

HERITAGE CONSERVATION DISTRICT PLAN FOR THE MACGREGOR/ALBERT NEIGHBOURHOOD

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Woldemar Neufeld, *Waterloo Portfolio: Woldemar Neufeld's Paintings and Block Prints of Waterloo, Ontario*, Ed. Paul and Hildegard Tiessen (St. Jacobs, Ont.: Sand Hills Books, c. 1982), Pl. 53.

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HERITAGE CONSERVATION DISTRICT PLAN FOR THE MACGREGOR/ALBERT NEIGHBOURHOOD

1.0 Introduction

1.1 Background to the Plan

In December 2004, Waterloo City Council approved terms of reference for a study of the MacGregor/Albert Neighbourhood as a heritage conservation district. Three phases to the study were envisioned:

- Phase One, a feasibility analysis prior to the actual study;
- Phase Two, the actual heritage conservation district study; and,
- Phase Three, the heritage conservation district plan.

In March 2005, the City of Waterloo engaged Goldsmith Borgal & Company Ltd. Architects and their team to advise on the feasibility of proceeding with a heritage conservation district study of the MacGregor/Albert Neighbourhood. The feasibility analysis considered the value of using district designation under the *Ontario Heritage Act* as a way of achieving neighbourhood conservation, the historical and architectural basis for proposing a heritage conservation district in the MacGregor/Albert Neighbourhood, and the extent of neighbourhood residents' interest in pursuing a heritage conservation district study.

On June 7, 2005, the first public information session was held, which provided information on heritage conservation districts in general and the feasibility analysis in particular. At the conclusion to the June 7 public information session, 19 of 23 residents answered "yes" to the following question: "Based on the presentation and discussion tonight, should the City of Waterloo continue to explore a heritage conservation district study of the MacGregor/Albert Neighbourhood?" The residents who had attended the meeting also generated a number of questions. The questions and answers to them were circulated to every property owner in July and are appended to staff report DS 05-49.

City Council approved staff report DS 05-49 on August 22, 2005 and authorized proceeding to Phase Two of the study.

The consulting team examined the neighbourhood in depth in September and October. A second public information session was held on December 6 to present the findings of the Phase Two work. A survey was circulated to residents in attendance to gauge neighbourhood residents' level of support for 31 matters that could be addressed in objectives for a heritage conservation district plan. Of the 31 matters that could be addressed in objectives, all were rated of high importance except for six that residents felt had some importance and for one that residents felt was of low importance.

A report on the Phase Two work, Heritage Conservation District Study of the MacGregor/Albert Neighbourhood, Waterloo, Ontario, was finalized on February 20, 2006. It meets all the requirements of a heritage conservation district study whose scope is prescribed in Part V of the *Ontario Heritage Act*. On February 27, City Council approved staff report DS-06-10 and authorized proceeding to Phase Three, the heritage conservation district plan.

Two more public information sessions were held during Phase Three. On April 12, residents were asked to approve or disapprove of, and comment on, the consultants' draft policies in point form. Draft policies were written to reflect residents' feedback and were mailed to all property owners in advance of the last public information session. On May 3, the circulated draft policy statements were reviewed by residents and a draft implementation strategy was examined.

A draft of the entire plan was finalized in mid-June following a number of meetings with individual property owners, the study steering committee, the municipal heritage committee, municipal departments and senior management at the City. The plan fulfils all the requirements of a heritage conservation district plan whose content is specified in Part V of the *Ontario Heritage Act*.

1.2 Plan's Purpose

The Heritage Conservation District Plan for the MacGregor/Albert Neighbourhood follows from the Heritage Conservation District Study of the MacGregor/Albert Neighbourhood, Waterloo, Ontario. The plan should be read with reference to the preceding study.

The plan serves to guide physical change over time so it contributes to, and does not detract from, the district's historical character.

The plan applies to both the City's public works projects in the neighbourhood and to those private property alterations defined in the plan as requiring heritage review. The plan also lists types of alterations exempted from heritage review.

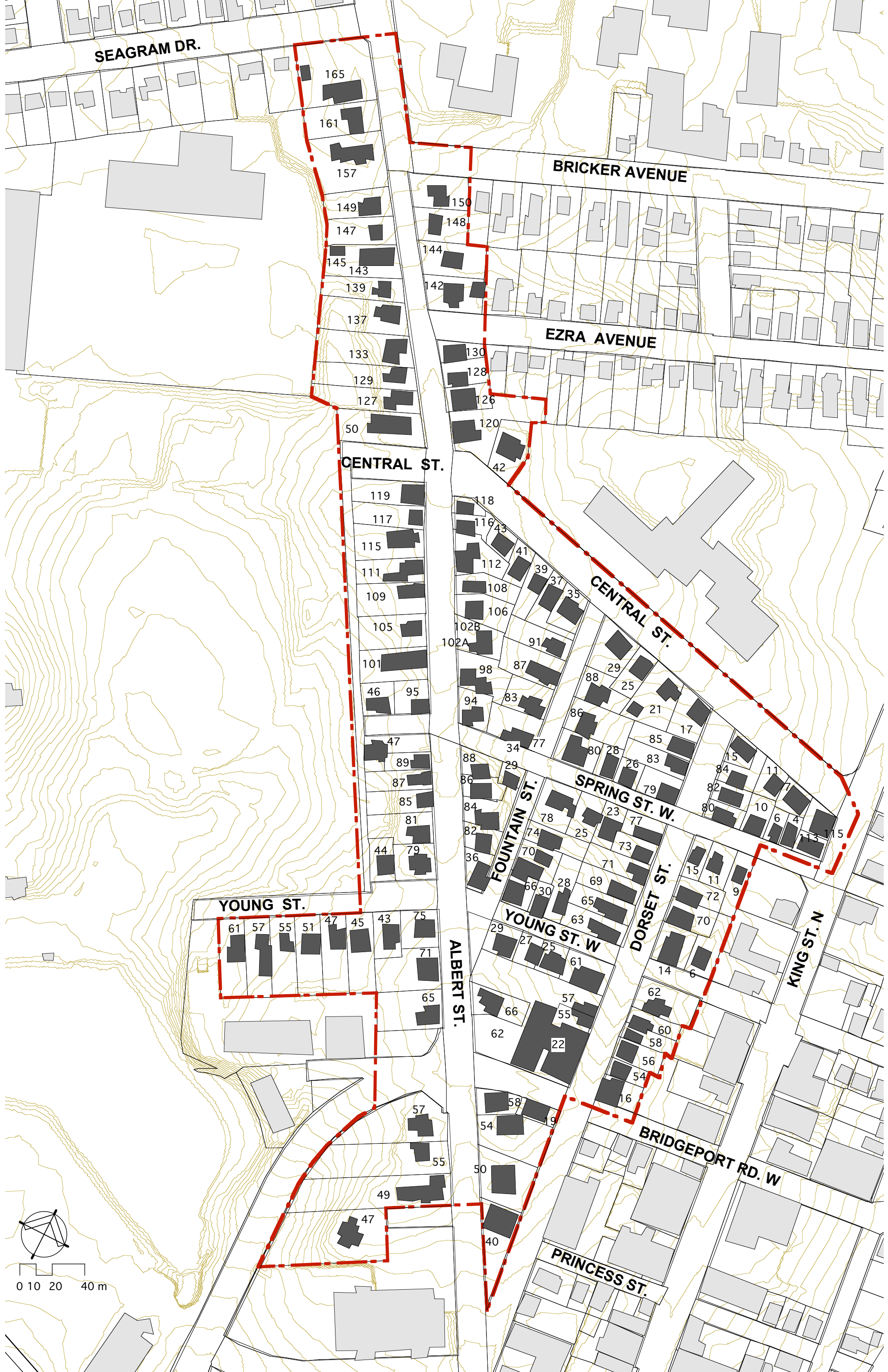
Where they are required, applications for heritage permits to carry out work on public or private property in the district will be reviewed by City Council, the municipal heritage committee, and City staff in keeping with the plan's goal and objectives, policies, guiding principles and guidelines, and implementation strategy.

Restoration to some fixed time in the past is not the plan's aim. Neither does the plan aim to prevent compatible and complementary development in the low-density residential neighbourhood. It instead sets out a community process for carefully integrating changes to the neighbourhood into the neighbourhood's historic fabric. Over the long term of the plan as each improvement is carried out, it is intended that neighbourhood character will be conserved and enhanced.

1.3 Planning Area

The area to which the plan applies is identical to the area designated as a heritage conservation district by By-law No. 06-097. The MacGregor/Albert Neighbourhood Heritage Conservation District is centrally located in the City of Waterloo. It is contained by Uptown Waterloo in the south, King Street North commercial properties in the east and Waterloo Park in the west. MacGregor Public School and Central Street form the neighbourhood's northern edge although several residential properties north of Central Street and fronting on Albert Street are also included in the district. Albert Street, which runs northwest from Uptown Waterloo and extends through the neighbourhood, is the principal street.

The map on the following page illustrates the district's boundaries and the neighbourhood's streets, lots, building footprints and topographical contour lines.



SEAGRAM DR.

BRICKER AVENUE

EZRA AVENUE

CENTRAL ST.

CENTRAL ST.

SPRING ST. W.

YOUNG ST.

ALBERT ST.

FOUNTAIN ST.

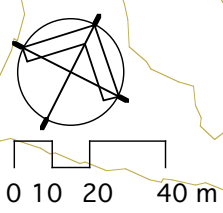
YOUNG ST. W.

DORSET ST.

KING ST. N.

BRIDGEPORT RD. W.

PRINCESS ST.



1.4 Relation Between Heritage Planning and Land Use Planning in the District

In the event of a conflict between the Heritage Conservation District Plan for the MacGregor/Albert Neighbourhood and a municipal by-law that affects the district, the plan prevails to the extent of the conflict; but in all other respects the by-law remains in full force.

In due course, the Official Plan of the City of Waterloo will be amended to recognize the MacGregor/Albert Neighbourhood Heritage Conservation District; and adjustments will be made to the official plan's land use designations to reflect the district's prevailing low-density residential character. In addition, development standards in Zoning By-law 1108 as they apply to the district will be reviewed and adjustments made as appropriate to foster compatible new construction that respects the prevailing height and size of houses.

1.5 Properties Designated under Part IV of the Ontario Heritage Act

The following properties designated under Part IV of the *Ontario Heritage Act* are subject to the plan's goal and objectives, policies, guiding principles and guidelines, and implementation strategy:

- 40 Albert Street;
- 47 Albert Street;
- 50 Albert Street;
- 157 Albert Street;
- 7 Central Street;
- 88 Fountain Street;
- 29 Spring Street West;
- 36 Young Street West; and,
- 45 Young Street West.

1.6 Definitions

In this plan:

- "As-found evidence" means the traces of historic materials or features that have been mostly or partly lost or concealed on a building and that may be discovered through an assessment of the building's physical condition, and is used in drawing conclusions about the historical appearance of a building or property;

- “Conservation” means all activities that are aimed at safeguarding the heritage attributes of the district, and can involve maintenance, repair, restoration, alteration, additions and new construction or a combination of these;
- “Documentary evidence” includes pictorial or textual information, such as derived from fire insurance plans, historic photographs, architectural drawings, bird’s eye views and written records, and is used in drawing conclusions about the historical appearance of a building or property;
- “Heritage attributes” are those historic materials and distinctive features that define the building’s or landscape’s character and make each special;
- “Heritage impact assessment” is a report prepared by a qualified heritage specialist for the City or a private property owner when there are proposals to demolish, remove, or significantly alter a district building, significantly alter its grounds, or develop lands adjacent to the district;
- “Municipal heritage committee” is a standing committee of the City of Waterloo Council that makes recommendations to Council on matters pertaining to heritage conservation;
- “Restoration” means returning a building or a material or feature on a building to its original appearance or to another documented point in the building’s history, and is an optional activity;
- “Ultimate footprint size” relates to the maximum size of an addition to an existing house as it covers the ground or the equivalent for new construction on the lot.

1.7 Heritage Character Statement (Statement of Significance)

1.7.1 Purpose of Statement

The illustrated heritage character statement for the MacGregor/Albert Neighbourhood explains the district’s cultural heritage value to the City of Waterloo, describes the district’s heritage attributes, and indicates conservation objectives for the district. Appendix A illustrates the heritage attributes of individual properties in the district.

