



**West Hants**  
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY  
Planning and Heritage Advisory Committee (PAC/HAC) Agenda  
May 12, 2022 – 6:00pm  
Sandford Council Chambers / Zoom**

**NOTE: A PUBLIC INFORMATION MEETING (PIM) WILL BE HELD AT 6:00 PM.  
PAC/HAC will begin immediately following the close of the PIM.**

- 1.0 Call to Order and Attendance**
- 2.0 Announcements**
- 3.0 Approval of Agenda and Additions**
- 4.0 Declaration of Conflict of Interest**
- 5.0 Approval of Minutes**
- 6.0 Business Arising from PIM**
  - 6.1 File # 22-03 Development Agreement, Wentworth Rd, Windsor, PID 45059631 (Sara Poirier)
- 7.0 Business Arising from the Minutes**
  - 7.1 Update: File # 21-15 65 Fort Edward St., Windsor (Alex Dunphy)
  - 7.2 Update: Mobile Canteen Vending By-law Amendment and Land Use By-law Amendment (Community Centres) (Alex Dunphy)
  - 7.3 Heritage Plaques (Madelyn LeMay)
  - 7.4 Update: File # 22-01 Windsor Municipal Planning Strategy Text Amendment: Wentworth Road Gateway District (Sara Poirier)
  - 7.5 File # 21-20 College Road Development Agreement (Sara Poirier)
- 8.0 Building and Development Activity Reports (April)**
- 9.0 New Business**
- 10.0 Plan Review**
  - 10.1 Heritage (Madelyn LeMay)

- 11.0 Notices from Adjacent Municipal Units**
- 12.0 Questions and Comments from the Public**
- 13.0 Next Meeting Date (June 9) / Adjournment**



**ACTIVITY REPORT**

For Month of April 4/30/2022

Type	Apr 2021			Apr 2022		
	Permits	Units	Value of Construction	Permits	Units	Value of Construction
Single Unit	20	8	2,310,790	31	16	5,176,830
Duplex/Semi	1	2	440,000	2	4	600,000
Apartments	1	0	4,200	0	0	0
Other Residential	19	0	396,450	13	0	191,000
Commercial	2	0	200,000	5	0	927,000
Industrial	1	0	100,000	0	0	0
Inst & Gov	1	0	10,000	0	0	0
Agriculture	0	0	0	0	0	0
Other	0	0	0	0	0	0
<b>Total</b>	<b>45</b>	<b>10</b>	<b>3,461,440</b>	<b>51</b>	<b>20</b>	<b>6,894,830</b>
<b>Year To Date</b>	<b>132</b>	<b>32</b>	<b>10,423,640</b>	<b>123</b>	<b>53</b>	<b>14,939,450</b>
Demolition	6	0		2	0	
Sign Permits	0			0		
Sub Applications	0	0 (Lots Requested)		1	2 (Lots Requested)	



## West Hants

### WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Decision Request X	Councillor Activity <input type="checkbox"/>
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**To:** Planning and Heritage Advisory Committee (PAC/HAC)

**Submitted by:** \_\_\_\_\_  
Madelyn LeMay, Director, Planning and Development

**Date:** May 12, 2021

**Subject:** MPS Policies related to Heritage

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#### 1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 214

#### 2.0 BACKGROUND

West Hants Regional Municipality has a separate Municipal Planning Strategy, Land Use By-law and Subdivision By-law for each of Hantsport, West Hants and Windsor. As part of the plan review, planning staff are working on updating the planning documents and combining the nine (9) documents into three (3) documents: one Municipal Planning Strategy, Land Use By-law and Subdivision By-law for the Region. To help ensure a smooth transition, staff are reviewing the general policies of each MPS and developing one consistent policy where possible. The Hantsport documents have no background statements, policy or regulations regarding heritage. The Windsor and West Hants material is included in Appendices A and B.

#### 3.0 DISCUSSION

3.1 Just as with definitions and more general policies, policies and regulations related to heritage will be included in the draft documents for future review by the public. Public review of these policies and regulations as a separate item is not recommended.

#### 3.2 Background and Policy in Existing Planning Documents

##### 3.2.1 Hantsport

There are no references to built heritage in the Hantsport planning documents.

### 3.2.2 West Hants

The West Hants Municipal Planning Strategy (WHMPS) refers to items such as historic buildings several times (Appendix B). There is no policy regarding built heritage in the WHMPS and no regulation within the West Hants Land Use By-law.

### 3.2.3 Windsor

3.2.3.1 Policy regarding built heritage in Windsor is focused on the “Architectural Control Area” (Figure 1). All development within this mapped area must comply with requirements regarding the exterior appearance of structures which were established by Council in the Architectural Control Manual (Appendix C) which forms part of the Windsor Land Use By-law. The Manual is a detailed regulatory document which needs updating and review due to its age and structure; the regulations remain effective and the update of the document can be postponed until the Plan review is complete and resources permit.

3.2.3.2 One of the overall design principals adopted when the Windsor Municipal Planning Strategy (WMPS) was approved was Section 3.1.2.1, *Design Initiatives* to preserve existing buildings and ensure that new development reflects and is compatible with existing buildings and neighbourhoods. This is the principal on which the heritage policies in the WMPS were based.

3.2.3.3 There is also a WMPS policy to *“consider forming a design review committee, consisting of architecture, landscape architecture, planning, and engineering professionals as a tool for the Development Officer to deal with Site Plan approval and to carry out the intent of the WDD and improve the approval process in the Town Centre Designation.”*

Since Council established this policy, no applications have been received for development in the Waterfront Development District and the design review committee has not been formed. Examination of whether a volunteer committee to advise a development officer is appropriate should be left to discussion of the particulars of the Windsor Community Plan, as this will not affect the remainder of WHRM.

3.2.3.4 Specific concern is expressed about the Nova Scotia Textile Mill in the Background to WMPS Part 9, Mixed Use Development: *“Where possible, any redevelopment of the Nova Scotia Textiles mill should retain the architectural elements which contribute to the public façades on both Nesbit Street and Colonial Road, as well as to the view from Highway 101. These elements include the brick façade and the number, size, shape and location of windows.”*

However, the building is not in the Architectural Control Area, part has been demolished and there are no related architectural regulations in the WLUB. The present WMPS and WLUB would require consideration of the above statement only if redevelopment by development agreement is considered by Council.

3.2.3.5 Policy 9.2.1 is of a general nature. It applies only to mixed use development being considered by development agreement in the Commercial or Industrial designation outside

the industrial parks. If an existing building is being redeveloped, this policy requires Council to take into consideration *the heritage of the building and ensure that “any significant architectural elements which contribute to the appearance of the public façade(s) are retained”*.

3.2.3.6 WMPS policy 10.0.3 makes note of the Heritage Property By-law and of the Heritage Advisory Committee’s involvement in developing the Architectural Design Manual. The policy requires Council to solicit comments from the Heritage Advisory Committee (HAC) regarding development agreements within the Architectural Control Area and the designation of new Architectural Control Districts and amendments to the Architectural Design Manual. Although many of the policies which allow Council to consider development agreements require that *“architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual”*, the role of the HAC is not mentioned in these policies. The Architectural Design manual has not been amended since adoption.

### 3.3 **“Other” WHRM Existing Legislation and Policy**

WHRM already has both legislation and policy related to heritage:

#### 3.3.1 Regional Heritage Property By-law

WHRM approved a Heritage Property By-law for the Region in June 2021. The intent of the By-law is similar to those By-laws earlier enacted by West Hants Municipality and the Town of Windsor. In summary, the By-law:

- establishes a Registry of heritage properties
- enables the Heritage Advisory Committee
- sets out the process for registering and deregistering a municipal heritage building, public-building interior, streetscape, cultural landscape or area
- establishes regulations regarding demolition or alteration to a municipal heritage property

#### 3.3.2 Registered Properties

Prior to consolidation of the municipal units, seven (7) properties had been registered by West Hants Municipality and five (5) had been registered by the Town of Windsor. One property has been registered by WHRM (Appendix D).

