<b>N/A</b>
<b>4</b>	<b>Heritage Design Guidelines</b>			
<b>4.1</b>	<b>New Development in Heritage Context</b>			
<b>4.1.1</b>	<b>Replicas and Reconstructed Buildings</b>			
	The replication of a historic building should proceed in a similar manner to the restoration of an existing but altered or deteriorated structure.	•		
	Design of the building should be based on documentary evidence including photographs, maps, surveys and historic design and construction drawings.	•		
	The interior space and basic structure of a replica building is not required to, but may, also use historic materials or details as long as the exterior presentation replicates the original structure.	•		
<b>4.1.3</b>	<b>Contemporary Design</b>			
	New work in heritage contexts should not be aggressively idiosyncratic but rather it should be neighbourly and respectful of its heritage context, while at the same time representing current design philosophy. Quoting the past can be appropriate; however, it should avoid blurring the line between real historic buildings, bridges and other structures. "Contemporary" as a design statement does not simply mean current. Current designs with borrowed detailing inappropriately, inconsistently, or incorrectly used, such as pseudo-Victorian detailing, should be avoided.	•		
<b>4.1.4</b>	<b>Material Palette</b>			
	As there is a very broad range of materials in today's design palette, materials proposed for new buildings in a heritage context should include those historically in use. The use & placement of these materials in contemporary composition and their incorporation with other modern materials is critical to the success of the fit of the proposed building in its context. The proportional use of materials, drawing lines out of the surrounding context, careful consideration of colour and texture all add to success of a composition.	•		
<b>4.1.5</b>	<b>Proportion of Parts</b>			
	Architectural composition has always had at its root the	•		

**Attachment G - Design Manual Checklist**

Section	Guideline	Complies	Discussion	N/A
	<p>study of proportion. In the design of new buildings in a heritage context, work should take into account the proportions of buildings in the immediate context and consider a design solution with proportional relationships that make a good fit. An example of this might be windows. Nineteenth century buildings tended to use a vertical proportion system in the design and layout of windows including both overall windows singly or in built up groups and the layout of individual panes.</p>			
<b>4.1.6</b>	<b>Solidity versus Transparency</b>			
	<p>Similar to proportion, it is a characteristic of historic buildings of the 19th century to have more solid walls with punched window openings. This relationship of solid to void makes these buildings less transparent. It was a characteristic that was based upon technology, societal standards for privacy, and architectural tradition. In contrast buildings of many 20th century styles use large areas of glass and transparency as part of the design philosophy. The relationship of solidity to transparency is a characteristic of new buildings that should be carefully considered. It is an element of fit. The level of transparency in the new work should be set at a level that provides a good fit on street frontages with existing buildings that define the character of the street in a positive way.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>4.1.7</b>	<b>Detailing</b>			
	<p>For new buildings, detailing should refer to the heritage attributes of the immediate context. Detailing can be more contemporary yet with a deference to scale, repetition, lines and levels, beam and column, solid and transparent that relates to the immediate context. In past styles, structure was often unseen, hidden behind a veneer of other surfaces, and "de-tailing" was largely provided by the use of coloured, shaped, patterned or carved masonry or added traditional ornament, moldings, finials, cresting and so on. In contemporary buildings every element of a building can potentially add to the artistic composition of architectural, structural, mechanical and even electrical systems.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>4.4</b>	<b>Guidelines for Integrated Developments and Additions</b>			
<b>4.4.1</b>	<b>Building Set Back</b>			

**Attachment G - Design Manual Checklist**

<b>Section</b>	<b>Guideline</b>	<b>Complies</b>	<b>Discussion</b>	<b>N/A</b>
4.4.1a	<p>New buildings proposed to abut heritage buildings on the same site (integrated development) should generally transition to heritage buildings by introducing a building setback from the building line. This setback can be accomplished in several alternate ways, including:</p> <ul style="list-style-type: none"> <li>• new construction is entirely setback from the heritage building, resulting in a freestanding heritage structure. This is suitable where multiple façades have heritage value (see diagram for Option 1 at left).</li> <li>• new construction is setback from the street frontage of the heritage building, but only to a depth required to give the heritage structure visual prominence (see diagram for Option 2 at left).</li> <li>• new construction is setback along its entire façade from the street line established by the heritage structure (see diagram for Option 3 at left)</li> </ul>		•	
4.4.1b	Consideration should only be given to the construction of new buildings abutting, or as an addition to, a heritage resource, when the parts of the heritage building that will be enclosed or hidden from view by the new construction do not contain significant heritage attributes.	•		
<b>4.4.2</b>	<b>Cornice Line and Upper Level Setbacks</b>			
4.4.2a	Maintain the same or similar cornice height for the podium building (building base) to create a consistent streetwall height, reinforcing the 'frame' for public streets and spaces.			•
4.4.2b	Stepback building elements that are taller than the podium or streetwall height. Stepbacks should generally be a minimum of 3 metres for flat-roofed streetwall buildings and increase significantly (up to 10 metres) for landmark buildings, and buildings with unique architectural features such as peaked roofs or towers.	•		
4.4.2c	Greater flexibility in the contemporary interpretation of historic materials and design elements is permitted.	•		
<b>4.4.3</b>	<b>Facade Articulation and Materials</b>			
	<i>Similarity:</i>			
4.4.3a	Maintain the same architectural order and rhythm of both horizontal and vertical divisions in the facade.	•		
4.4.3b	Provide similar materials to existing heritage buildings.	•		