1.7.2 Historical Development and Neighbourhood Boundaries

The MacGregor/Albert Neighbourhood, centrally located in the City of Waterloo, is the City’s oldest residential area. It developed on higher ground to the north of pioneer Abraham Erb’s mill complex and in conjunction with the King Street colonization road. Both King Street and Albert Street stem from the former mill complex, King Street veering north and Albert Street veering northwest. The schoolhouse that Abraham Erb helped establish in 1820 on the south side of Church Street (now Central Street) near King helped foster the development of Waterloo hamlet. As well, Abraham Erb’s donation of land in

1828 on the north side of Central Street for a large schoolyard marked the northern limit of the hamlet and encouraged residential development to the area south of the schoolyard. The purchase of the 65-acre Jacob Eby farm by the Town of Waterloo in 1890 halted residential development to the west and created a high-order amenity in Waterloo Park for the neighbourhood's growth as a desirable residential location and for the Town overall. The establishment of Waterloo Lutheran Seminary in a house on Albert Street in 1911 and the institution's subsequent growth into Wilfrid Laurier University served to contain the residential neighbourhood on the north side. Commercial development along King Street in the east and the development of Uptown Waterloo in the south have further delineated the neighbourhood's limits.

1.7.3 Landforms

The gentle, undulating topography of troughs and ridges remaining from the pioneer landscape creates visual interest along streets and on building sites.

1.7.4 Streets

The nineteenth century street plan with two principal streets veering north and northwest from Erb's former mills makes two deltas. One is made prominent by the Carnegie Library of 1905. The other is distinguished by a Gothic Revival house at 36 Young Street West. Three streets – Central Street, Spring Street West and Young Street West – provide views into the open space of Waterloo Park. The western views along Bricker Avenue and Ezra Avenue are closed by handsome houses – an Italianate farmhouse at 157 Albert Street and an Edwardian Classical house with matching garage at 137 Albert Street. Roadway widths, like the rights-of-way, are relatively narrow, contributing to the perception of intimacy and enclosure for pedestrians. Street trees, some appearing more than 100 years old, help frame the streets in their locations behind the sidewalk. Species planted traditionally or growing along the neighbourhood's streets include Black Walnut, Sugar Maple and Silver Maple.

1.7.5 Landmarks

Two institutional landmarks are found within the low-density residential area. The Carnegie Library and Emmanuel United Church, both erected in 1905, have different styles (the former is Edwardian Classical, and the latter is Tudor Revival or Arts & Crafts); but have comparable materials, height, plan and roof shape.

1.7.6 Houses and Yards

Outside of the two landmarks and a few other buildings, the rest of the neighbourhood's buildings are single-detached houses. The detached houses typically are one-and-a-half or two storeys in height. The typical house front is generally aligned parallel to the street although some houses are placed somewhat diagonally to the street where the street runs diagonally and the lot is irregularly shaped. The front yard setback varies through the neighbourhood and along streets, but there is almost always some setback. Often, one of

the house's two side yards is wider than the other; and on the whole, side yards vary through the neighbourhood. A wide variety of deciduous trees and an unusually high number of conifers, especially Norway Spruce, grow in mainly unfenced front and side yards; coniferous trees contribute a distinctive element to the neighbourhood when viewed from higher vantage points, of which there are many. The overall impression of building coverage is one of generous open space, typical of many older, small-town, southern Ontario neighbourhoods.

The early preference for brick construction shows in the neighbourhood's many brick or brick-veneer houses, commonly reddish in colour. There are a smaller number of frame ones. Windows are almost always flat-headed. Most houses have a front verandah, porch, porch stoop or enclosed porch. The most prevalent roof shape is the gable, but hip, truncated hip and complex hip/gable roofs are also found. Asphalt shingle – the common twentieth century roofing material – is applied nearly everywhere, but there are a few instances of wood shingle and rolled metal roofs.

The neighbourhood's houses are generally of high quality and appear well-maintained.

1.7.7 Building Age and Architectural Style

Among the neighbourhood's buildings, there is a diversity of ages and styles resulting from a long period of development, with gradual infilling of new buildings alongside the old. The buildings date from the mid-nineteenth century to recent times; however, only ten per cent of the buildings postdate 1946, following the Second World War. Almost all the buildings exhibit traditional, rather than Modern, architectural styles and types. Three rare occurrences of the distinctive mid-nineteenth century Pennsylvania-German type are found, as well as a number of examples of urban Waterloo Vernacular houses of the late nineteenth century. Examples of styles found elsewhere in Ontario include Neoclassical, Regency, Gothic Revival, Italianate, Romanesque Revival, Queen Anne, Tudor Revival (Arts & Crafts), Edwardian Classical, Bungalow, Georgian Revival, Colonial Revival, Victory, Modern Classical, Ranch, Modern and Modern Traditional. Early twentieth century styles are well-represented, with more than a quarter of the building stock Edwardian Classical and eleven per cent being Bungalow.

1.7.8 Outbuildings

There are a number of historic detached outbuildings of the same age as their related houses. Vehicles are most often parked in the open on driveways located to one side of the house rather than in garages.

1.7.9 Historical Associations

The neighbourhood has been home to a number of leading Waterloo citizens, including J. Charles Mueller, president of the Board of Trade who donated land for Wilfrid Laurier University, artist Woldemar Neufeld, J.E. Frowde Seagram of the distilling family, Elias

Snider who hired surveyors to lay out neighbourhood lots, Herbert Snyder who owned Snyder Brothers Furniture and Waterloo Councillor Charles E. Voelker.

King, Albert and Princess Streets with their royal associations and Spring and Young Streets retain the same names as on the 1856 registered plan encompassing the neighbourhood.



Schofield's map of 1855 (shown with the north arrow turned to the left side of the page) shows both King Street and Albert Street stemming from pioneer Abraham Erb's mill complex. The MacGregor/Albert Neighbourhood, which developed on higher ground to the north of the mill complex and in conjunction with the King Street colonization road, is the City's oldest residential area.



The gentle, undulating topography of troughs and ridges Waterloo's pioneers found when they came here remains. The distinctive topography creates visual interest along streets, such as on Fountain Street shown here, and on building sites.



The nineteenth century street plan with two principal streets veering north and northwest from Erb's former mills makes two deltas. One is anchored by the landmark Carnegie Library of 1905 (see cover illustration), and the other is distinguished by a mid-nineteenth century Gothic Revival house at 36 Young Street West (shown above).



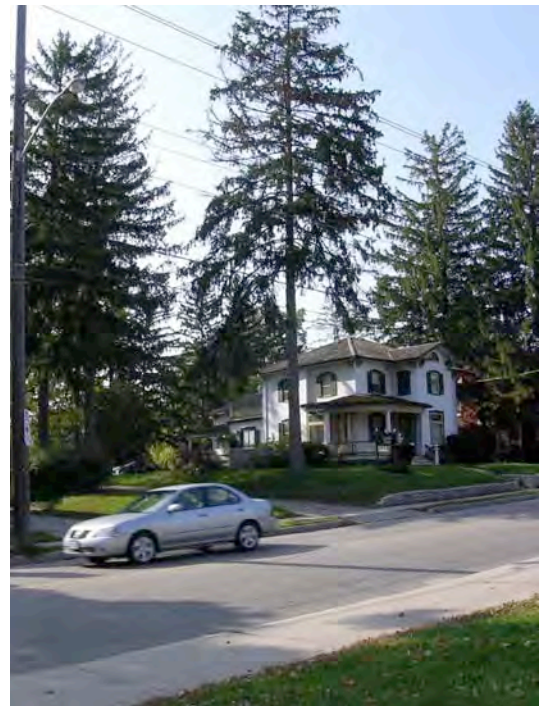
Three streets – Central Street, Spring Street West and Young Street West – provide views into the open space of Waterloo Park, a high-order amenity established in 1890. Shown is the same view on Young Street West looking into Waterloo Park, a post card summer view from 1911 (top) and a contemporary winter view (bottom).



The western views along Bricker Avenue and Ezra Avenue are closed by handsome houses – an Italianate farmhouse at 157 Albert Street (top) and an Edwardian Classical house with matching garage at 137 Albert Street (bottom).



Roadway widths in the neighbourhood, like the rights-of-way, are relatively narrow, contributing to the perception of intimacy and enclosure for pedestrians. Street trees, some appearing more than 100 years old, help frame the streets in their locations behind the sidewalk. Species planted traditionally along the neighbourhood's streets include Black Walnut, Sugar Maple and Silver Maple.



An unusually high number of conifers contribute a distinctive element to the neighbourhood (White Pine illustrated on the left and Norway Spruce on the right). The coniferous trees and a wide variety of deciduous trees grow in mainly unfenced front and side yards.



Two institutional landmarks, remarkably similar in materials, height, plan and roof shape, stand amid the low-density residential area.



The neighbourhood's detached houses typically are one-and-a-half or two storeys in height. The typical house front is generally aligned parallel to the street. The front yard setback varies through the neighbourhood and along streets, but there is almost always some setback. Often, one of the house's two side yards is wider than the other.



The early preference for brick construction shows in the neighbourhood's many brick or brick-veneer houses, commonly reddish in colour. Windows are almost always flat-headed. Most houses have a front verandah, porch, porch stoop or enclosed porch.



example of gable roof at 89 Albert Street



example of hip roof at 105 Albert Street



truncated hip roof at 101 Albert Street



complex hip/gable at 62 Dorset Street

The most prevalent roof shape is the gable, but hip, truncated hip and complex hip/gable roofs are also found.



example of Pennsylvania-German type



example of Neoclassical style



example of Regency style



example of Gothic Revival style



example of Italianate style



example of Romanesque Revival style

The neighbourhood's buildings are diverse in age and style. Almost all exhibit traditional, rather than Modern, architectural styles and types. Other styles and types are illustrated on subsequent pages.



example of Waterloo Vernacular type



example of Queen Anne style



example of Tudor Revival style



example of Edwardian Classical style



example of early 20th C. Bungalow



example of Georgian Revival style



example of Colonial Revival style



example of Victory style



example of Modern Classical style



example of Ranch style



example of Modern style



example of "Modern Traditional" style



49 Albert Street



50 Albert Street



165 Albert Street



10 Spring Street West

The neighbourhood has a number of historic detached outbuildings of the same age as their related houses. Vehicles are most often parked in the open on driveways located to one side of the house rather than in garages.

2.0 Goal and Objectives

2.1 Goal

The goal of the plan is to conserve and enhance the historical character of the MacGregor/Albert Neighbourhood as defined in the foregoing heritage character statement (Section 1.7).

2.2 Objectives

The objectives to be achieved in designating the MacGregor/Albert Neighbourhood as a heritage conservation district elaborate on the goal, derive from the foregoing heritage character statement, and reflect the emphasis neighbourhood residents have put on them. They include:

- To increase public awareness of the historical significance of the MacGregor/Albert Neighbourhood and of its historic architecture and landscapes;
- To conserve the neighbourhood's gentle, undulating topography and existing grades;
- To preserve open views from the neighbourhood into Waterloo Park, closed views along Bricker and Ezra Avenues and views formed by the street pattern's deltas;
- To refrain from widening roadways on neighbourhood streets;
- To integrate roadway improvements designed to enhance the safety of pedestrian movement as seamlessly as possible into the neighbourhood;
- To replant street trees known to be diseased or in poor condition with species planted traditionally along the neighbourhood's streets;
- To encourage the retention and proper care of trees on private property;
- To maintain front yards as landscaped space;
- To encourage the retention of the neighbourhood's historic detached outbuildings;
- To locate new driveways to one side of the house and new garages at a setback from the house's front facade;
- To retain Emmanuel United Church and the old Carnegie Library and to ensure that no other new neighbourhood building rivals them as the neighbourhood's architectural landmarks;
- To maintain the neighbourhood's low-density residential character;

- To limit the height of additions and new construction out of respect for the prevailing height of houses in the neighbourhood;
- To limit the size of additions and new construction out of respect for the prevailing size of houses in the neighbourhood;
- To position new construction on its lot parallel to the street and set back from the street at a setback that acknowledges the prevailing front yard setback at adjacent properties or properties along the street;
- To add floor space to an existing house at or towards the back of the house;
- To relax setback and side yard standards for an addition, subject to applicable municipal approvals, if the design resulting from a different setback or side yard works toward conservation and enhancement;
- To encourage the choice of complementary wall materials for additions and new construction on any building facade visible from the street;
- To encourage the use of flat-headed windows in additions and new construction;
- To encourage the incorporation of front porches into the design of new construction;
- To encourage the use of gable, hip, truncated hip and complex hip/gable roofs in additions and new construction, limit the use of shed and flat roofs, and prohibit the use of mansard roofs and domes;
- To encourage traditional architectural design for additions and new construction on any building facade visible from the street;
- To strive in keeping existing houses in their existing locations;
- To strive in maintaining the heritage attributes of existing houses;
- To encourage the appropriate care of existing buildings and their grounds;
- To make alterations to any existing building in keeping with the heritage attributes of the building;
- To base any intended restorations of existing buildings on documentary and/or as-found evidence;
- To ensure that proposals for new development on lands adjacent to the district demonstrate that the heritage attributes of the district will be conserved.