Properties may still be considered for registration; the criteria for registration as a WHRM heritage property was approved by Council in November 2020 (Appendix E).

#### 3.3.3 Heritage Conservation Work Grant Policy

WHRM’s support of heritage shows clearly in the Heritage Conservation Work Grant Policy approved by Council in November 2020 (Appendix F). The owner of a municipally registered property may apply for funding for renovations to the exterior of a registered property. The

applications are measured against the policy and recommendations for funding are made by staff to the Heritage Advisory Committee and then to Council.

### 3.4 Proposed: West Hants Regional Municipality MPS

In order to reflect and support the decisions made by Council regarding heritage, both background and policy should be included within the proposed WHRM MPS and within a secondary, or community, plan for the community of Windsor. Draft material for consideration by PAC/HAC for inclusion in the overall WHRM MPS is proposed in Appendix G; material particular to Windsor will be considered later during the Plan Review.

PAC/HAC considered “Administrative Policies” in March 2021 and recommended the policies for inclusion in the Review document. These can be found on the Sharepoint site. One clause used for consideration of development agreements and amendments was omitted and is included for consideration now (Appendix H). It now also includes the requirements to consider whether a proposal meets the requirements of the Architectural Control Manual if the proposal is in an Architectural Control District.

### 4.0 **NEXT STEPS**

Just as with definitions and more general policies, any decision related to heritage policies and regulations would be included in the draft documents for future review by the public. Public review of heritage background and policies as a separate item is not recommended. Heritage background and policies should be discussed with heritage groups within the Region prior to review by the public within the overall document.

### 5.0 **FINANCIAL IMPLICATIONS**

There are no financial implications for the Region associated with the filing of this report.

### 6.0 **ALTERNATIVES**

Should PAC/HAC not wish to accept the draft policies as written, it may:

- recommend specific amendments to the proposed draft; or
- provide alternative direction, such as requesting further information on a specific topic.

### 7.0 **FIGURES and APPENDICIES**

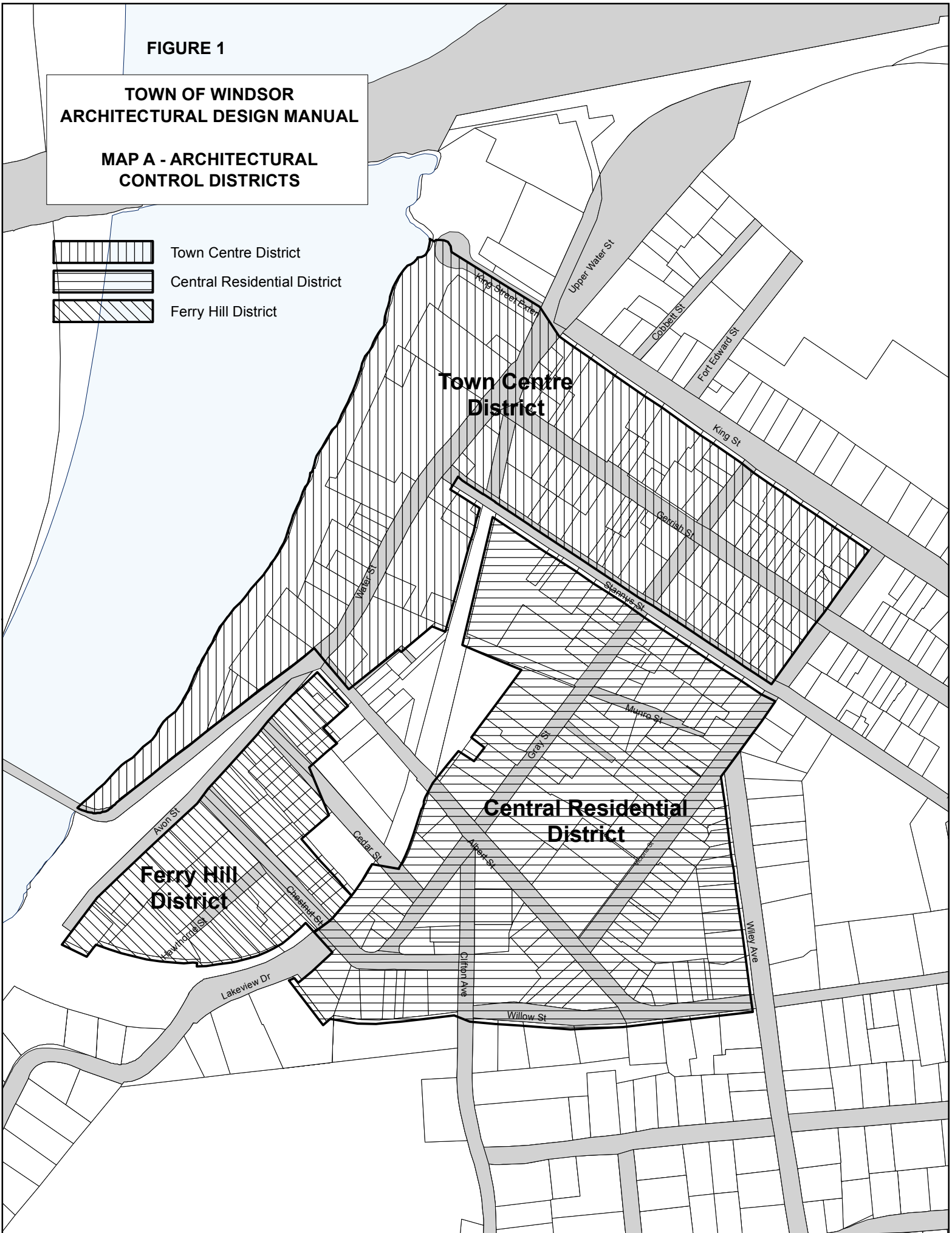
Figure 1	Architectural Control Area
Appendix A	Material from West Hants MPS
Appendix B	Material from Windsor MPS
Appendix C	Architectural Control Manual
Appendix D	List of Municipally registered heritage properties
Appendix E	Criteria for Registration as a WHRM heritage property
Appendix F	Heritage Conservation Work Grant Policy
Appendix G	Proposed: West Hants Regional Municipality MPS
Appendix H	Proposed: Addition to Administrative Policies

FIGURE 1

TOWN OF WINDSOR  
ARCHITECTURAL DESIGN MANUAL

MAP A - ARCHITECTURAL  
CONTROL DISTRICTS

-  Town Centre District
-  Central Residential District
-  Ferry Hill District



**APPENDIX A**

**Taken from Windsor Municipal Planning Strategy April 29, 2022**

General Issues and Challenges	Identified during the 2001 Plan Review: <i>Preserving the historical character and appearance of Windsor.</i>
3.1.2 Design Principle	Adopt design and development initiatives which promote attractive streetscapes and facilitate both vehicular and pedestrian traffic movement.  3.1.2.1 Design Initiatives Introduce architectural design guidelines which preserve existing buildings and ensure that new development in both the residential and commercial areas of the Town is reflective of and compatible with existing buildings and neighbourhoods.
Policy 5.4.6	It shall be the policy of Council to consider entering into a development agreement to allow, in the Residential designation, new multiple unit residential development consisting of three or more units, grouped dwellings, boarding houses and residential care facilities, as well as the conversion of existing buildings to three or more units, subject to the following:  ...(h) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual if the proposed development is located in an Architectural Control District;
7.2.1	It shall be the policy of Council that the following categories of development proposals in the Town Centre zone will be considered by development agreement subject to Policy 7.2.2: (a) new main buildings;  (b) additions in excess of 1,000 ft <sup>2</sup> (92.9 m <sup>2</sup> ) in floor area to the front façade of an existing building; or  (c) where the development will be located on a parcel of land exceeding one acre (0.4 hectare) in size;  (d) ground signs.
Policy 7.2.2	It shall be the policy of Council that the review of development proposals under Policy 7.2.1 will have due regard to the following conditions:  (a) the proposed use is a permitted use in the Town Centre zone;  (b) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual;
Policy 7.4.2	To provide more control over new residential development and increases in the number of dwelling units in existing residential buildings, and recognizing that most existing lots and buildings cannot conform to current standards, it shall be the policy of Council that the following types of residential development shall be considered in the Town Centre zone by