**Attachment G - Design Manual Checklist**

<b>Section</b>	<b>Guideline</b>	<b>Complies</b>	<b>Discussion</b>	<b>N/A</b>
4.4.3c	Typical materials are masonry, usually brick or stone, in small modular units (bricks, cut stones).	•		
4.4.3d	Where materials differ, for example concrete, provide fine scale articulation of the surface through score lines or modular units.			•
4.4.3e	Provide similar colour palettes, typically neutrals and earth tones.	•		
	<i>Contrast:</i>			
4.4.3f	Consider existing architectural order and rhythm of both horizontal and vertical divisions in the façade in the articulation of the new building.	•		
4.4.3g	Provide contrasting materials and surface treatments that complement the heritage building. Use of glass can be effective both for its transparency and reflectivity.	•		
4.4.3h	Ensure materials and detailing are of the highest quality. In a downtown-wide context, use of contrast should result in the most exemplary buildings in the downtown.	•		
<b>4.5</b>	<b>Guidelines for Facade Alteration on Registered Heritage Buildings and Buildings in Heritage Conservation Districts</b> - <i>These guidelines shall apply to all registered heritage buildings, and all buildings in heritage conservation districts.</i>			
<b>4.5.1</b>	<b>Rhythm of Bays and Shop Fronts</b>			
4.5.1a	The traditional architectural elements of historic building facades such as columns, pilasters, entries and shop fronts which establish a pedestrian scale and rhythm, should be retained.			•
4.5.1b	Consolidating two (or more) shop fronts into one is discouraged, since it reduces pedestrian interest. If such consolidation is proposed, the retention of original historic building features should not be compromised, even if this means retaining a redundant entry configuration.			•
<b>4.5.2</b>	<b>Lower Facade (Storefront)</b>			
4.5.2a	Existing traditional shop fronts should be retained.			•
4.5.2b	Historic photos and drawings should be used to support the restoration or replication of decorative elements of historic significance in the shop front.	•		

**Attachment G - Design Manual Checklist**

<b>Section</b>	<b>Guideline</b>	<b>Complies</b>	<b>Discussion</b>	<b>N/A</b>
4.5.2c	<p>The following features should be incorporated in the design of rehabilitated or restored shop fronts, as applicable:</p> <ul style="list-style-type: none"> <li>• restoration of cast iron or masonry elements; or</li> <li>• a high percentage of glazing, in the display window area, transom windows and in the entry door(s); or</li> <li>• a recessed entry with a rectangular or trapezoidal plan;</li> <li>• transom window above the entry and display windows, often stretching the full width of the shop front; or</li> <li>• base panels rich in detail and of durable materials; or</li> <li>• a shop front cornice and sign band which is generally a reduced version of the main cornice atop the building;</li> <li>• access to upper floors should be in the original configuration.</li> </ul>			•
4.5.3	<b>Contemporary Expression Within the Historic Shop front Frame</b>			
	<p>The objective is to allow and encourage contemporary shop front design in historic commercial buildings to support and stimulate revitalization, through the following approaches:</p> <ul style="list-style-type: none"> <li>• Traditional Approach</li> <li>• Veneer of Renovations</li> <li>• Details Painted Over</li> <li>• Infolding Windows and Doors</li> </ul>			•
4.5.4	<b>Upper Facade</b>			
4.5.4a	To maintain this upper floor pattern and texture, new window openings are encouraged to be repetitive, and organized in relationship to the vertical elements which frame and divide the facade.	•		
4.5.4b	Vertical elements such as pilasters, columns, cornices, and projecting bays should be retained.	•		
4.5.4c	Historic photos and drawings should be used to support the restoration or replication of decorative elements of historic significance on the upper facade.	•		
4.5.4d	Existing projecting bays or other architectural elements, such as cornices that project over the public right-of-way, should be retained provided that Building By-law, life-safety and other pertinent concerns have been satisfactorily addressed.	•		
4.5.4e	Existing fenestration patterns should be retained. Where new openings are proposed, they should be compatible with	•		