3.0 Policies

To reach the objectives stated in Section 2.2, the following policies will be carried out. An explanation of the effect of the policy on the City or private property owner follows each policy.

3.1 Public and Private Landscape

3.1.1 Historical Interpretation

The City in consultation with neighbourhood residents will develop a plan to interpret the neighbourhood's history, historic architecture and landscapes to the people of Waterloo by means of a careful placement of historical plaques, illustrated displays, gateway signs and/or street signs in the district's public rights-of-way and on private land where the owner approves. The City will endeavour to co-ordinate the interpretation of district sites with the commemoration of sites in Uptown Waterloo and Waterloo Park so that the public can appreciate the links among the sites.

(The policy is a City initiative, and residents may participate voluntarily.)

3.1.2 View Preservation

The views looking west into Waterloo Park on Central Street, Spring Street West and Young Street West will remain open. The Italianate farmhouse at 157 Albert Street and the Edwardian Classical house with matching garage at 137 Albert Street will be maintained to protect the western views along Bricker and Ezra Avenues. The Gothic Revival house at 36 Young Street West, the old Carnegie Library at 40 Albert Street and the open grounds in front of them will be maintained to protect the views formed by the street pattern's deltas.

(The policy applies to the City and the private property owners at 137 and 157 Albert Street and at 36 Young Street West.)

3.1.3 Preservation of Roadway Widths

The City will not widen any roadway on district streets, and will urge the Regional Municipality of Waterloo to avoid widening King Street North where the street right-of-way abuts the district.

(The policy obliges the City and urges the Region.)

3.1.4 Integration of Roadway Improvements for Pedestrian Safety

The City will integrate any necessary roadway improvements intended to enhance the safety of pedestrian movement in as discreet a way as possible. The City will strive to co-ordinate the design of any necessary roadway improvements intended to enhance the safety of pedestrian movement with the Regional Municipality of Waterloo so that improvements on City streets and Regional streets are consistent. Where textured paving or raised platforms are needed to improve pedestrian crosswalks at busy intersections, reddish-coloured materials will be preferred to complement the neighbourhood's mainly reddish-coloured brick buildings. A heritage impact assessment will be required to assess the impact of the proposed southbound left turn lane at Albert Street and Bricker Avenue on the heritage attributes of the property at 150 Albert Street.

(The policy requires the City to implement any of the proposals coming out of the Uptown Waterloo Transportation Study and the Central/Albert Neighbourhood Traffic Study in ways that fit with the neighbourhood's character.)

3.1.5 Street Tree Planting

The City, as part of its street tree program and with its urban forest policy in mind, will prepare a plan for replanting street trees known to be diseased or in poor condition and for enhancing the street tree canopy. Tree species that have been planted traditionally in the district will be selected, and post-nineteenth century cultivars and introduced species avoided.

(The policy is a City initiative.)

3.1.6 Tree Preservation on Private Property

The City will encourage private property owners to keep and care for their trees and to sustain the neighbourhood mix that includes a wide variety of deciduous trees, Norway Spruce and other coniferous species.

(The policy is a voluntary activity private property owners may wish to do.)

3.1.7 Preservation of Front Yards as Landscaped Space

Front yards will be maintained as landscaped space and not be paved or used for other purposes.

(The policy, which is already enforced by City by-law, obliges property owners.)

3.1.8 Preservation of Historic Detached Outbuildings

The City will encourage private property owners to keep and use the following historic detached outbuildings: the buff brick coach house at 49 Albert Street; the parged concrete double-car garage at 50 Albert Street; the flat-roofed brick garage at 105 Albert Street; the four-car brick garage at 145 Albert Street behind No. 143; the weatherboarded board-and-batten driveshed at 165 Albert Street; the brick garage at 56 Dorset Street; the brick garage with pitched roof beside 10 Spring Street West; and the brick garage at 46 Spring Street West.

(The policy is a voluntary activity that private property owners of the above named outbuildings may wish to do.)

3.1.9 Location of New Driveways and Garages

Property owners will locate any new driveways to one side of the house and new garages at a setback from the house's front facade. One-storey detached garages set behind, or towards the back of, the house will be preferred.

(The policy obliges property owners to locate any new driveways to one side of the house and new detached or attached garages at a setback from the house's front facade.)

3.1.10 Preservation of Landmarks

Emmanuel United Church at 22 Bridgeport Road West and the old Carnegie Library at 40 Albert Street will be retained as district landmarks and their heritage attributes preserved. If a change in use of either building is ever required, the City will consider reuse for other institutional uses or for other appropriate uses consistent with the zoning by-law. Any new use will preserve the heritage attributes of the landmark building and its lot.

(The policy requires the church and the City to keep and maintain the two buildings, allowing for the possibility of other uses in them. The concrete block hall to the west of the church on Bridgeport Road West is not considered part of the property's heritage attributes.)

3.2 Land Use

3.2.1 Maintenance of Low-Density Residential Character

Low-density residential land use will be fostered in the district, and the single-detached house will remain the typical architectural form in the district. At 49, 50 and 57 Albert Street where the zoning provides for commercial use, the existing houses may be used for commercial purposes. The existing single-detached houses at 54, 55, 65 and 165 Albert Street where the current zoning permits high-density residential land use will also be retained on their sites. The apartment buildings at 58, 115 and 143 Albert Street and at 50 Central Street may continue in their current use and form.

(The policy which recognizes existing uses and protects existing buildings obliges everyone.)

3.3 Additions and New Construction

3.3.1 Preference for Additions over New Construction

Additions to existing houses will be the preferred way of increasing floor space rather than demolition of existing houses and their replacement by new construction.

(The policy discourages demolition, encourages additions over totally new buildings, and permits totally new buildings where they can be justified. The policy is related to the policy on demolition and removal of existing buildings.)

3.3.2 Height Limitation for Additions and New Construction

The preferred height for the walls of an addition to an existing house will be at or below the eaves of the existing house. No new construction will exceed two storeys above grade in height.

(The policy encouraging building heights that are compatible with existing buildings allows for some flexibility with the height of an addition, but limits the property owner to a new building no higher than two storeys.)

3.3.3 Size Limitation for Additions and New Construction

The ultimate footprint of ground-floor space added to an existing house will be smaller than the footprint of the existing house as it exists in 2006. As there are no vacant lots in the district, no new construction on a lot will have a footprint larger than the ultimate footprint size as defined above. However, the footprint of additional floor space at the large corner lot at 165 Albert Street may exceed the ultimate footprint size, with the existing house retained on its site; and the footprint of additional floor space at the deep lot at 49 Albert Street may also exceed the ultimate footprint size, with the existing house retained on its site. At both 165 Albert Street and 49 Albert Street, a heritage impact assessment will precede the addition of floor space. In addition to the concept of ultimate footprint size, development standards of the zoning by-law pertaining to minimum lot area, minimum lot frontage, minimum front yard setback, minimum side yards, minimum rear yard, lot coverage and parking will apply in calculating the size of additions and new construction. The concept of ultimate footprint size also applies to the following properties: 112 Albert Street built as a hotel and long used for housing; 120 Albert Street, a semi-detached house; and 55-57 Dorset Street, a semi-detached house.

(The policy permits the homeowner to build an addition of almost the same size as the existing house's footprint. The zoning by-law's development standards could reduce the amount allowed by the size cap. The owner of 165 Albert Street and the owner of 49 Albert Street can exceed the cap if the house on each property is retained on its site and it can be demonstrated that the development will conserve the heritage attributes of the property and adjacent properties.)

3.3.4 Position of New Construction on Its Lot

New construction will be aligned parallel to the street and set back from the street at a setback that acknowledges the prevailing front yard setback at adjacent properties or properties along the street. Variances to the zoning by-law will be considered when proposals for new construction acknowledge existing streetscape patterns. New construction will be sited away from significant trees wherever possible.

(The policy requires the property owner to site new construction parallel to the street and at a compatible setback, and expects the property owner to make every effort at avoiding significant trees.)

3.3.5 Location of Additions to Existing Houses

The preferred location for the addition of floor space to an existing house will be at or towards the back of the house. An addition to one side of the house if set back from the front facade may be acceptable when rear additions are not possible. The addition of floor space through front dormer windows, raising the existing roof to create a new floor, or extending the front facade outward is discouraged so as to minimize the effect of the new addition on the existing house. At a corner lot where two building facades of the house are visible from the street, care will be taken to lessen the impact of any addition on either facade. Additions will be sited away from significant trees wherever possible.

(The policy expects the property owner will make every effort at locating additional floor space away from public view and away from significant trees.)

3.3.6 Allowance for Differences in Setbacks and Side Yards

Variances to the zoning by-law's front yard setback and side yard standards may be considered for an addition to an existing house if the design resulting from a different setback or side yard than that prescribed in the zoning by-law fits better with the existing house and with adjacent houses.

(The policy allows for flexibility in applying the setback and side yard standards.)

3.3.7 Choice of Wall Materials for Additions and New Construction

The wall material for additions to existing houses will complement the wall material of the existing house where the wall material on the existing house is authentic to the age and style of the house. In cases where the wall material on the existing house is an inauthentic alteration, restoring the authentic material on the existing house and complementing it in the addition will be encouraged.

Brick or brick veneer, in reddish colours or buff colour, is found throughout the neighbourhood and will be the preferred wall material for new construction.

Materials other than complementary materials for additions or reddish or buff brick for new construction may be acceptable for building elevations not visible from the street.

(The policy encouraging compatibility with existing wall materials expects the property owner who does not choose a complementary material for an addition or reddish or buff brick for new construction to make a case for their other choice. The property owner has a greater range of options for building elevations not visible from the street.)

3.3.8 Window Design in Additions and New Construction

Flat-headed windows that are taller than wide will be preferred in additions and new construction. An accent window of different shape or proportion may be acceptable.

(The policy expects the property owner to make the case for another approach to window design than that preferred.)

3.3.9 Front Porches in New Construction

Covered front porches that are open and not enclosed will be encouraged in the design of new construction. If a proposed unenclosed porch extends into the area reserved as the front yard setback, the City may consider its encroachment as a variance to the zoning by-law.

(The policy is voluntary and assists the property owner who wishes to include a covered front porch in the design of his/her new house.)

3.3.10 Roof Shape for Additions and New Construction

A gable, hip, truncated hip or complex hip/gable roof will be preferred for additions and new construction. Shed or flat roofs may be acceptable for rear additions. Mansard roofs and domes will not be permitted.

(The policy allows property owners to build four types of roof shape that are common to the neighbourhood, allows for the possibility of two other types of roof shape for rear additions, and rules out mansard roofs and domes that are not found in the neighbourhood.)

3.3.11 Architectural Style for New Construction and Additions

Contemporary interpretation of traditional architectural design will be preferred in new construction. Contemporary interpretation of the heritage attributes of an existing house will be preferred for the design of an addition to the house. Stylistic features of the Modern and Post-Modern era may be incorporated into the design of new construction or an addition, but they are better placed on building elevations not visible from the street.

(The policy expects contemporary interpretation of traditional architectural design for new buildings and contemporary interpretation of an existing house's heritage attributes for additions unless the case can be made for Modern or Post-Modern design.)

3.4 Existing Buildings

3.4.1 Demolition and Removal

Before any building is demolished or relocated to another site, and in addition to the procedures in the demolition control by-law, a heritage impact assessment will be prepared to the satisfaction of the City to ascertain whether there are alternatives to demolition or removal.

Notwithstanding the requirement for a heritage impact assessment, the one storey frame addition on the back of the brick house at 165 Albert Street may be demolished without a heritage impact assessment (approved by the OMB, November 16 2007, OMB Case No. PL060930, File No. M060102).

(The policy permits selective redevelopment where justified.)

3.4.2 Minimum Maintenance Standards

Private property owners and the City will care for their buildings in ways consistent with the plan's guiding principles and guidelines. The City may require private property owners that do not maintain their buildings and property at least to the level of the minimum standards prescribed in the by-law for the maintenance of the heritage attributes of district property to comply with the standards.