	<p>development agreement subject to Policy 7.4.3:</p> <p>(a) the construction of a new residential building containing three or more dwelling units; and</p> <p>(b) an increase in the number of dwelling units in an existing residential building.</p>
Policy 7.4.3	<p>In considering development agreements specified under Policy 7.4.2, it shall be the policy of Council to have due regard to the following conditions:</p> <p>(a) the architectural design and scale of the proposed development is compatible with the surrounding area and is reasonably consistent with the provisions of the Architectural Design Manual;</p>
Policy 7.6.8	<p>The Town will consider forming a design review committee, consisting of architecture, landscape architecture, planning, and engineering professionals as a tool for the Development Officer to deal with Site Plan approval and to carry out the intent of the WDD and improve the approval process in the Town Centre Designation.</p>
Policy 8.1.4	<p>It shall be the policy of Council to consider new local commercial uses in any designation by development agreement subject to the following provisions:...</p> <p>(e) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual if the proposed development is located in an Architectural Design Control District;</p>
Policy 8.3.2	<p>It shall be the policy of Council to consider the creation of new General Commercial zones in any designation, with the exception of the Wentworth Road Gateway District, by amendment to the Land Use By-law subject to the following criteria: (Amendment WMPS 09-02 September 3, 2009) ...</p> <p>(f) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual, if the proposed development is located in an Architectural Control District;</p>
9.0 Mixed Use Development Background	<p>Where possible, any redevelopment of the Nova Scotia Textiles mill should retain the architectural elements which contribute to the public façades on both Nesbit Street and Colonial Road, as well as to the view from Highway 101. These elements include the brick façade and the number, size, shape and location of windows.</p>
Policy 9.1.1	<p>It shall be the intention of Council to consider mixed use residential/commercial developments with two or more dwelling units by development agreement in areas designated Residential subject to the following:...</p> <p>(b) the development is reasonably consistent with the provisions of the Architectural Design Manual, if it is located in an Architectural Design Control District; (Amendment WMPS 06-01 Effective September 7, 2006)</p>
9.2	<p>Mixed Use in the Commercial and Industrial Designations</p>

<p>Policy 9.2.1</p>	<p>It shall be the intention of Council to consider mixed use development by development agreement in the Commercial designation or the Industrial designation outside the industrial parks, subject to the following:</p> <ul style="list-style-type: none"> <li>• the architectural design of the development is sensitive to the existing built form and character of the surrounding area, and in particular: <ul style="list-style-type: none"> <li>(a) where the proposal involves the redevelopment of an existing building, the heritage of the building is taken into consideration and any significant architectural elements which contribute to the appearance of the public façade(s) are retained; and</li> <li>(b) if the proposed development is located in an Architectural Control District, the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual;</li> </ul> </li> </ul>
<p>Policy 11.1.4</p>	<p>It shall be the policy of Council to consider new institutional uses in any designation by development agreement subject to the following:</p> <ul style="list-style-type: none"> <li>(e) any structure will be architecturally compatible with neighbouring structures and if the proposed development is located in an Architectural Design Control District, the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual.</li> </ul>
<p>11.2 Parks and Open Space Background</p>	<p>There are several federal and provincial historic sites in Windsor encompassing a large land area which is used as parkland.</p>
<p>Policy 11.2.1</p>	<p>It is the intention of Council to establish an Open Space (OS) zone which applies to parks and other outdoor recreation uses, cemeteries, historic sites and similar uses. Generally, open space uses do not involve main buildings, but the zone may also be applied to certain institutional uses, such as museums, which are located on large parcels of land used as parkland.</p>
<p>13.0 ARCHITECTURAL CONTROL DISTRICTS Background</p>	<p>Founded in 1759 and incorporated in 1878, Windsor is one of the oldest towns in Nova Scotia. Unfortunately, many of the Town's earliest buildings were destroyed by a major fire in 1897. The rebuilding process occurred rapidly after the fire, and today, the majority of the historic buildings in Windsor date from between 1897 and 1920. The Ferry Hill area is an exception, however. Somewhat isolated from the rest of the Town because of cliffs and a railway line, many houses in Ferry Hill survived the Great Fire, including a few dating from the mid-1850s and 1860s.</p> <p>Today, there are a number of areas exhibiting a concentration of historic or architecturally significant buildings which greatly enhance the overall character and attractiveness of the Town. To ensure the protection of these areas, architectural design standards have been introduced for the Ferry Hill and Central Residential areas and the Town Centre designation, including the Pesaquid CDD. It is intended that such standards may be introduced for other areas of the Town if</p>

	the residents wish to have such controls.
Policy 13.0.1	It shall be the policy of Council to designate Architectural Control Districts in areas of Windsor where there is a concentration of historic or architecturally significant buildings. Architectural Control Districts shall be identified on a map which shall form a schedule to the Land Use By-law (Schedule 'C').
Policy 13.0.2	It shall be the intention of Council to adopt an Architectural Design Manual as Schedule 'D' to the Land Use By-law including guidelines and requirements governing the architectural design of new buildings and alterations and additions to existing buildings located within the Architectural Control Districts.
Policy 13.0.3	<p>Windsor's Heritage Advisory Committee, established under the Town's Municipal Heritage Property By-law, provides advice to Council on registration of municipal heritage properties, as well as on heritage matters in general. The Heritage Advisory Committee was also involved in the development of the Architectural Design Manual. Because of the expertise of this Committee, Council wishes to continue that involvement.</p> <p>It shall be the policy of Council to seek comments and recommendations from the Windsor Heritage Advisory Committee on the following:</p> <p>(a) design review of applications for development agreements or Land Use By-law amendments within the Architectural Control Districts; and</p> <p>(b) the designation of new Architectural Control Districts and amendments to the Architectural Design Manual.</p>

## APPENDIX B

### Taken from WEST HANTS Municipal Planning Strategy April 29, 2022

Brooklyn Background	The village core contains a large residential component, including many historically significant houses.
Ellershouse	There are a significant number of buildings of historic interest.
Newport Landing	Today, the Hamlet boasts several houses of historic interest and is home to the Avon River Heritage Museum
Policy 9.3.2	It shall be the policy of Council to limit the permitted uses in the Water Supply (W) zone to uses considered compatible within a water supply such as woods camps, forestry uses excluding processing structures, municipal water treatment and distribution uses, outdoor recreation uses without permanent structures, historic buildings and structures, and agricultural uses excluding dwellings, livestock operations and greenhouse operations.
Policy 13.2.1	It shall be the intention of Council to establish an Open Space (OS) zone which applies to parks and other public outdoor recreation uses, cemeteries, historic sites and similar uses. Generally, open space uses do not involve main buildings, but the zone may also be applied to certain institutional uses, such as museums and interpretive centres, which are located on large parcels of land used as parkland