**Attachment G - Design Manual Checklist**

Section	Guideline	Complies	Discussion	N/A
	the existing architectural features of the building.			
<b>4.5.5</b>	<b>Windows</b>			
4.5.5a	Where there are existing windows within historic window openings which are either original or more recent replacements in the historical form and material, every effort should be made to retain and repair them.			•
4.5.5b	Repair of existing wood windows should use wood sash and frames.			•
4.5.5c	Where existing appropriate windows are too deteriorated to repair, replacement windows should replicate either original windows, as documented by historical photographs or drawings or the existing windows.		•	
4.5.5d	Replacement of wooden windows should be in wood, and should match the shape, proportion, type of operation, detail, colour and clarity of glass of the wood original when painted.		•	
4.5.5e	Where they exist, lintels, sills, and other historic window surround elements should be retained.	•		
4.5.5f	The original fenestration pattern should be retained. Where new openings are proposed, they should be compatible with the original composition in terms of alignment, proportion, surrounds, and ornamentation.	•		
4.5.5g	In the event that the original windows have been replaced and the existing windows are inappropriate to the building, then new windows should be designed to replicate the original window size, configuration and appearance as based on archival information. If such information is not available, the following criteria should be referenced: <ul style="list-style-type: none"> <li>• The dimensions of frames, sashes, muntins, etc., should be similar to traditional wood windows.</li> <li>• The window should be divided into a minimum of two sash or panes; more divisions are also possible.</li> <li>• Operable windows are encouraged and the method of opening should replicate that of traditional window types.</li> <li>• Horizontally sliding windows are discouraged as they are not traditional.</li> <li>• Glass should be clear; tints, colours or mirrored</li> </ul>			•

**Attachment G - Design Manual Checklist**

Section	Guideline	Complies	Discussion	N/A
	<p>surfaces are not acceptable</p> <ul style="list-style-type: none"> <li>• Frames and sashes should preferably be of painted or stained wood but aluminum clad windows are also acceptable.</li> <li>• Vinyl windows are not permitted</li> <li>• The sash should be recessed within the window frame at least 4 inches from the exterior surface of the building facade.</li> </ul>			
<b>4.5.6</b>	<b>Materials</b>			
4.5.6a	Brick in a range of buff/beige through red colours, traditional dimension.	•		
4.5.6b	Building stone, particularly granite and sandstone.			•
4.5.6c	Terracotta, tile and glazed brick materials and decorative elements.			•
4.5.6d	Cast iron and pressed metal decorative elements, particularly cornices.			•
4.5.6e	Wood elements for shop front base panels, windows, bay window framing.			•
4.5.6f	Parged or cement rendered surfaces.			•
4.5.6g	Specially treated concrete finishes for rear or for some secondary surfaces.			•
4.5.6h	Wooden clapboards or shingles.			•
	<p>For existing buildings, where new materials are required for repair, they should match the old materials they are replacing. If this is not feasible for cost, technical or availability reasons, then new substitute materials should be largely indistinguishable from original materials. The treatment of existing materials is primarily that of good conservation techniques. Detailed recommendations for conservation of materials can be found in the Federal Standards and Guidelines for Conservation of Historic Buildings in Canada.</p>	•		
4.5.6i	Vinyl siding, plastic, plywood, concrete block, and EIFS (exterior insulation and finish systems where stucco is applied to rigid insulation), and metal siding utilizing exposed fasteners are prohibited for use on historic	•		

**Attachment G - Design Manual Checklist**

<b>Section</b>	<b>Guideline</b>	<b>Complies</b>	<b>Discussion</b>	<b>N/A</b>
	buildings in the downtown.			
4.5.6j	Darkly tinted or mirrored glass is also prohibited.	•		
	Generally, roofs on historic commercial buildings in the downtown are flat and covered with bituminous membrane, tar and gravel finish, etc. These materials are acceptable for both replacement roofs on existing buildings and new roofs on building additions. Some historic buildings have slate or wood shingle roofs. Where possible, these should be repaired or replaced with like materials. Where this is not feasible, then asphalt shingle roofs in black or dark grey tones are acceptable.	•		
<b>4.5.7</b>	<b>Cornice and Parapets</b>			
4.5.7a	The retention of original cornices and parapets is required.	•		
4.5.7b	Repairs should be undertaken with matching materials and anchoring systems should be reinforced to ensure safety	•		
4.5.7c	If cost or structural considerations make conservation of existing cornices difficult, substitute materials can be considered.			•
4.5.7d	Where original cornices have disappeared, their replacement can be considered based on archival evidence.			•
<b>4.5.8</b>	<b>Penthouse &amp; Minor Rooftop Structures</b>			
4.5.8a	Where feasible, existing mechanical penthouses should be retained.			•
4.5.8b	New rooftop elements or equipment on top of heritage buildings, such as satellite dishes and skylights should be set back far enough from the front or other facades to be inconspicuous from the sidewalk on the opposite side of the street.	•		
4.5.8c	The cladding material for new rooftop elements should be compatible with and distinguishable from those of the main building.		•	