(The policy sets minimum standards for the maintenance of the heritage attributes of district property to avoid "demolition by neglect.")

3.4.3 Alteration other than Demolition or Removal

Property owners will avoid making unnecessary alterations to building facades visible from the street. When making needed alterations to building facades visible from the street, property owners will have regard for:

- The building's historic materials and distinctive features;
- The building's historical evolution as documented in fire insurance plans, historic photographs, architectural drawings, the bird's eye view, other historical sources and as-found evidence;
- The building's structural support and its physical condition; and,
- The plan's guiding principles and guidelines.

(The policy discourages unnecessary alterations to building facades visible from the street and encourages sympathetic and sound alterations.)

3.4.4 Restoration

Property owners will base any restoration of lost materials or features once present on the building on documentary and as-found evidence. A restoration will not falsify the appearance of a building by making it look older or newer than it is.

(The policy requires property owners who wish to restore or partially restore to base their restoration on fact rather than conjecture.)

3.5 Lands Adjacent to the District

3.5.1 Waterloo Park

The City will keep views from the neighbourhood into Waterloo Park open. The City will not alter existing grades in Waterloo Park unless the proposed alteration to grades can be shown to have no detrimental effect on the neighbourhood's gentle, undulating topography of troughs and ridges.

(The policy obliges the City.)

3.5.2 MacGregor School

A heritage impact assessment will be required for any redevelopment on the MacGregor School grounds. Any development or site alteration on the MacGregor School grounds will demonstrate to the satisfaction of the City that the development or site alteration will conserve the district's heritage attributes.

(The policy obliges the school board or any new owner to ensure the compatibility of any redevelopment with the neighbourhood's character.)

3.5.3 Waterloo Public Library

A heritage impact assessment will be required for any redevelopment at the Waterloo Public Library site. Any development or site alteration at the Waterloo Public Library site will demonstrate to the satisfaction of the City that the development or site alteration will conserve the district's heritage attributes.

(The policy obliges the library board or any new owner to ensure the compatibility of any redevelopment with the neighbourhood's character.)

3.5.4 Other Lands

The City may require a heritage impact assessment for development on lands located outside the district's boundaries but adjacent to the district. Development or site alteration on lands adjacent to the district will demonstrate to the satisfaction of the City that the development or site alteration will conserve the district's heritage attributes.

(The policy allows the City to request assessments of development on lands just outside the district in order to ensure the development's compatibility with the neighbourhood's character.)

4.0 Guiding Principles and Guidelines

The following guiding principles and guidelines explain, illustrate, and elaborate on the policies stated in Section 3.

4.1 Guiding Principles for the Conservation and Enhancement of the District

Over the course of a century and a half and more, the MacGregor/Albert Neighbourhood has evolved into a distinctive central neighbourhood with interesting architecture, beautiful landscapes and strong associations to the early history of Waterloo. Private property owners, the City of Waterloo and Regional Municipality of Waterloo today and into the future have responsibility for ensuring that the neighbourhood's special character is protected as the neighbourhood continues to evolve.

Principles have been developed in Canada and around the world for helping owners think about appropriate approaches to conserving the heritage to which they are entrusted. The principles below are adapted from Canadian and international charters, standards and guides, including the International Charter for the Conservation and Restoration of Monuments and Sites (the Venice Charter), the Appleton Charter for the Protection and Enhancement of the Built Environment, Standards and Guidelines for the Conservation of Historic Places in Canada and Well-Preserved: The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation. The principles should be applied by private property owners, the City and Region as they maintain, repair, restore, alter, add to, or enhance their properties.

The guidelines that follow the guiding principles reflect the conservation wisdom distilled in the principles, but are more specific.

4.1.1 Principle: Know what you possess.

Often, cultural heritage value is lost when the owner did not take stock of his or her property's attributes, understand its history, or assess its physical condition. Historic materials and distinctive features are covered over, architectural detail removed, inappropriate architectural detail added, or damaging treatments performed unknowingly.

- Look carefully at your property, and identify those historic materials and distinctive features that define your property's character and make it special.
- Discover your property's history – how it has evolved over the years.
- Inspect your building for signs of deterioration, and know your building's physical condition before commencing any work.

Appendix A includes photographs of every property in the district with captions that describe a major characteristic of the main building on each property. Section 1.7, illustrating the heritage attributes of the district, describes the context for your property.

Heritage attributes, character-defining elements or historic materials and distinctive features are different terms to describe the special qualities that contribute to your property's heritage value. You can make a photocopy of the image of your property in Appendix A and mark the special assets your property has on the photocopy.



Two examples show how you can identify the heritage attributes of your property on a photograph. You could take photographs of all the facades and identify historic materials and distinctive features all round your property.

For historical research, there are, unfortunately, few photographs in the Waterloo Public Library for the district's properties. There are, however, a series of fire insurance plans that record building footprints, materials, heights and verandah locations for the years 1913, 1926, 1929, 1942 and 1946. The 1891 bird's eye view shows buildings roughly drawn in three dimensions. The municipal heritage committee may be able to assist you in researching land titles, which can sometimes indicate likely dates of construction.



A detail from Sheet 2 of the 1946 fire insurance plan. The originals at the Toronto Reference Library are in colour as are the copies made for the Waterloo Public Library.

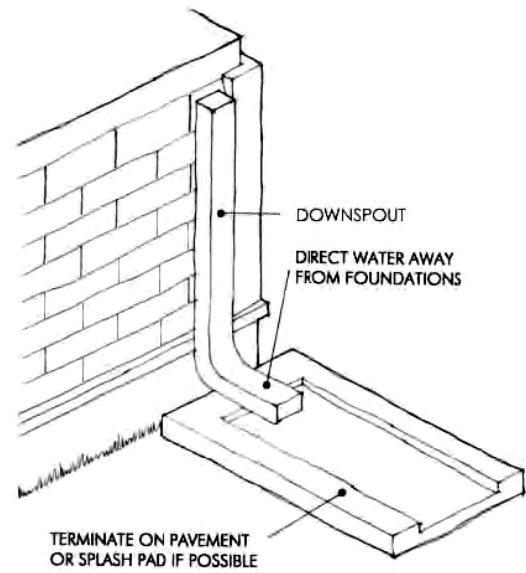
Once you've researched your property's history, you can compare the historical information you've uncovered to what you see today on your building (as-found evidence). Your conclusions about the building's evolution can be confirmed by an architect experienced in conserving historic architecture or an engineer or architectural technologist with a similar background. Their examination of the building's surviving historic features and their assessment of the building's present-day physical condition will result in a list of repair work required to extend the life of the building. The "condition assessment" will include the necessary repair work in order of priority, a preliminary cost estimate for each item of work, and a logical sequence of phases for organizing the work. A condition assessment by a qualified professional can be a wise investment at any time, but a condition assessment is always advised before undertaking any significant project. Building specialists qualified to prepare condition assessments of historic buildings can be located in the Canadian Association of Professional Heritage Consultants Directory – see www.caphc.ca, or call (416) 515-7450.

4.1.2 Principle: Maintain what you possess.

To paraphrase an early conservationist, it is better to maintain than repair, better to repair than restore, and better to restore than reconstruct. Performing regular and frequent maintenance saves the much greater costs involved when maintenance is deferred. In our climate, the proper draining of water from buildings is key. Clean gutters (or eavestroughs) and downspouts. Make sure water drains away from foundations. Fasten any loose roof shingles lifted during a windstorm. Ensure flashing at roof joints is functioning. Weatherstrip and caulk windows and doors. Replace broken panes of glass at once. Keep door, storm window and window shutter hardware in working order. Ensure chimneys function well. Correct insect infestations if and when they occur.

Here are some helpful suggestions:

- At the start of each new year, you can mark seasonal maintenance tasks on your calendar. This way of anticipating the work is useful for new homeowners, busy owners who travel frequently or owners who cannot do the work themselves and hire out.
- Maintenance work that often gets neglected is out of reach and out of view. Check your building's roof – substructure, shingles or other covering, and flashing – and its eaves. Check outside and from inside the attic.



Problem

Problem Corrected

The roof and foundations are often trouble spots. Making sure the downspouts direct water away from foundations is one preventative measure that should be taken.

4.1.3 Principle: Alter as little as you need to.

In addition to regular maintenance and necessary repair that are done throughout the life of a building, an owner may also wish to restore architectural elements that have been lost, alter architectural elements in order to meet new demands, and add new rooms or features. Alterations can have unintended consequences for the longevity of materials, the building's support system and overall appearance. Consider the impact of your planned alteration on the building's historic materials and finishes, distinctive features, structural integrity, traditional equilibria and traditional setting. Choose to undertake alterations that have a minimal impact on your property's heritage attributes.

4.1.4 Principle: Make changes reversible.

Upgrades, necessary alterations and additions can be often be designed so that they can be removed at some future time without harming the building's historic materials and distinctive features. What one property owner wants now may not be what another wants in 20 years time. Interventions that are easily reversible make sense from both aesthetic and practical points of view.

- Painting wood siding or trim is reversible. If the paint is applied properly but the colour is wrong, the wood siding or trim can be repainted.

- Painting masonry may or may not be reversible. Besides concealing original colour and texture, painting brick, stone or concrete can trap moisture in the masonry wall; and, as the moisture tries to wick its way out, it can freeze in the winter cycle and permanently damage the brick. Using the gentlest means possible, paint can be removed from masonry walls, but sometimes is left in a damaged state.
- Covering a masonry wall or wood siding with a plaster coat is likely irreversible. Sometimes, at great expense, the plaster can be removed if not applied directly to the masonry or wood surface; and in these cases only can the targeting be reversed.

4.1.5 Principle: Plan work to your building or landscape.

Once you know your property's heritage attributes, history and physical condition, you are ready to plan for repair or restoration work, an addition, a new building such as a detached garage, or upgrades in services or energy conservation. For any significant undertaking, it is wise to discuss your requirements and budget with a conservation architect, who can provide sketches of different conceptual elevation drawings so you can consider design options. A landscape architect experienced in the conservation of historic landscapes (see the Canadian Association of Professional Heritage Consultants Directory) can also help you with a landscape plan. Although property owners are not obliged to hire conservation architects or landscape architects, a qualified professional knows how to apply conservation principles to a specific project, can recommend reliable trades and crafts specialists, is familiar with suppliers' range of products, understands how historic materials behave, can cost the work, and can create a schedule for completing the work (in logical phases if necessary). With your preferred conceptual option in hand, set up a meeting with Development Services staff at the City of Waterloo for initial comment and assistance with permits.

4.1.6 Principle: Record work done to your building or landscape.

With the wide availability of inexpensive photography, you can easily document the alterations you make to your property. Take before-and-after photographs and photographs recording the work in progress, and save these along with any notes and drawings.

- Any property owner can voluntarily start a file of work done to his/her building. Visual information on past work is invaluable when a new project is planned sometime in the future. The current owner can pass the file on to the next property owner. Alternatively, the file can be held at the Waterloo Public Library with a copy going to the owner.
- Any historical marker that may be erected should not only commemorate your building's origin and early life but also the year or years when extensive alterations were made (a major restoration project, a major addition, etc.).

4.2 Guidelines for the Conservation of the District's Public and Private Landscape

4.2.1 *Guideline: Design an interpretive plan for the neighbourhood that links the component parts in an integrated whole.*

The MacGregor/Albert Neighbourhood contains stories of the early history of Waterloo and a legacy of interesting architecture and beautiful landscapes. The neighbourhood's proximity to Uptown Waterloo, Waterloo Park, MacGregor School and Wilfrid Laurier University provides outstanding opportunities for experiential learning and public appreciation of cultural and natural heritage. A well-designed interpretive plan would identify the neighbourhood's most important stories, streets, views, buildings and sites, set a presentation style for interpreting them, systematically collect historical facts supported by primary sources and other documentary evidence, and organize the component parts so that a pedestrian could follow a guided or self-guided route through the neighbourhood and over to Uptown Waterloo, Waterloo Park, MacGregor School and Wilfrid Laurier University.

- A consistent style for freestanding or building plaques, historic photographs reproduced onto permanent display panels, special signs at gateways to the neighbourhood or distinctive street signs is recommended for easy identification by pedestrians and for harmonious placement in the neighbourhood. The chosen style should be compatible with the appearance of interpretations at sites in Uptown Waterloo and Waterloo Park.
- An historian or team of historians should advise on the identification and description of sites that tell the neighbourhood's geological, pioneer, architectural and social history.
- The plan can be implemented in stages, around commemorative events and through partnerships; but it should be carried through to ensure consistency in quality of information and presentation.