APPENDIX C



TOWN OF WINDSOR  
ARCHITECTURAL DESIGN MANUAL

SCHEDULE 'D'  
TOWN OF WINDSOR LAND USE BY-LAW

Approved by Council: August 23, 2005  
Effective September 21, 2005



# TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Ferry Hill Architectural Control District	2
1.2	Central Residential Architectural Control District	2
1.3	Town Centre Architectural Control District	3
<b>2.0</b>	<b>GENERAL PROVISIONS</b>	<b>4</b>
2.1	Relationship to the Land Use By-law	4
2.2	Application for a Development Permit	4
2.3	Development by Development Agreement	4
2.4	Unintentional Destruction of Conforming Structures	4
2.5	Intentional Demolition of Existing Structures	5
<b>3.0</b>	<b>FERRY HILL AND CENTRAL RESIDENTIAL DISTRICTS</b>	<b>6</b>
3.1	New Construction	6
3.1.1	Architectural Style	6
3.1.2	Façade Design	7
3.1.3	Height	7
3.1.4	Proportion and Orientation	8
3.1.5	Setbacks	8
3.1.6	Roof Pitch and Style	9
3.1.7	Windows	9
3.1.8	Dormers	10
3.1.9	Cladding	10
3.1.10	Trim	11
3.1.11	Porches, Porticos and Verandas	11
3.1.12	Exterior Staircases and Fences	12
3.1.13	Barrier-Free Access	12
3.2	Additions or Alterations	12
3.2.1	Architectural Style	13
3.2.2	Roof Pitch and Style	13
3.2.3	Window Alterations	13
3.2.4	Windows on Additions	14
3.2.5	Skylights	14
3.2.6	Dormers	14
3.2.7	Doors	15
3.2.8	Replacement of Cladding Materials	15
3.2.9	Cladding and Trim on Additions	15
3.2.10	Trim Alterations	16
3.2.11	Porches, Porticos and Verandas	16
3.2.12	Exterior Staircases and Fences	16
3.2.13	Barrier-Free Access	17
3.3	Non-Conforming Buildings	17
3.4	New Accessory Structures	18
<b>4.0</b>	<b>TOWN CENTRE DISTRICT</b>	<b>19</b>
4.1	New Construction, Alterations and Additions	19
4.1.1	Architectural Style	19
4.1.2	Proportion and Orientation	20

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---

4.1.3	Setbacks	20
4.1.4	Height	21
4.1.5	Windows	21
4.1.6	Cladding and Trim	22
4.1.7	Fire Escapes	22
4.1.8	Ventilation Ducts and Mechanical Equipment	23
4.1.9	Satellite Dishes	23
4.2	Signage and Awnings	24
4.2.1	Signage	24
4.2.2	Awnings	25
<b>5.0</b>	<b>DEFINITIONS</b>	<b>26</b>
<b>APPENDIX 'A'</b>		<b>29</b>
	Examples of Residential Architectural Styles	29
<b>APPENDIX 'B'</b>		<b>32</b>
	Examples of Commercial Architectural Elements	32
<b>MAP A</b>		<b>36</b>
	Architectural Control Districts	36

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## 1.0 INTRODUCTION

Founded in 1759 and incorporated in 1878, Windsor is one of the oldest towns in Nova Scotia. Unfortunately, many of the town's earliest buildings were destroyed by two fires—one in 1897 and the other in 1924. The rebuilding process occurred rapidly after 1897, and today, the majority of the historic buildings in Windsor date from between 1897 and 1920.

As many of these buildings pass their 100-year anniversary and the need for renovations and alterations grows, it is important to ensure that the original architectural features are maintained. New infill development should also be carefully designed so the historic character of the area is not lost.

The Town of Windsor Architectural Design Manual sets out a series of architectural design requirements for new construction, as well as for alterations and additions to existing structures, within the Architectural Control Districts. The requirements are intended to preserve the historic character of the Districts by regulating important elements of architectural design such as building style, orientation on the lot, building height, roof pitch and windows. The design requirements apply only to the exterior portions of a building which are visible from the street; i.e., the public façade. In the Architectural Design Manual, the term "public façade" is used to refer to the portion of the building that fronts a street. The requirements will not apply to the rear or interior of a building.

The Manual contains mandatory requirements which must be satisfied to obtain development and building permits. The Manual also includes guidelines which are advisory in nature and are intended to offer ideas on design and development so the design approach taken is consistent with the architectural style and character of the area.

Any existing building features that do not comply are not affected and property owners will not have to change them to meet the regulations.

The following criteria were used to select districts of historic importance:

- Are the boundaries of the district easily definable? Is the district visually distinct?
- Does the district play an important role in the history of Windsor?
- Does the district contain structures of unique architectural significance in the Town of Windsor?
- Does the district contain a high percentage of pre-1930 structures?
- Are the structures in the district in good condition and do they accurately reflect the style of the original architecture?
- Are there important figures associated with the district?

Based on these criteria, three Architectural Control Districts have been identified: Ferry Hill, Central Residential and Town Centre. While the Ferry Hill and Central Residential Districts are mainly

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residential areas, the Town Centre District applies to commercial and mixed use buildings in the Central Business District.

### **1.1 Ferry Hill Architectural Control District**

The Ferry Hill Architectural Control District covers the area between Avon Street and the former Dominion Atlantic Railway line as shown on Map 'A'.

Ferry Hill was named in the early 1760s after the ferry that began operating across the Avon River from the bottom of the hill, then the Haliburton Estate, to Falmouth. The initial development of the area occurred between 1833 and 1880. As a high point of land, Ferry Hill stands out geographically from its surrounding area. Because of its location—with a steep embankment leading down to the Avon River on one side and the railway on the other—the Ferry Hill area was somewhat isolated from the rest of town and managed to survive the fires. As a result, Ferry Hill has the largest concentration of pre-1897 homes in the town and is of great historic significance. The area has remained relatively unchanged, although there have been one or two examples of new infill housing which show little sensitivity to the architecture or character of the surrounding homes. Several of the larger houses have been converted to multiple units. The Ferry Hill area, with its abundance of late Victorian homes, represents a rich resource for the town. Ferry Hill has been fortunate in that none of the historic homes has been replaced by newer, architecturally unsympathetic, buildings.

There are currently 32 houses in Ferry Hill, 16 of which survived the Great Fire of 1897. The oldest Ferry Hill homes are 293 Avon Street, built in 1856, and the Blanchard House at 48 Chestnut Street, built in 1861. The majority of the pre-1930 buildings in the District are well maintained and some have successfully kept their original clapboard and other architectural features. For example, the clapboard and the porch railing of the 102-year-old 42 Cedar Street are both original features. Although additions to some homes have been constructed, they are in keeping with the original architecture and most have been located at the rear of the buildings.

There are a number of properties in the Ferry Hill Architectural Control District which exhibit unique architectural styles uncommon in the Town of Windsor. The large Italianate home located at 16 Chestnut Street is a rare example of that style, as is the Georgian Federal located at 65 Chestnut Street. The Blanchard House, 48 Chestnut Street, is a rare example of a New England Colonial (Federal) style, not common in the Town of Windsor or in Nova Scotia.

Among the original owners of these historic homes were the following notable Windsor figures: James P. Pellow, Clifford Shand, A.P. Shand, Fred A. Shand, Mark Curry, William H. Blanchard, Aubrey Blanchard and Bennett Smith.

### **1.2 Central Residential Architectural Control District**

The Central Residential Architectural Control District applies to the core residential area of Windsor as shown on Map 'A'. Many of the homes in this District date from the 1880s to the early 1900s. These homes show elements of the plain Greek Revival architectural style including a simple building footprint, little decoration and a gable roof which runs perpendicular to the street line. The popularity of this style is certainly related to the need to quickly rebuild after the fires of 1897 and 1924. Indeed, Wagner's Court includes several examples of relief housing which was constructed

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after the 1897 fire. Like the Ferry Hill Architectural Control District, some of the larger buildings in the Central Residential District have been converted to multiple unit structures. While there is little vacant land in the District, Windsor Town Council remains concerned about the preservation of the architectural heritage and feels that new development and redevelopment of existing structures should be sensitive to the overall architectural character of the District.

### **1.3 Town Centre Architectural Control District**

The Town Centre Architectural Control District applies to the commercial area extending west of Victoria Street between Stannus Street and King Street as well as both sides of Water Street from King Street to the Avon River Bridge (see Map 'A'). The nature of the Town Centre has changed significantly over the last thirty years. Former downtown staples including Stedman's, Sobey's, IGA, and Wilcox's Home Hardware have given way to other businesses. The Windsor Mall, built in the early 1970s, replaced several older buildings. In addition, some building façades have been altered over the years. At the same time, the Town of Windsor has made significant efforts in creating a pedestrian friendly atmosphere in the downtown area.