4.2.2 *Guideline: Preserve views.*

The MacGregor/Albert Neighbourhood is fortunate to have three open views into the landscape of Waterloo Park, two closed vistas formed by handsome houses at the ends of streets and two axial views created by architecture in the street pattern's deltas. The view of the old Carnegie Library with open ground in front is celebrated in the Woldemar Neufeld painting reproduced on the cover of the plan. All seven views orient the pedestrian in the landscape.

4.2.3 Guideline: Preserve and enhance the character of the public rights-of-way.

The typical cross-section of relatively narrow roadway, narrow boulevard and street tree behind the sidewalk should be maintained. Street trees that need replacing should be replaced with Sugar Maple and other species traditionally planted in the neighbourhood. The street tree planting plan for the neighbourhood should identify places where new Sugar Maple and other traditional street trees can be added to enhance the street tree canopy. The visual impact of any roadway improvements intended to enhance the safety of pedestrian movement should be minimized.

4.2.4 Guideline: Preserve the character of the private landscape.

The bulk of the neighbourhood's urban forest is on privately owned land. Trees are often landscape specimens in the front yard, which visually is a continuation of the public right-of-way. Their injury or destruction should be avoided. Private property owners can sustain the neighbourhood mix that includes a wide variety of deciduous trees and a high number of Norway Spruce, White Pine and other coniferous trees by replacing trees known to be diseased or in poor condition with the same species. Private property owners can also maintain the neighbourhood pattern of a landscaped front yard by locating any new driveway to one side of the house in the traditional way and siting any new garage as far back from the house's front facade as possible. Furthermore, the neighbourhood boasts a number of historic detached outbuildings that property owners are encouraged to retain.

4.2.5 Guideline: Preserve Emmanuel United Church and the old Carnegie Library.

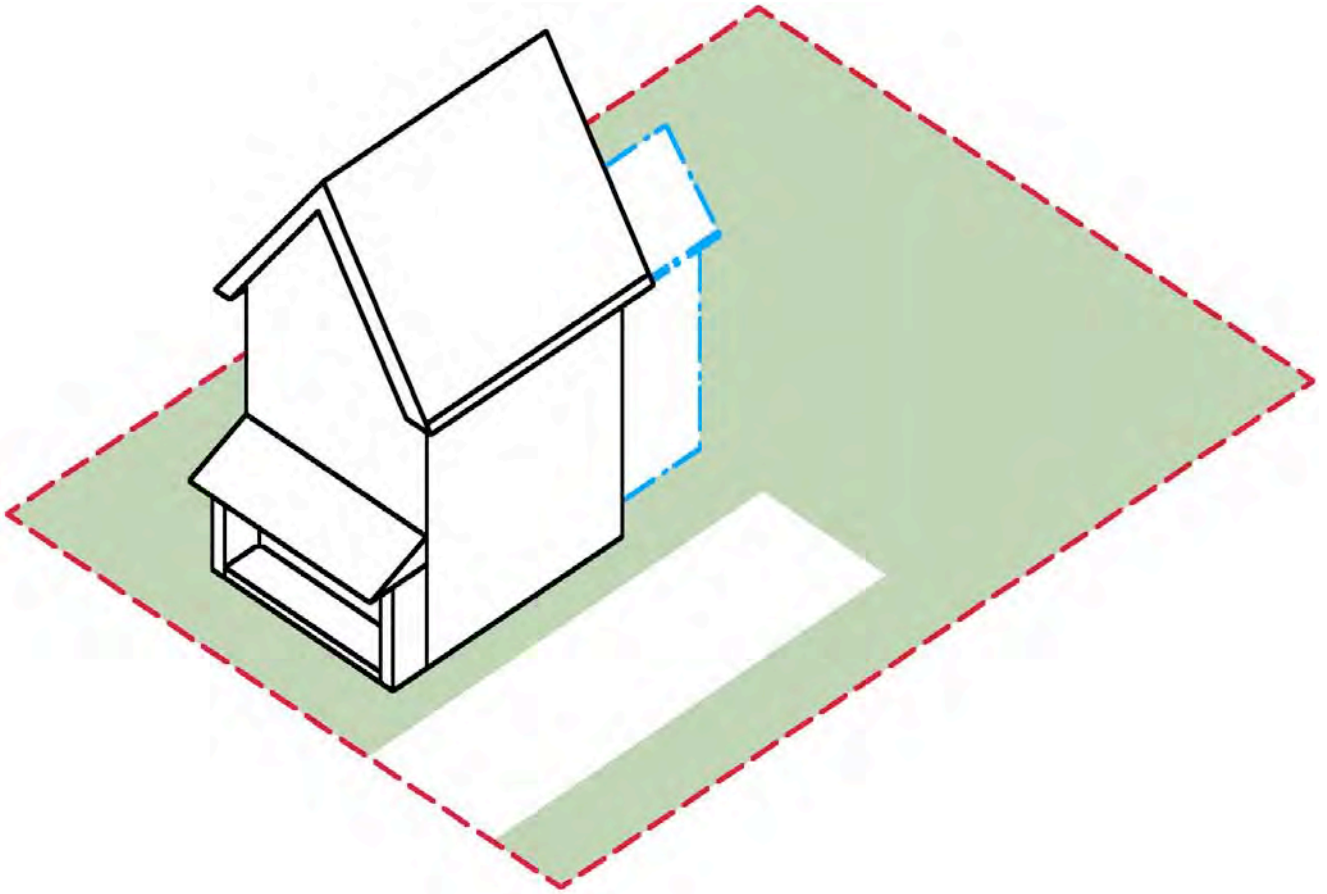
In a neighbourhood of high-quality houses, the old Carnegie Library and Emmanuel United Church with Emmanuel Hall attached to it both belong to the neighbourhood and stand out as institutional landmarks.

4.3 Guidelines for Additions and New Construction

4.3.1 Guideline: Keep the height at two storeys or less.

Nearly half of the neighbourhood's houses are one-and-a-half storeys in height. Two-storey houses are found almost as much. When a new house exceeds the prevailing height in an historic neighbourhood, it interrupts the view in a more profound way than perhaps any other disruption to the district's architectural patterns. For this reason, no new building will exceed two storeys above grade in height (the two-storey height limit includes two full floors and a medium-pitched roof).

As there are no vacant building sites in the neighbourhood, most building projects will be additions rather than new construction. Sometimes, a two-storey addition can be attached to a house of lower height without altering the house's profile as seen from the street. However, in most cases, it is much easier to build an addition that rises no higher than the eaves on the existing house.



Use the eaves on the existing house to base the height of an addition. Indenting the addition's footprint gives prominence to the existing house.

4.3.2 Guideline: *Ensure that ample open space remains when siting an addition or a new building.*

The ratio of open space to building mass on most lots in the neighbourhood leaves people with the overall impression of a generous amount of private open space. The ample, private, landscaped open space that typically exists in front, side and rear yards not only contributes to the neighbourhood's character but also offers privacy between neighbours. Policy 3.3.3 permits a near doubling of the existing footprint on a lot, provided that the zoning by-law's development standards are met. In planning an addition or a new building, it is important to remember that ample open space is a valuable feature in itself.

4.3.3 Guideline: *Save significant trees when siting and building an addition or new building.*

Mature trees take many years to grow. They provide shade in summer, release oxygen, filter pollutants in the air, offer habitat for birds, and create a beautiful canopy. The footprint of an addition or new building should be located away from any significant tree if at all possible, and measures should be taken to protect significant trees against soil compaction or tree limb injury during construction. An arborist can advise on a properly installed barrier surrounding a protected area one-and-a-half times the drip line of the tree.

4.3.4 Guideline: *Align new construction parallel to the street and at a setback that acknowledges the prevailing front yard setback.*

The typical house front in the neighbourhood is generally aligned parallel to the street. Any new construction should follow this precedent. As building setbacks vary through the neighbourhood and along streets, the appropriate setback for any new construction is based on the prevailing front yard setback at adjacent properties or properties along the street. The way to vary from the zoning by-law's standards for the purpose of maintaining the streetscape is through an application to the Committee of Adjustment.

4.3.5 Guideline: *Locate additional floor space at or towards the back of the house.*

The traditional way of adding a wing to a house is to place it behind the house. A number of the neighbourhood's lots can accommodate enlargement of the house in their deep backyards. On lots where rear additions are not possible, an addition to one side of the house may work if the addition is set back from the front facade. The most intrusive place for adding floor space is at the front. Adding floor space through front dormer windows, raising the existing roof to create a new floor or extending the front facade outward should be avoided. If dormer windows are needed, they should be placed on the roof's rear elevation.

4.3.6 Guideline: *Choose a wall material that complements the authentic wall material of the existing house.*

Many of the neighbourhood's houses are clad in their original external wall material. For houses like these, there are two approaches to choosing a wall material for an addition. You can either choose a wall material that is a close but approximate match of the existing wall material in terms of colour, texture and size, or you can choose a traditional material that is not the same as the existing material but is compatible with it. Clapboard on an addition can complement a brick house, for example.

Some neighbourhood houses have had their brick walls painted or their walls reclad in traditional materials that are not typical to the neighbourhood or in synthetic materials such as aluminum or vinyl siding. Both paint on brick and synthetic siding over original materials can trap moisture and cause decay. Paint also has the effect of hiding the original brick colour and texture, and synthetic siding conceals original wood siding profile,

corner boards, distinctive window and door surrounds and cornice detail. In cases where the wall material on the existing house is an inauthentic alteration, it is wise to consider restoring the original wall material on the existing house before choosing the addition's wall material. Test patches in inconspicuous places on the building can determine whether paint can be removed without harm to the underlying brick surface, and careful removal of patches of a synthetic or another inappropriate wall material can reveal the nature and condition of the underlying material, which may be damaged by nail holes and trapped moisture. Fire insurance plans may also help in verifying original wall materials.

The chosen wall material should be the same across any wall visible from the street, not a mix of materials. Pre-coloured wood siding may be an acceptable alternative to synthetic siding. If synthetic siding is chosen to clad new work, ensure that it is properly installed.

4.3.7 Guideline: Choose reddish or buff-coloured brick for walls in new construction.

Half of the neighbourhood's buildings show reddish brick walls, in medium red, dark brown-red or variegated red and black hue. Half as many buildings as the ones with reddish brick have buff brick. Facing any new building in reddish or buff brick will help the new building fit into the neighbourhood. Clay brick of traditionally smaller dimensions is the best choice.

4.3.8 Guideline: Choose stock windows that are flat-headed and taller than they are wide.

Windows in the neighbourhood are almost always flat-headed and are taller than they are wide. Flat-headed windows of taller than wide proportions are readily available for use in additions and new construction. Multi-paned sashes, especially the ones with snap-in muntin bars, should be avoided. An accent window that is not flat-headed or taller than wide might be acceptable.

4.3.9 Guideline: Incorporate a front porch in new construction.

Most houses in the neighbourhood have or have had a front verandah, porch or porch stoop. A covered front porch – open and not enclosed – would help a new house fit into the neighbourhood.

4.3.10 Guideline: Choose a gable, hip, truncated hip or complex hip/gable roof for additions and new construction.

The most prevalent roof shape in the neighbourhood is the gable. Other buildings have hip, truncated hip and complex hip/gable roofs. One of these four shapes would be appropriate for a new house. For an addition, the roof shape should complement the existing roof. Shed or flat roofs may be acceptable for rear additions.

4.3.11 Guideline: *Borrow from traditional architectural design to make a new house that is a product of its own time, and borrow from the heritage attributes of an existing house to make an addition a product of its own time.*

The neighbourhood's houses exhibit a diverse range of traditional architectural styles and types. These should not be closely copied in additions or new houses, but elements from them can be borrowed and interpreted in a contemporary way so that the addition or new house is true to our own time. In an addition, the aim should be to evoke the original spirit of the existing house and take inspiration from existing heritage attributes. An addition should not detract from the interesting parts of the existing house, disturb the traditional setting, upset the balance of the existing house's composition, or overwhelm nearby houses. An addition should contribute to the appearance of the existing house, but it should be deferential to the existing house. An existing addition may enhance the character of the main body of the house, and keeping, retrofitting and enlarging it is a sympathetic alternative to replacement.