The Architectural Design Manual limits changes to existing buildings and construction of new buildings which are not in keeping with the traditional downtown Windsor streetscape. The existing streetscape consists mainly of small-scale buildings, less than three storeys in height, which have a close connection to the street with large display windows. Most buildings have additional commercial or residential space on the upper floors. In addition, in some areas there are public and private connectors which allow for pedestrian access to adjacent parking areas and the waterfront. It is the feeling of Council that elements of the building scale, architectural style and pedestrian connectivity make Windsor's downtown unique and these elements should be preserved, enhanced and promoted.

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## 2.0 GENERAL PROVISIONS

### 2.1 Relationship to the Land Use By-law

This Architectural Design Manual is adopted as a schedule to and forms a part of the Town of Windsor Land Use By-law. Within the Architectural Control Districts, the requirements herein shall apply in addition to all other requirements of the Town of Windsor Land Use By-law. Where there is conflict, the provisions of the Architectural Design Manual shall take precedence.

### 2.2 Application for a Development Permit

**2.2.1** In addition to all other requirements of the Town of Windsor Land Use By-law, every application for a Development Permit for a development located in an Architectural Control District shall be accompanied by the following:

- (a) for new buildings:
  - (i) building plans and elevation drawings; and
  - (ii) a description of the type and dimensions, if applicable, of building materials to be used for the exterior of the building, including, but not limited to, roof, cladding, windows, doors and trim;
  
- (b) for alterations or additions to existing buildings:
  - (i) current photograph(s) of the existing building;
  - (ii) a description of the project;
  - (iii) a description of the type and dimensions, if applicable, of building materials to be used for the exterior of the building including, but not limited to, roof, cladding, windows, doors and trim; and
  - (iv) where the Development Officer deems necessary, building plans and elevation drawings.

**2.2.2** In addition to the items specified in Section 2.2.1, the Development Officer may require the submission of photographic examples, sketches or manufacturer's brochures sufficient to illustrate the proposed project or materials to be used.

### 2.3 Development by Development Agreement

Where developments within the Architectural Control Districts are to be considered by development agreement in accordance with the relevant provisions of the Town of Windsor Municipal Planning Strategy, the Architectural Design Manual will be used by Council as a reference guide for the design review of such projects.

### 2.4 Unintentional Destruction of Conforming Structures

If a building in the Ferry Hill, Central Residential or Town Centre Architectural Control Districts, which conformed to the style of the District, is unintentionally destroyed by fire or otherwise, any

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new building will be subject to the requirements for new construction set out in Sections 3.1 or 4.0, as well as the requirements of the Municipal Planning Strategy and Land Use By-law.

## **2.5 Intentional Demolition of Existing Structures**

In cases where a building in the Ferry Hill, Central Residential or Town Centre Architectural Control Districts is intentionally demolished, whether it conformed to the style of the District or not, any new proposed building will be subject to the requirements for new construction as set out in Sections 3.1 or 4.0, as well as the requirements of the Municipal Planning Strategy and Land Use By-law.

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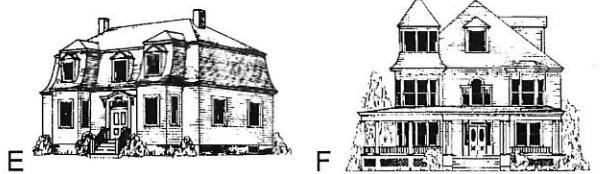
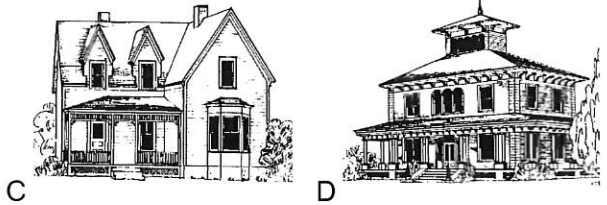
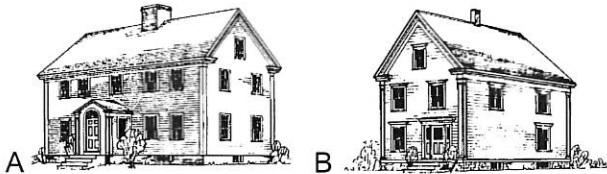
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## 3.0 FERRY HILL AND CENTRAL RESIDENTIAL DISTRICTS

### 3.1 New Construction

The public façade(s) of new buildings constructed in the Ferry Hill and Central Residential Architectural Control Districts **shall** be designed and constructed in accordance with the following:

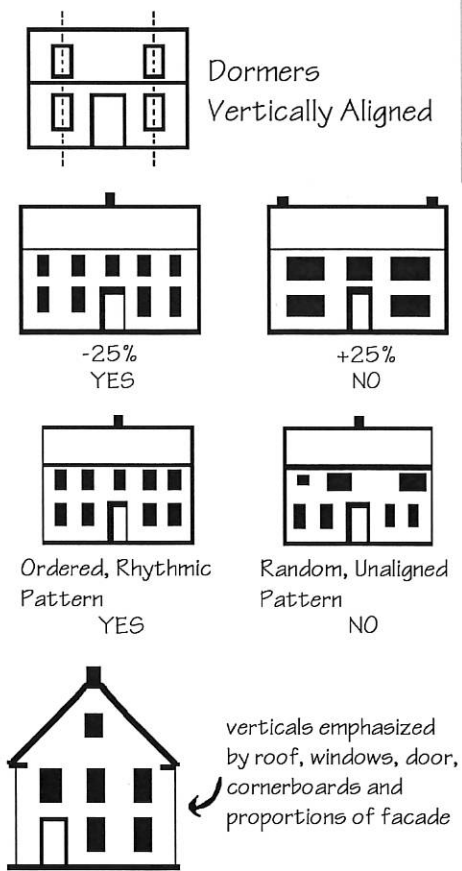
#### 3.1.1 Architectural Style



*Late 1800s and early 1900s Victorian styles predominate in the Ferry Hill and Central Residential Architectural Control Districts. It is not intended that new buildings strictly replicate historic styles; however, new construction must be designed with sensitivity to nearby historic buildings. New buildings which are custom-designed and compatible with the architectural style of neighbouring buildings are preferred over standard modern designs that can be seen anywhere.*

- Buildings **shall** be designed and constructed in an architectural style which reflects and responds to the historical style of the Architectural Control District.
- Building design should reflect characteristics of one of the following architectural styles (see Appendix 'A'):
  - New England Colonial/Federal (Figure A)
  - Greek Revival (Figure B)
  - Modified Gothic (Figure C)
  - Italianate (Figure D)
  - Second Empire (Figure E)
  - Queen Anne Revival (Figure F)
  - Four Square (Figure G)

### 3.1.2 Façade Design

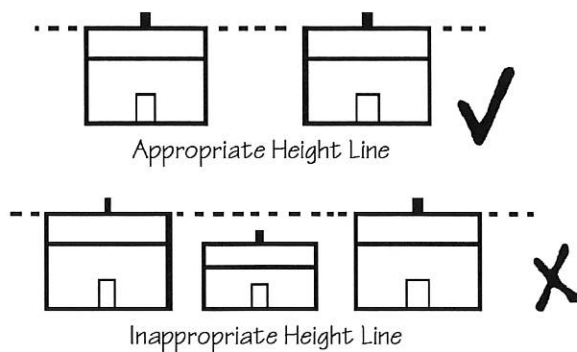


*Façade elements such as doors, windows and dormers of houses in the Ferry Hill and Central Residential Architectural Control Districts tend to be aligned in a regular pattern which does not overwhelm the building façades.*

The public façade(s) **shall** be designed with reference to the following factors:

- (a) window to wall area ratio: the area of the public façade occupied by window and door openings **shall** be no greater than 25 percent, excluding sunrooms and sun porches; and
- (b) rhythm and alignment: windows and doors **shall** be arranged in a simple rhythmic pattern, and should be aligned both vertically and horizontally. Where small dormers are set in a roof, they should be aligned with window or door openings in the façade below.