4.3.12 Guideline: *Place modern materials, features and services away from street view.*

Building elevations not visible from the street are the best places for modern house-building materials such as glass or steel, for a large, full-length or picture window, or for new chimneys, vents, skylights, solar panels and mechanical or electrical equipment. An addition, designed to be structurally or mechanically independent as much as possible of the existing house, is an appropriate place to provide upgraded services.

4.4 Guidelines for the Conservation of Existing Buildings

4.4.1 Guideline: *Avoid demolition or removal.*

Very few historic buildings are past the point of repair and upgrading, and buildings in the MacGregor/Albert Neighbourhood are generally of high quality and seem well-maintained. The services of an architect or engineer experienced in the conservation of historic buildings are invaluable in distinguishing between real structural problems and structural traits that appear imperfect but are not cause for concern. Architects or engineers familiar with the nature of different historic structural types can also devise remedial action that supplements, rather than replaces, structural elements.

Moving a building is not only costly and risky, but relocation also alters the building's historic relationship to its lot and to other buildings in the neighbourhood.

Policy 3.4.1 allows for selective redevelopment where it can be justified through a heritage impact assessment. A well-designed addition to an existing house is preferred over demolition and replacement by new construction.

In those rare cases where a house or outbuilding must be moved on or off site, a marker should be erected to document its old location and the date of removal.

4.4.2 Guideline: *Repair deteriorated materials and features.*

When a house receives ongoing maintenance, there is little call for repair work. When historic materials or distinctive features are deteriorated, it is better to repair them than replace them. When deteriorated materials and features have failed and are beyond repair, the replacement material or feature should match what is being replaced. Replace with the same kind of traditional material if at all possible (substitute material should match historic material in terms of both appearance and durability). Use as much historic material as can be saved in repair work. Avoid replacing an entire material or feature when partial replacement will do.

The following are some helpful suggestions:

- Preserve signs of craftsmanship – marks of tools, slight irregularities – in repair work.
- Test the performance and appearance of new materials and features and repair techniques before applying them generally. Test patches in remote corners of your building allow you to observe the performance and appearance of a brick repointing treatment, a brick cleaning technique, a new paint colour for wood trim, etc. First installing replacement eavestrough on a back wall, for example, can help you visualize the effect of installing the same on the front or sides.
- Take precautions to protect historic materials and distinctive features not undergoing repair, as well as trees and shrubs, against potential damage that could result from your repair project. Guard against injury to human health.
- Limit an expert's involvement to the field in which he or she is competent. Brick repointing, for example, demands a mason who knows to hand-rake deteriorated mortar joints and can mix historic mortars and apply historic mortar joints to match the original mortar composition and joint appearance. You can choose the right trade or craft specialist for your repair job through an architect's recommendation, the specialist's local reputation, observing samples of the specialist's work and reference to the Canadian Association of Professional Heritage Consultants Directory.
- Where several repairs are necessary, do repair work in a logical sequence of stages – the most pressing jobs first and related jobs done together. Phase in the work as your budget allows. An architect or architectural technologist familiar with historic buildings can help you organize your repair work efficiently and prudently. A condition assessment often prescribes undertaking repair work in stages.



Wholesale replacement of window units is unnecessary. Wooden window frames and sashes can usually be repaired by patching, splicing, consolidating or otherwise reinforcing. If historic windows have wholly failed and are beyond repair, only then should they be replaced with ones that match in terms of historic profiles, shapes, dimensions and divisions of frame, sash, muntin bars and surrounds.



A mason used to working on historic buildings removes deteriorated mortar by raking the mortar joints with hand tools. The mason knows the difference between nineteenth century mortar mixes and later mixes with high Portland cement content. The mason is adept at duplicating original mortar joints. The mason avoids applying water repellent coatings to masonry surfaces unless masonry repairs and flashings have failed to arrest water penetration problems.

4.4.3 Guideline: Avoid painting masonry.

Brick faces 85 per cent of the neighbourhood's buildings. The reddish or buff brick walls are a defining characteristic of the neighbourhood. In terms of aesthetics, paint hides the original colour and texture of the underlying brick. More important, painted brick can trap moisture in the masonry wall and, as the moisture tries to wick its way out, it can freeze in the winter cycle and permanently damage the brick. Brick and other masonry walls that were never painted historically should never be painted.

For a building whose masonry walls are already painted, test patches in remote corners on the building can indicate the appropriate technique or techniques for cleaning brick of paint. In many cases, chemical cleaners are available that do not damage the brick in the cleaning process. There are also several other techniques that may be used as appropriate. Allow a sufficient span of time to observe the effects of the test patches before applying the cleaning technique across the building. Note that some soft brick cannot withstand cleaning.

Painting exterior woodwork is not a serious matter in the neighbourhood and will not require a heritage permit. However, property owners should take note of the following advice.

- You can sometimes save on repainting wood surfaces once you inspect them and determine that cleaning is all that is needed.
- Paint analysis by a professional can reveal the original palette of colours for different parts of your exterior woodwork. Another approach is to choose a palette that matches the colours found on other documented houses built at the same time as your house. There were gradual shifts in exterior colour decoration through the mid- and late-nineteenth century and early and mid-twentieth century.
- Until the twentieth century, exterior wood surfaces were always painted (when they were painted) or grained. In the twentieth century, some styles called for dark staining of doors. In no case should wood surfaces be stripped to bare wood and given a clear finish to create a “natural” look.
- Test patches in remote corners of your building allow you to observe the performance and appearance of a new paint colour.

4.4.4 Guideline: Respect the natural aging process.

One of the hallmarks of an historic district are signs of aging. The patina that age has created on surfaces should not be removed unless it is determined that surface dirt and grime are damaging materials. Any cleaning process has some impact, and should only be performed when necessary. Use only the gentlest means when cleaning damaged surfaces as aggressive cleaning techniques irreparably harm materials.

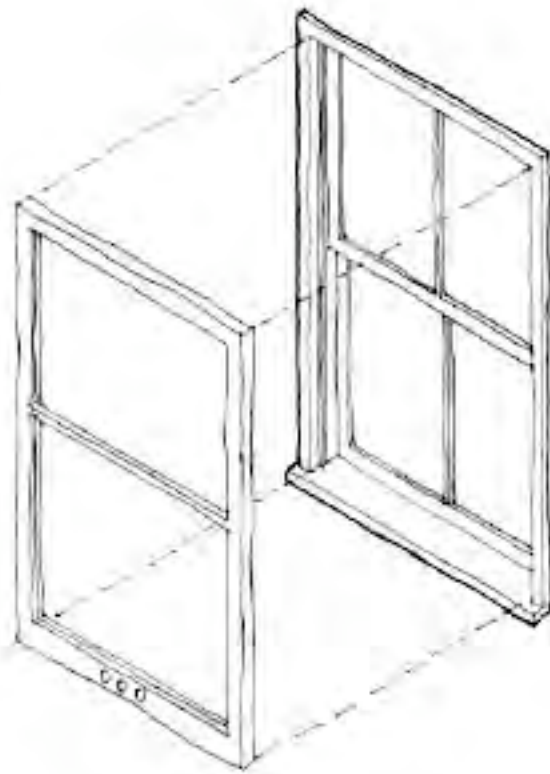
Removing signs of weathering or wear to make your building appear new should be avoided. Likewise, never artificially age materials used in restoration to make them look old.

4.4.5 Guideline: Upgrade insulation, heating/ventilation/cooling, wiring and other services with care.

Historic houses can benefit from proven upgrades to the house's energy conservation properties. However, energy conservation measures need to be applied with respect for historic materials and distinctive features. As well, the house's traditional equilibria (the established patterns of air and moisture movement) need to be understood when designing an energy conservation measure so that it does not set in motion processes of deterioration. Installing an unnecessary climate control system can add excessive moisture to the building, for instance.

Here are some helpful suggestions:

- Understanding how the building conserved energy historically can inform an energy conservation program today. Reviving operable exterior wooden storm windows over single-glazed wooden windows, for example, may offer a realistic energy saving in the overall program.
- There are many examples of products used in historic houses that have proven to have harmful consequences. Tried and true methods of energy conservation are safer.
- One recent method for insulating single-glazed historic windows is the interior magnetic storm window. It does not alter the exterior glazing pattern as an aluminum storm window does, and it is easily removable after winter use.
- Functional elements that contribute to the character of your house should not be eliminated. Brick chimneys should not be replaced with metal pipes.
- An architect experienced in the conservation of historic buildings can help you custom-fit upgrades. An architect can design upgrades in services that avoid damage to foundations, stresses to load-bearing walls or posts, disruption of traditional equilibria and unsightly cuts into the roof.



A removable wood storm window over a single-glazed wooden window was a traditional way of saving energy. If you still have wooden storm windows and screen doors, keep them in good working order. You might find them stored in the basement or attic or in an outbuilding; they can be repaired and put to use again.

4.4.6 Guideline: Authenticate any restoration.

Neighbourhood property owners are not obliged to restore their houses. However, there may be opportunities when an owner wishes to restore. For instance, building a new addition would be an opportune time to remove an inauthentic wall material from the existing house.

Base any restoration, whether it is extensive or involves a single feature, on documentary evidence and as-found evidence. Stop your restoration at the point where knowledge of your building's history is missing. If you don't know how it looked, don't guess at what it might have looked like. Never attempt to create a false historical appearance, pretending that features existed despite lack of evidence.

The following advice is offered:

- Historic photographs, architectural drawings, fire insurance plans and other visual records are worth searching for and studying. See if there are records to document your house's alterations and additions as well as its original construction.
- Your house today can hold clues to its earlier appearance. The outline of a former verandah, for example, may appear on a brick wall. An architect, architectural technologist or specialty tradesman familiar with historic buildings can verify these clues, especially when research of historical documents has been done.
- There may be a twin to your house in the neighbourhood. Materials or features that have been lost on your house may have survived on another similar house. This is not to say that any feature found in the neighbourhood is appropriate for your house. Avoid adding architectural elements from other buildings in the neighbourhood or elsewhere unless you are reasonably sure the element you are adding is a lost feature you are replacing. When you introduce features that never existed on your house, you obscure your house's individual character and muddle its history.
- Sometimes, old windows, shutters, doors and other features removed from your house at some point in time can be found stored in the attic or basement or in an outbuilding.

4.4.7 Guideline: In a restoration, respect the valid contributions of all generations to the house's present-day appearance.

Most houses of some age have undergone alteration, have been added to, or have been reduced in size. Alterations and additions can enhance the house's original attributes, or they can clash. It is important to value those character-contributing alterations, additions and treatments that have occurred since the house's construction as evidence of the passage of time. Restoration to a fixed point in time is a radical approach, perhaps appropriate for a museum but usually not for a dwelling. In a restoration, reveal an earlier appearance when what is removed is of slight significance and the underlying material or feature is of much greater significance. In other words, remove less significant materials or features to reveal those with more significance. For example, where a mid-twentieth century enclosed porch of much lesser heritage value hides your house's original entrance, you would remove the porch and restore the entrance. Restore to the minimum extent necessary.

5.0 Implementation Strategy

5.1 Review Procedure for Heritage Permit Applications

5.1.1 Purpose of Heritage Review

The purpose of heritage review is to ensure that proposals by private property owners and by the City are considered in terms of their effects on the district's historical character.

5.1.2 Advisory Body

City Council will be advised by the municipal heritage committee and City staff in the review of heritage permit applications. City Council, the municipal heritage committee and City staff will review heritage permit applications with reference to the plan.

5.1.3 Matters Relating to the Official Plan, Zoning-By-law, Severance and Variances

In addition to heritage permit applications, matters relating to the official plan, zoning, severance and variances will be reviewed by the municipal heritage committee. Applications under the *Planning Act*, *Municipal Act* and other provincial statutes and municipal by-laws will continue to be subject to the normal processes of review and approval. The City will strive to co-ordinate the review of heritage permit applications with other applications and expedite approvals.

5.1.4 Types of Proposals Requiring Heritage Review

A heritage permit will be required for any of the following types of work proposed by a private property owner or by the City:

- Erection of historical plaques, illustrated displays, gateway signs, street signs or similar features that interpret the neighbourhood's history, historic architecture and historic landscapes;
- Alteration in the public rights-of-way, including new signage, street tree removal or planting and traffic calming schemes;
- Demolition of a building;
- Removal of a building to a different location on site or to another site;
- Removal of a front porch, verandah, porch stoop, enclosed porch or balcony;
- Structural intervention that affects the external appearance of a building;

- Addition to an existing building, taking the form of a new room or other increase in floor space, an attached garage or carport, a porch, verandah, porch stoop, enclosed porch, balcony or deck, or dormer window;
- Erection of a new building or a detached garage;
- Laying out a new driveway or parking space;
- Repointing masonry, cleaning masonry of paint or grime or painting unpainted masonry;
- Installation of a new wall material to replace or cover an existing wall material on any building facade visible from the street;
- Alteration of doors and windows and their surrounds and cutting of new door and window openings on any building facade visible from the street;
- Alteration of roof shape, pitch, roofline or chimney design on any existing building;
- Removal or addition of architectural detail, such as brackets, bargeboard, eaves returns, finials and so on.