### 3.1.3 Height

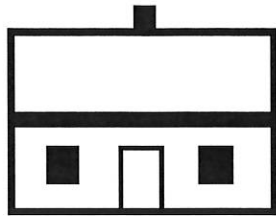


*The existing buildings in the both the Ferry Hill and Central Residential Architectural Control Districts range in height from 1 to 2½ storeys, with the majority being between 1½ and 2½ storeys. Modern one-storey ranch and bungalow styles are not characteristic.*

- Building height **shall** be between 1½ and 2½ storeys.
- Height lines of adjacent structures should be respected. A common height line should be selected so that the new building blends into the existing streetscape.

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### 3.1.4 Proportion and Orientation



YES

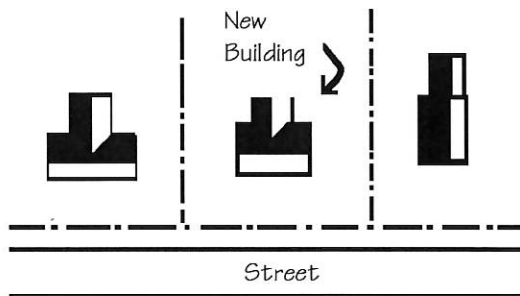


NO

The majority of the traditional building styles in the Ferry Hill and Central Residential Architectural Control Districts have a general width to length ratio of 1:2 and are constructed with their long axis perpendicular to the street. Other traditional styles more closely resemble a width to length ratio of 1:1. Regardless of architectural style, the Town of Windsor discourages new buildings being oriented with their long axis parallel to the street.

- Buildings **shall** have a width to length ratio no greater than 1:2.
- Buildings **shall not** be constructed with their long axis parallel to the street.
- Notwithstanding the foregoing, multiple unit residential and institutional buildings may be constructed with their long axis parallel to the street provided the design incorporates an articulated façade or other architectural elements which appear to break the building into parts.

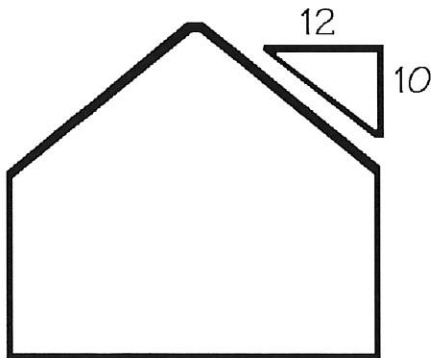
### 3.1.5 Setbacks



The building setbacks in the Ferry Hill and Central Residential Architectural Control Districts range from 10 to 30 feet (3 to 9 meters). Each streetscape has an average common front yard setback which contributes to the "feel" of the Architectural Control District.

- The front yard **shall** be equal to or an average of the front yards of neighbouring buildings on the same block, provided that the front yard is at least 10 ft (3.05 m) and no more than 30 ft (9.14 m).

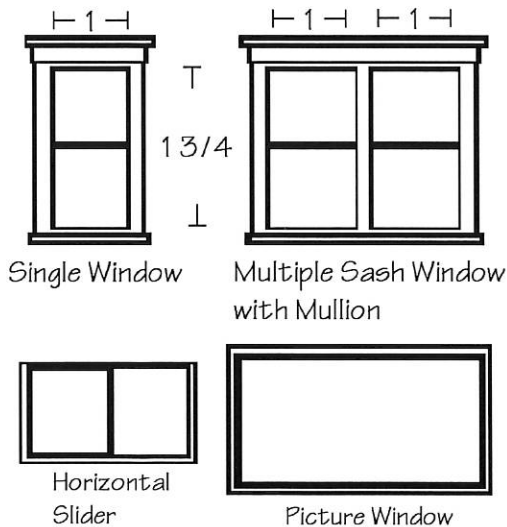
### 3.1.6 Roof Pitch and Style



The majority of the houses in the Architectural Control Districts have steeply pitched roofs and exhibit gable roof styles, with a few examples of hipped and mansard roofs.

- Roof pitch **shall** be medium to steep, with a minimum roof pitch of 8:12.
- One, or a combination, of the following roof styles **shall** be used:
  - (a) gable
  - (b) hipped
  - (c) mansard

### 3.1.7 Windows

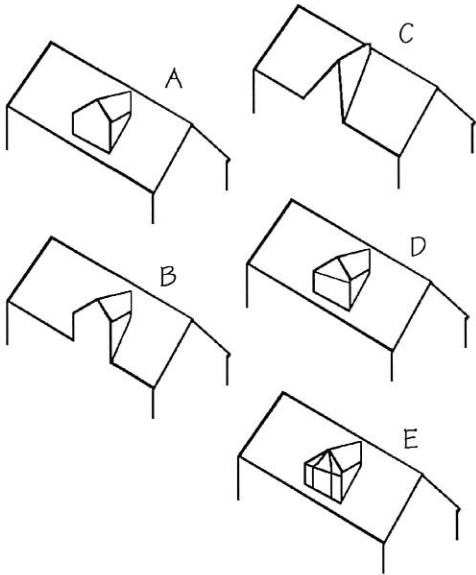


Houses in the Ferry Hill and Central Residential Architectural Control Districts are characterized by vertical elements, rather than horizontal. Vertically oriented windows and steeply pitched roofs are typical. Horizontally oriented windows are not characteristic.

- Windows on the public façade **shall** be vertically oriented in the façade and should be vertical sliding sash.
- Horizontally proportioned slider windows, picture windows and curved bow windows **shall not** be permitted on public façades.

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### 3.1.8 Dormers



Generally houses in the Architectural Control Districts favour two or three small dormers rather than large shed dormers.

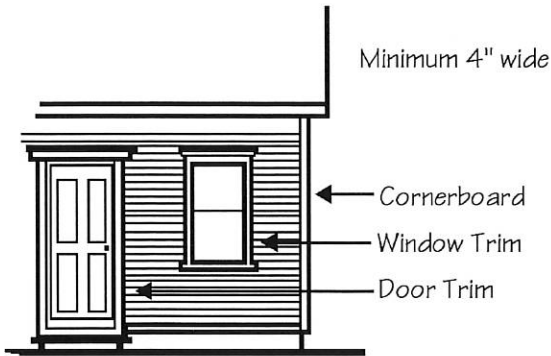
- No building **shall** have more than three dormers per roof side.
- Large shed dormers **shall not** be permitted. Smaller dormers are preferred.
- The following dormer styles are typical of existing houses and are preferred:
  - (a) Gable style (Figures A and B)
  - (b) Gothic (Figure C)
  - (c) Hipped (Figure D)
  - (d) Scottish (5-sided) (Figure E)

### 3.1.9 Cladding

The majority of the homes in the Ferry Hill and Central Residential Architectural Control Districts have wood cladding. The average width of the clapboard ranges between 5 ½ and 6 inches (13.97 to 15.24 cm). Because of the overlap, the actual exposure of cladding is between 3 ¾ and 4 ¼ inches (9.52 to 11.43 cm). In some instances aluminum or vinyl siding has been added, but where the original trim has been maintained, it does not detract from the historic character of the building or the Architectural Control District. Most of the houses in the Architectural Control Districts are painted or sided, rather than stained, and few of the homes are of brick or mortar construction.

- Exterior cladding **shall** be horizontally aligned clapboard or wood shingling having a maximum exposure of 4 ½ in (11.43 cm), or double 4 ½ in (11.43 cm) siding, except where the building style is Modified Gothic in which case vertical board and batten cladding may be used.
- Wood-coloured wood stains **shall not** be used on buildings with wood cladding.