5.1.5 Charges

There will be no fee for a heritage permit.

5.2 Minor Alterations and Other Alterations Exempted from Heritage Review

Any of the following types of work, which are deemed minor in nature for the district, will not require a heritage permit:

- Cutting of trees and shrubs on private property;
- Planting of vegetation on private property;
- Erection of fences;
- Erection of small outbuildings under ten metres square in size, such as garden and tool sheds, gazebos, dog houses and so on;
- Painting of non-masonry surfaces;
- Installation of storm windows and doors;
- Installation of mechanical or electrical equipment;

- Installation of roofing material;
- Installation of chimney flues or weather caps;
- Routine exterior maintenance;
- Replacement of steps and sidewalks;
- Replacement of eavetroughs and downspouts;
- All interior work of minor or major extent, except for structural interventions that may cause an exterior alteration.

5.3 Incentives for Building and Landscape Conservation

5.3.1 Technical Information

The City will consider disseminating technical information to property owners through a periodic newsletter, bulletins on the City of Waterloo web site, a workshop demonstration by a qualified expert and/or a clinic where property owners can receive advice from a conservation architect, engineer or tradesman.

5.3.2 Financial Assistance

The City will consider providing financial assistance to property owners through loans, tax relief or grants. The priority will be to help defray the cost of building repair when needy property owners cannot meet minimum maintenance standards in a timely manner.

5.4 Plan Review

The municipal heritage committee may periodically prepare a brief report to City Council, commenting on trends in conservation and development in the district and the effectiveness of the plan in conserving and enhancing the district's historical character.

Appendix A

Appendix A: Heritage Attributes of Individual Properties in the District

Albert Street



Albert Street, looking north from 101 Albert Street



40 Albert Street, a gift of Andrew Carnegie and one of two neighbourhood landmarks erected in 1905



47 Albert Street, a Tudor Revival (Arts & Crafts) house in a gated and wooded setting



49 Albert Street, a buff brick Gothic Revival house that takes advantage of its corner lot and a matching coach house behind with access to Princess Street



50 Albert Street, a beautiful and unusual Edwardian Classical house in parged concrete with matching double-car garage facing Dorset Street



54 Albert Street, a Queen Anne house whose buff brick walls have been painted (as some others in the neighbourhood have been)



55 Albert Street, a textbook example of a house in the Georgian Revival style



57 Albert Street, one version of the Colonial Revival style with a projecting upper-floor jetty



58 Albert Street, a Modern walk-up apartment building



65 Albert Street, a Gothic Revival house with the typical Ontario plan and profile



66 Albert Street, one variant of the Edwardian Classical style



71 Albert Street, the only Modern Classical house in the neighbourhood



75 Albert Street, another variant of the Edwardian Classical style, with Tudor Revival details incorporated into the design



79 Albert Street, a late Queen Anne house whose turret marks the corner of Albert Street and Young Street West



81 Albert Street, another Edwardian Classical house



82 Albert Street, a Victory house altered with a bay window and enclosed porch



84 Albert Street, an Edwardian Classical house



85 Albert Street, an early twentieth century Bungalow with half timbering characteristic of Tudor Revival houses



86 Albert Street, another Bungalow made rustic with a collected stone porch and half-timbering



87 Albert Street, an altered Neoclassical house



88 Albert Street, another variation on the Edwardian Classical style



89 Albert Street, an Edwardian Classical house whose broad gabled verandah is picked up in the front roof pediment and gable end



94 Albert Street, a recently altered Pennsylvania-German house



95 Albert Street, a Neoclassical house



98 Albert Street, with a Regency Gothic window and most of a finial surviving in the central peak



101 Albert Street, a two-storey Regency house with widely spaced Italianate brackets under the eaves



102 Albert Street, a mid-nineteenth century Neoclassical house with a Queen Anne front addition



105 Albert Street, an Edwardian Classical house with same-era garage attached on the side



106 Albert Street, an Edwardian Classical house



108 Albert Street, an Edwardian Classical house



109 Albert Street, a house in the Regency style with an Italianate front door



111 Albert Street, a Bungalow with dramatic Tudor Revival half timbering



112 Albert Street, a buff brick Pennsylvania-German hotel with fieldstone for the ground-floor sidewalls



115 Albert Street, a Modern walk-up apartment building



116 Albert Street, a Bungalow with rustic cobblestone balustrade for its verandah



117 Albert Street, a Bungalow with pedimented front verandah facing the street, originally a two-storey house



118 Albert Street, another Bungalow



119 Albert Street, an urbane Italianate house in buff brick



120 Albert Street, a semi-detached house in the Edwardian Classical style



126 Albert Street, a Romanesque Revival house



127 Albert Street, an Edwardian Classical house in buff rug brick with cobblestone verandah and foundations



128 Albert Street, an Edwardian Classical house



129 Albert Street, an Edwardian Classical house with some modernization



130 Albert Street, a Bungalow with another cobblestone verandah



133 Albert Street, an Edwardian Classical house



137 Albert Street, an Edwardian Classical house with attached matching garage closing the western view on Ezra Street



139 Albert Street, in the Tudor Revival style as inspired by English cottages



142 Albert Street, a Victory house



143 Albert Street, a two-storey Tudor Revival apartment house fitting well with the neighbourhood's single-detached houses



144 Albert Street, a High Victorian Gothic house doubled in size about 20 years ago



145 Albert Street, a ground-floor four-car garage with dwelling over, behind 143 Albert Street and matching it



147 Albert Street, a Victory house with front dormer window and rear floor space added



148 Albert Street, another version of the Colonial Revival style



149 Albert Street, a Tudor Revival house



150 Albert Street, an Italianate house



157 Albert Street, a mid-nineteenth century house transformed into an Italianate farmhouse and set in a grove of Norway spruce, the remnant of Mount Pleasant Farm



161 Albert Street, a Georgian Revival house



165 Albert Street, a Queen Anne house with same-era barn standing behind

Bridgeport Road West



Bridgeport Road West, looking east from Emmanuel United Church



16 Bridgeport Road West, a mid-nineteenth century house with an early twentieth century makeover



19 Bridgeport Road West, a mid-twentieth century building that is boarded up



22 Bridgeport Road West, the landmark Emmanuel United Church of 1905 with attached Emmanuel Hall of 1938 facing Dorset Street and a concrete block hall to the west on Bridgeport Road

Central Street



Near the east end of Central Street



7 Central Street, the German Methodist Church, long used as a house, with Pennsylvania-German features and a central Gothic Revival peak



11 Central Street, an Edwardian Classical house



15 Central Street, a Gothic Revival house



17 Central Street, a Gothic Revival house with a diminutive central peak at front



21 Central Street, a Gothic Revival house of the High Victorian era with Italianate segmentally arched openings



25 Central Street, a simple version of the Romanesque Revival style



29 Central Street, the classic Ontario Gothic Revival house, with character diminished through alteration (see the earlier photograph taken by the Waterloo Municipal Heritage Committee)



35 Central Street, an Italianate house, the first Canadian home of artist Woldemar Neufeld whose painting illustrates the report cover



37 Central Street, a variant on the Ranch style house



39 Central Street, an Edwardian Classical house



41 Central Street, an Edwardian Classical house



42 Central Street, a Ranch style house in Modern white brick



43 Central Street, an Edwardian Classical house with oversized dormer windows added



50 Central Street, a Modern walk-up apartment building at the corner with Albert Street, trees mostly concealing it

Dorset Street



Intersection of Dorset Street and Young Street West



54 Dorset Street, an Edwardian Classical house



55-57 Dorset Street, an Italianate semi-detached house



56 Dorset Street, a Bungalow with matching detached garage behind and to the side



58 Dorset Street, an Edwardian Classical house like 54 Dorset Street



60 Dorset Street, an Edwardian Classical house



61 Dorset Street, an outstanding example of the Queen Anne style with two street fronts



62 Dorset Street, an outstanding Queen Anne house facing 61 Dorset Street, also with two street fronts



63 Dorset Street, one in a series of Waterloo Vernacular houses



65 Dorset Street, one in a series of Waterloo Vernacular houses



69 Dorset Street, another in the pocket of Waterloo Vernacular houses at the corner of Dorset Street and Young Street West



70 Dorset Street, one in a series of Bungalows at the corner of Dorset Street and Spring Street West



71 Dorset Street, a late example of the Neo-classical style



72 Dorset Street, one in a series of Bungalows at the corner of Dorset Street and Spring Street West



73 Dorset Street, another of the many variations on the Edwardian Classical style



77 Dorset Street, another Waterloo Vernacular house



79 Dorset Street, perhaps a nineteenth century house that has been altered



80 Dorset Street, an Edwardian Classical house with a Palladian window in the central roof pediment



82 Dorset Street, the mirror image of 80 Dorset Street but without the Palladian window



83 Dorset Street, a Waterloo Vernacular house in wood and with flat-headed windows



84 Dorset Street, the cottage-size version of the Queen Anne style



85 Dorset Street, similar to 83 Dorset Street

Fountain Street



Northeast corner of Fountain Street and Spring Street West



66 Fountain Street, a Neo-classical house



70 Fountain Street, a Gothic Revival house whose delicate wood-turned verandah sets off the front facade



74 Fountain Street, an Edwardian Classical house whose pedimented verandah complements the house's main body



78 Fountain Street, a Waterloo Vernacular house with appropriate side porch



80 Fountain Street, a Waterloo Vernacular house



83 Fountain Street, a Bungalow



86 Fountain Street, a Queen Anne house



87 Fountain Street, a house with Gothic Revival details and an early twentieth century sunroom



88 Fountain Street, a Queen Anne house



91 Fountain Street, an Edwardian Classical house with an upper floor added

King Street North



King and Central Streets, looking south



113 King Street North, a Bungalow



115 King Street North, an Italianate house hugging the corner with Central Street

Spring Street West



Northeast corner of Albert Street and Spring Street West



4 Spring Street West, a late example of a Tudor Revival cottage



6 Spring Street West, a Bungalow



9 Spring Street West, a late and simple version of the Tudor Revival style with a clipped roof, a stone-trimmed doorway and a matching attached garage



10 Spring Street West, an Edwardian Classical house with matching garage



11 Spring Street West, a Bungalow with garage similar to the one at 9 Spring Street West



15 Spring Street West, another Bungalow, part of the pocket of Bungalows at Dorset Street and Spring Street West



23 Spring Street West, a Ranch style house



25 Spring Street West, a late version of the Neoclassical style in semi-detached form



26 Spring Street West, a cottage-size version of the Edwardian Classical style



28 Spring Street West, a cottage with Tudor Revival enclosed porch



29 Spring Street West, a Colonial Revival house of Dutch inspiration



34 Spring Street West, an Edwardian Classical house facing Fountain Street



46 Spring Street West, a Modern Traditional house with matching detached garage



47 Spring Street West, an Edwardian Classical house, the twin of 89 Albert Street

Young Street West



Young Street West, looking into Waterloo Park



6 Young Street West, an Edwardian Classical house with sunroom



14 Young Street West, one of the outstanding Queen Anne houses at the corner with Dorset Street, in this case in various patterns of wood



25 Young Street West, a Ranch style house with front addition



27 Young Street West, a Bungalow with finely detailed Edwardian Classical verandah



28 Young Street West, with similarities to Victory houses



29 Young Street West, an Edwardian Classical house facing Albert Street



30 Young Street West, a version of the Colonial Revival style in aluminum siding but a concrete-veneer store underneath



36 Young Street West, a Gothic Revival house in the delta where Albert and Fountain Streets meet



43 Young Street West, an Edwardian Classical house with a turret



44 Young Street West, an Edwardian Classical house



45 Young Street West, a Queen Anne house



47 Young Street West, an Edwardian Classical house



51 Young Street West, a Queen Anne house



55 Young Street West, a Romanesque Revival house of the late nineteenth century with front alterations of the early twentieth century



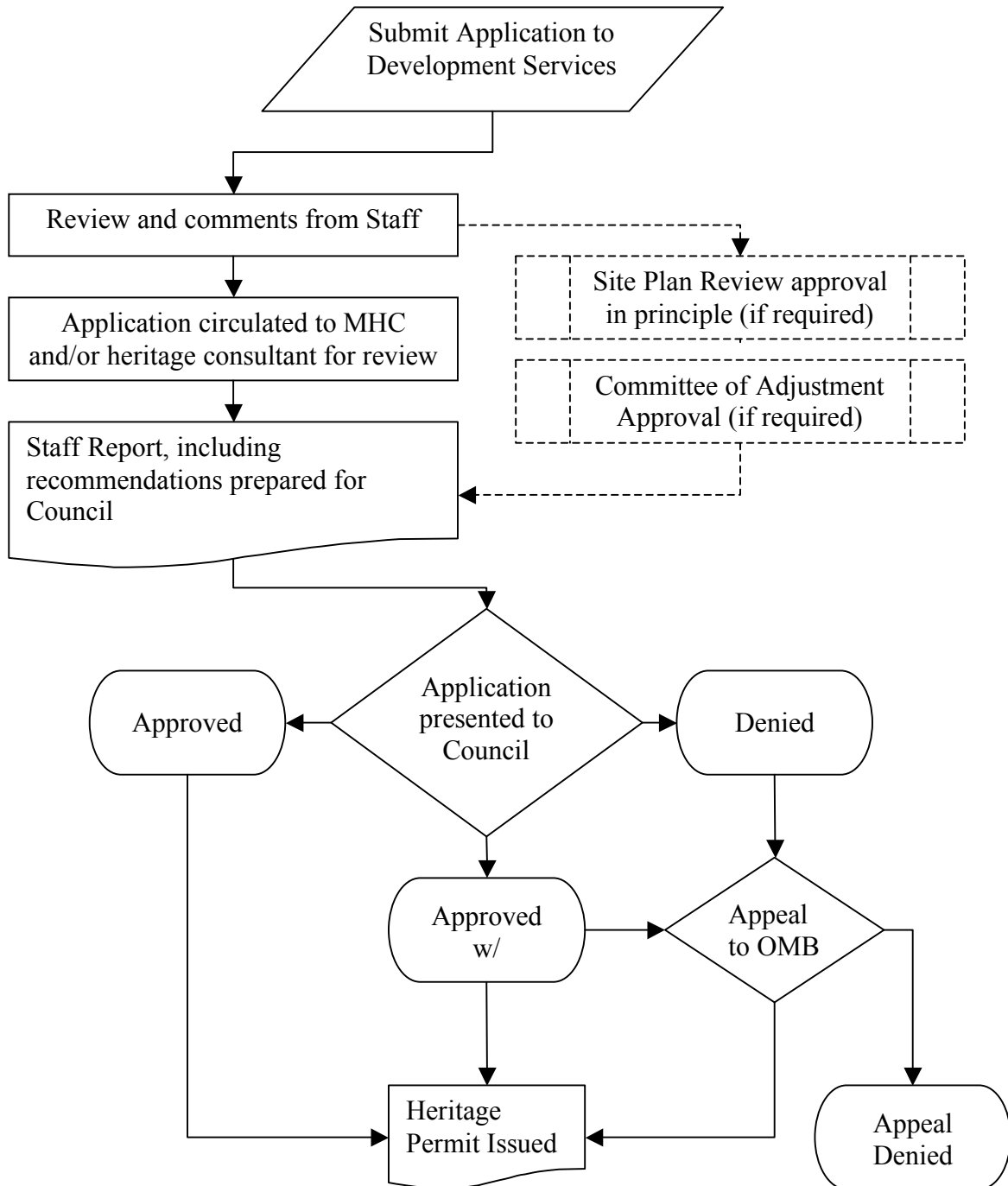
57 Young Street West, an Edwardian Classical house hidden by shrubbery



61 Young Street, a late nineteenth century house with sunroom added

APPENDIX B
FLOW CHART SHOWING HERITAGE APPROVAL PROCESS

Flow Chart Showing Heritage Permit Approval Process



APPENDIX C
SAMPLE FORM FOR A HERITAGE PERMIT APPLICATION

Sample Form for a Heritage Permit Application

APPLICATION FOR A HERITAGE PERMIT IN THE MACGREGOR/ALBERT HERITAGE CONSERVATION DISTRICT

For Staff Use Only

Date Received _____

Date Reviewed by MHC _____

Date Permit Issued _____

Note:

- A. Before making your application, please contact the City of Waterloo Development Services Department by calling (519) 747-8752.
- B. The Heritage Conservation District Plan for the MacGregor/Albert Neighbourhood will help you in making an informed application.
- C. In addition to a heritage permit, you may need a building permit or planning approvals. City staff will strive to co-ordinate the review of heritage permit applications with other applications and expedite approvals.
- D. Both private property owners and City departments need to apply for a heritage permit if required under the plan.

1. Information About You

Applicant's Name _____

Telephone _____ E-mail Address _____

Address _____ Postal Code _____

Registered Owner's Name (if different from above) _____

Telephone _____ E-mail Address _____

Address _____ Postal Code _____

Send communications to: ☐ Applicant? or ☐ Owner? (if not applicant)

2. Information About Your Property

Municipal Address _____ Postal Code _____

Legal Description _____

3. Information About Your Project Proposal

Describe your proposed project: _____

Check all types of work that would happen in your proposed project:

- ☐ erection of historical plaques or similar features
- ☐ new signage, street tree removal or planting, or a traffic calming scheme in the public right-of- way (applies to City departments only)
- ☐ demolition of a building
- ☐ removal of a building to a different location on site or to another site
- ☐ removal of a front porch, verandah, porch stoop, enclosed porch or balcony
- ☐ structural intervention that affects the external appearance of a building
- ☐ addition to an existing building, taking the form of a new room or other increase in floor space, an attached garage or carport, a porch, verandah, porch stoop, enclosed porch, balcony or deck, or dormer window
- ☐ erection of a new building or a detached garage
- ☐ laying out a new driveway or parking space
- ☐ repointing masonry, cleaning masonry of paint or grime or painting unpainted masonry
- ☐ installation of a new wall material to replace or cover an existing wall material on any building facade visible from the street
- ☐ alteration of doors and windows and their surrounds and cutting of new door and window openings on any building facade visible from the street
- ☐ alteration of roof shape, pitch, roofline or chimney design on any existing building
- ☐ removal or addition of architectural detail, such as brackets, bargeboard, eaves returns, finials and so on

Attach the following documents to describe further and illustrate your project for purposes of heritage review (City of Waterloo Development staff will specify which documents, if any, are appropriate for your proposed project):

- ☐ _____
- ☐ _____
- ☐ _____

4. Your Declaration

I hereby declare that the statements made herein are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application. I hereby agree to permit City of Waterloo staff and their advisors to enter the property so as to assess the application fully.

Applicant's Signature _____ Date _____

APPENDIX D
CHECK LIST FOR PROPOSALS REQUIRING HERITAGE REVIEW

Checklist for Proposals Requiring Heritage Review

Activity	Zoning Compliance	Demolition Permit	Building Permit	Site Plan Review	Heritage Permit
Erection of historical plaques, illustrated displays, gateway signs, street signs or similar features					✓
Alteration in the public rights-of-way, including new signage, street tree removal or planting, and traffic calming schemes					✓
Demolition of a building	✓	✓			✓
Removal of a building to a different location on site or to another site	✓	✓	✓	*	✓
Removal of a front porch, verandah, porch stoop, enclosed porch or balcony	✓	✓			✓
Structural intervention that affects the external appearance of a building	✓		✓	*	✓
Addition to an existing building: a new room or other increase in floor space; an attached garage or carport, a porch, verandah, porch stoop, enclosed porch, balcony or deck, or dormer window;	✓		✓	*	✓
Erection of a new building or a detached garage	✓		✓	*	✓
Laying out a new driveway or parking space	✓			*	✓
Repointing masonry, cleaning masonry of paint or grime or painting unpainted masonry					✓
Installation of a new wall material to replace or cover an existing wall material on any building facade visible from the street					✓
Alteration of doors and windows and their surrounds and cutting of new door and window openings on any building facade visible from the street	✓		✓		✓
Alteration of roof shape, pitch, roofline or chimney design on any existing building	✓		✓		✓
Removal or addition of architectural detail, such as brackets, bargeboard, eaves returns, finials and so on					✓

*Site plan review applies to all industrial, commercial and institutional properties and multiple residential buildings containing three units or more.

APPENDIX E
A GUIDE TO PREPARING HERITAGE IMPACT ASSESMENTS
IN THE CITY OF WATERLOO

A Guide to Preparing Heritage Impact Assessments in the City of Waterloo

What is a heritage impact assessment?

A heritage impact assessment is a study report prepared by a qualified heritage specialist for a private property owner or the City when there is a proposal to:

- \$ Demolish, remove, or significantly alter a building or other structure on property of cultural heritage value or interest;
- \$ Significantly alter the grounds of such property; or
- \$ Develop or significantly alter lands adjacent to such property.

A heritage impact assessment aims to minimize the adverse effects of the proposal on the heritage attributes of the property and ensure that the property's cultural heritage value is not compromised by the proposal.

Who requires a heritage impact assessment?

A heritage impact assessment is required of a private property owner or a City department at the discretion of City of Waterloo staff, who are advised by the Municipal Heritage Committee of the City of Waterloo.

There are instances when a heritage impact statement is a stated requirement of the the "Heritage Conservation District Plan for the MacGregor/Albert Neighbourhood."

City staff may also require a heritage impact assessment:

- \$ For development on lands located outside the boundaries of the MacGregor/Albert Neighbourhood Heritage Conservation District but adjacent to it;
- \$ Before any building or other structure on property designated under Part IV of the *Ontario Heritage Act* is demolished, relocated or significantly altered or before its grounds are significantly altered;
- \$ For development on lands adjacent to properties designated under Part IV of the *Ontario Heritage Act*;
- \$ Before any building or other structure on property that is not designated under the *Ontario Heritage Act* but that City Council believes to be of cultural heritage value or interest is demolished, relocated or significantly altered or before its grounds are significantly altered;
- \$ For development on lands adjacent to properties that are not designated under the *Ontario Heritage Act* but that City Council believes to be of cultural heritage value or interest.

A private property owner or City department should have the heritage impact assessment prepared at an early stage in the proposal's development.

What does a heritage impact assessment contain?

A complete heritage impact assessment:

- \$ Provides a description of the proposal as part of an explanation of the background to the study;
- \$ Describes the location, surroundings and setting of the site;
- \$ Makes conclusions about the history of the site's development as documented in pictorial and textual records and as observed in as-found evidence;
- \$ Describes the architecture of the exterior and interior of buildings or other structures on the site;
- \$ Evaluates the cultural heritage significance of the site in terms of the history, architecture and landscapes of the City of Waterloo, and identifies the heritage attributes of the site;
- \$ Appraises the physical condition of buildings or other structures on the site;
- \$ Discusses the potential impacts the proposal may have on the site's heritage attributes;
- \$ Recommends measures for the protection of the site's heritage attributes and for the mitigation of impacts (the measures may be presented as options/alternatives for conservation and development);
- \$ Includes a location plan, reproduction of any pictorial records found during the conducting of historical research, a current site plan, present-day photographs, current floor plans, a conceptual site plan, conceptual building elevations, conceptual interior plans, a list of primary and secondary sources consulted in documenting the site's history and a summary of the qualifications of the study report's authors.

Depending on the nature of the proposal, City staff may not require all the content outlined above. City staff will specify the content required for any heritage impact assessment.

It is expected that the preferred protective and mitigative measures will be consistent with recognized standards of heritage conservation, including "The International Charter for the Conservation and Restoration of Monuments and Sites" (the Venice Charter), "The Appleton Charter for the Protection and Enhancement of the Built Environment" and *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Who prepares a heritage impact assessment?

Members in good standing of the Canadian Association of Heritage Professionals (CAHP) are qualified to prepare heritage impact assessments. Any consultant who is hired to prepare a heritage impact assessment should limit his or her contribution to the specialty in which he or she is expert. The CAHP Directory is available on-line at www.caphc.ca; it lists members by their specialization.

Who approves a heritage impact assessment?

City staff will consult the Municipal Heritage Committee before approving a heritage impact assessment.

Six copies of the heritage impact assessment will be required for review.

Questions?

For further information about heritage impact assessments, please contact the City of Waterloo program manager for heritage resources at (519) 885-8828.