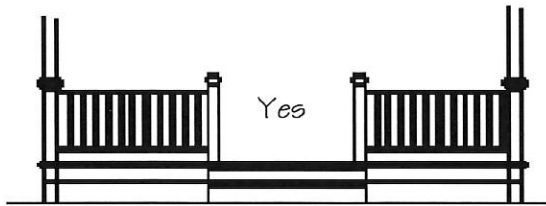
### 3.1.10 Trim



Historic building styles are often defined by their trim alone, thus making trim an important architectural feature. Buildings in the Ferry Hill and Central Residential Architectural Control Districts exhibit a range of plain to elaborate wooden trims. The Town of Windsor encourages decorative window and door trims, corner boards, frieze boards, cornices, brackets and the like on new buildings. Decorative details can contribute greatly to the overall character of the building.

- At a minimum, corner boards and trims around windows and doors **shall** be required.
- All trims **shall** have at least a 4 in (10.16 cm) width. The use of wider trim boards along with more elaborate trim treatments is encouraged.

### 3.1.11 Porches, Porticos and Verandas

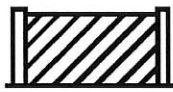


Traditional Railing Emphasizes Vertical



Horizontal Emphasis

No



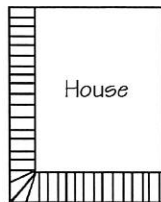
Diagonal Emphasis

Building styles which incorporate verandas and porches are typical of the Ferry Hill and Central Residential Architectural Control Districts. For example, Greek Revival homes commonly have a front veranda or porch which spans the width of the public façade. Larger homes of Four Square or Queen Anne styles tend to have larger verandas that extend along more than one side of the building. Contemporary railing designs which emphasize diagonal or horizontal elements are not characteristic.

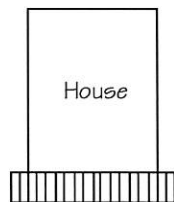
- Verandas and porches **shall not** have a width greater than the public façade of a building except where larger verandas are typical of the architectural style.
- Railings and staircases on verandas and porches **shall** be constructed with an upper and lower railing, vertical balusters and capped end posts.



Yes



Yes



No

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### 3.1.12 Exterior Staircases and Fences



Exterior fire escape staircases have been added to a number of the multiple dwelling buildings in the Architectural Control Districts. These staircases, in general, have been located at the rear of the building and do not detract from the architectural style of the public façade. Some properties have fences in their front yards. Where traditional styles such as picket fences have been used they add to the character of the homes.

- Exterior staircases **shall not** be permitted on the public façade of a building except for steps associated with a porch, veranda, portico or entranceway.
- Chain link or plastic fences **shall not** be permitted in front yards.

### 3.1.13 Barrier-Free Access

In some buildings, it may be necessary to provide ramps to allow for barrier-free access. Nothing in this Manual is intended to prohibit a property owner from providing such barrier-free access.

- Where possible, barrier-free access ramps should be provided at the side or rear of buildings.
- When a ramp must be located at the front of a building, its design **shall** include railings with vertical balusters and capped end posts.

## 3.2 Additions or Alterations

Turn of the century houses were both well designed and well constructed. The detailing in these early homes is extensive and many steps were taken in the original architectural design to protect the decorative features from the elements. It is the detailing in these Victorian homes that contributes most to their historical value and style.

The requirements of this section apply to existing buildings in the Ferry Hill and Central Residential Architectural Control Districts. The objective is to preserve original architectural features and to ensure that any additions or alterations are sensitive to the style and character of the original structure and neighbouring buildings. Therefore, any and all alterations or additions to the public façade of buildings within the Ferry Hill and Central Residential Architectural Control Districts **shall** be designed and constructed in accordance with the following:

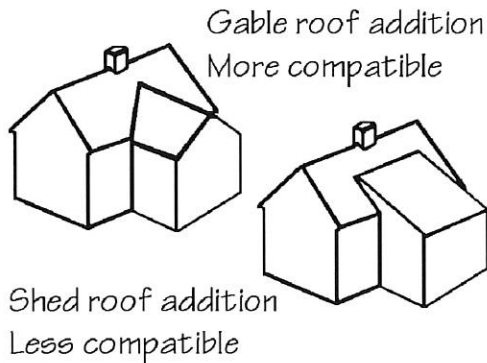
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### 3.2.1 Architectural Style

- At a minimum, building style **shall** comply with 3.1.1.
- No alteration or addition **shall** exceed the height of the principal structure.
- The area of any addition **shall not** exceed the existing area of the principal structure.

### 3.2.2 Roof Pitch and Style

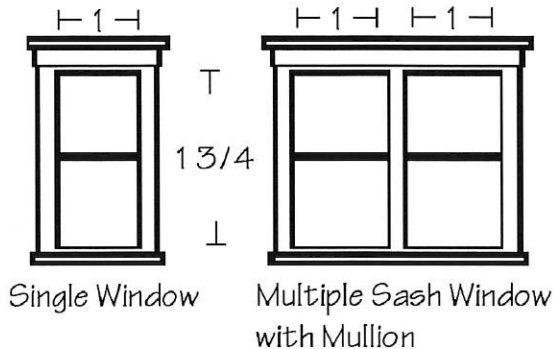


Roof style is one of the main defining characteristics of architectural style. Unsympathetic alterations or additions to the original roof pitch or style can negatively affect the entire character of the building.

- The original roof style **shall not** be altered in a manner which is incompatible with the architectural style of the building.
- Any addition constructed on a public façade should have a roof shape and roof pitch which is similar to the principal structure.

### 3.2.3 Window Alterations

Most windows found in the Architectural Control Districts are vertically oriented. Horizontally oriented windows are not characteristic. There are, however, several examples of Craftsman style architecture in Ferry Hill which have horizontal windows more typical of that architectural style.

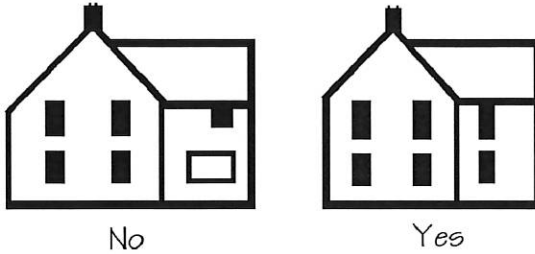


- Where original windows are to be replaced or altered, the new windows **shall** have proportions the same as or similar to the original windows, and **shall not** alter the established window pattern in the façade in terms of visual balance or directional emphasis.
- Where original windows have been altered in size and/or shape, owners are encouraged to replace them with traditional windows which are more in keeping with the architectural style of the building.
- Traditional windows **shall not** be replaced by picture windows or horizontal sliders.

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### 3.2.4 Windows on Additions



*To maintain continuity throughout a building, it is important to continue the pattern and orientation of windows onto any new additions.*

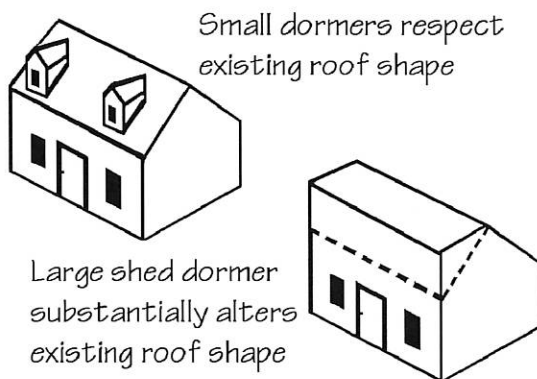
- Windows on additions **shall** have proportions and alignment which complement the existing windows on the principal structure.
- At a minimum, window orientation and style **shall** comply with 3.1.7. There are, however, a few cases where the original window orientation is horizontal rather than vertical. In such cases, the above regulation **shall not** apply.

### 3.2.5 Skylights

*Skylights and solar panels are not considered to be complementary to the style of homes located in the Ferry Hill and Central Residential Architectural Control Districts.*

- Skylights and solar panels are not encouraged in the public façade.
- Bubble skylights **shall not** be permitted in the public façade.

### 3.2.6 Dormers



*Roof style is an important architectural characteristic. Dormers play an important part in the roof style. The existing dormers in the Ferry Hill and Central Residential Architectural Control Districts tend to be quite small and do not detract from the roof style.*

- New dormers **shall not** substantially alter the established shape or form of the roof. Where small dormers are set in a roof, they should be aligned with window or door openings in the façade below.
- The requirements for dormers as contained in 3.1.8 **shall** apply.

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### 3.2.7 Doors

*The buildings in the Architectural Control Districts generally have one front entrance, a single door. Double patio doors or sliding doors at the front of the house are not characteristic. Expanding a door frame in the public façade to include double doors or sliding doors is not permitted.*

- Where an existing door is to be replaced, the dimensions of the new door **shall** be reasonably consistent with the dimensions of the original door.
- Double patio doors or sliding doors **shall not** be permitted on the public façade.

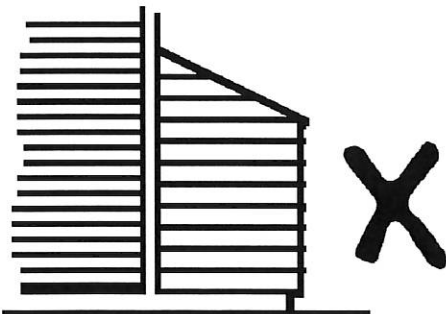
### 3.2.8 Replacement of Cladding Materials

- The requirements for cladding in 3.1.9 **shall** apply, except that existing buildings with brick or masonry cladding may replace it with the same or similar material.

### 3.2.9 Cladding and Trim on Additions



Same Overlap



Different Overlap

- The cladding on an addition **shall** match the cladding on the principal structure and should have the same overlap.
- The trim on an addition **shall** be of similar width and style as the trim on the principal structure.
- The requirements for trim as contained in 3.1.10 **shall** also apply.

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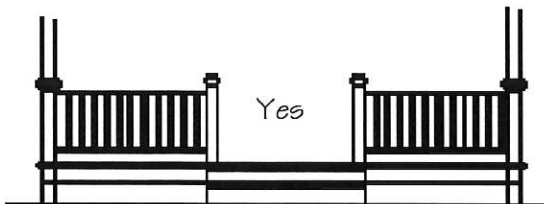
### 3.2.10 Trim Alterations

*Trim is one of the most important characteristics of historic buildings as it is often the single defining feature of building age and style. Many buildings in the Architectural Control Districts still have their original wooden trims, corner boards and frieze boards. These features are characteristic of Victorian style homes and should be preserved where possible.*

- Existing historical trim such as corner boards, frieze boards, baseboards, window and door trim, brackets, dentils, etc., **shall** be retained, except where it has passed the point of repair.
- Where trim cannot be repaired and is to be removed, new trim **shall** be replaced in accordance with the regulations contained in 3.1.10.

### 3.2.11 Porches, Porticos and Verandas

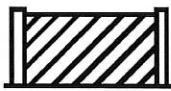
*The majority of the porches, verandas and porticos in the Architectural Control District were built at the time of the original building. Any new structure built on the public façade will dramatically affect the appearance of the building. It is important to build porches or verandas in a traditional style so as not to detract from the original architectural style of the primary structure. Modern porch, deck and veranda styles are not appropriate for the public façade of any building.*



Traditional Railing Emphasizes Vertical



Horizontal Emphasis



Diagonal Emphasis

- New or replacement porches, porticos and verandas **shall** be designed and constructed in a manner which reflects the historical style of the main structure and/or the surrounding structures or is historically documented through photographs.
- At a minimum, porches, porticos and verandas **shall** comply with 3.1.11.

### 3.2.12 Exterior Staircases and Fences

- Any exterior staircases and fences **shall** comply with 3.1.12.

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### 3.2.13 Barrier-Free Access

*In some buildings, it may be necessary to enlarge doorways and provide ramps to allow for barrier-free access. Nothing in this Manual is intended to prohibit a property owner from providing such barrier-free accesses.*

- The requirements of 3.1.13 **shall** apply.
- The requirements for door dimensions set out in 3.2.6 **shall** be waived when the increased door size is required to provide barrier-free access.

### 3.3 Non-Conforming Buildings

A number of buildings in the Architectural Control Districts do not exhibit characteristic architectural features, either because they were built later or because they have been extensively altered. These buildings are listed as non-conforming structures in Table 1. Although the Town encourages the owners of such buildings to design any alterations or additions in a style which respects the historic nature of neighbouring structures, as-of-right alterations or additions will not be required to comply with the Architectural Design Manual.

**Table 1 Non-Conforming Structures in the Central Residential and Ferry Hill Districts**

<b>Civic Address</b>	<b>PID</b>	<b>Style</b>
175 Albert St	45058278	Bungalow
415 Avon St	45048295	Bungalow
30 Cedar St	45240421	Modern Duplex
32 Cedar St	45240439	Modern Duplex
111 Gray St/158 Stannus St	45058476	Modern multiple unit building
123 Gray St	45058468	Small local commercial
175 Gray St	45058377	Modern multiple unit building
370 Hawthorne St	45048345	Bungalow
207 Munro St	45241700	Modern Semi-detached
209 Munro St	45282365	Modern Semi-detached
208 Stannus St	45236973	Bungalow
122 Victoria St	45241734	Modified Ranch (residential care facility)

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- 
- 3.3.1** As-of-right alterations and additions to existing buildings, as listed in Table 1, which do not conform to the architectural style of the Architectural Control Districts **shall** be exempt from Section 3.2 of this Manual.

Developments involving the conversion of an existing non-conforming building to a multiple residential, institutional, commercial or industrial use will be considered by Council through a development agreement or Land Use By-law amendment in accordance with the relevant policies of the Municipal Planning Strategy. It may be impossible to comply with all aspects of the Architectural Design Manual when converting an existing non-conforming building; however, Council will use the Architectural Design Manual as a reference guide for the design review of such projects.

- 3.3.2** Developments involving the conversion of an existing non-conforming building (listed in Table 1) to a multiple residential, institutional, commercial or industrial use **shall** be designed in a manner that is reasonably consistent with the Architectural Design Manual.

The *Municipal Government Act* allows for special provisions in cases of fire or damage to a non-conforming building. Council does not wish to create undue costs for a building owner who has lost a home in such circumstances.

- 3.3.3** In the case of a non-conforming building listed in Table 1 being destroyed by fire or other damage, as described in the Municipal Government Act (Part 239 (1) a), the owner will not be required to build according to the requirements for new buildings as contained in Section 3.1 but may rebuild the structure provided the public façade is substantially the same as before. If the owner wishes to construct a building of a different style than the original structure, the requirements of Section 3.1 must be met.

### **3.4 New Accessory Structures**

- 3.4.1** In the Ferry Hill and Central Residential Architectural Control Districts, cladding materials on new accessory buildings greater than 200 ft<sup>2</sup> (18.58 m<sup>2</sup>) in total area **shall** match the principal structure.

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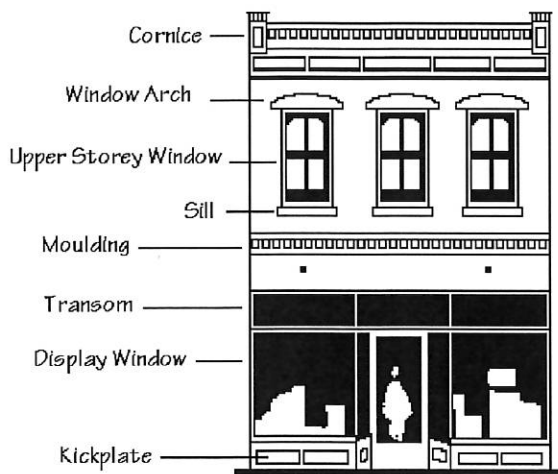
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## 4.0 TOWN CENTRE DISTRICT

### 4.1 New Construction, Alterations and Additions

The public façade(s) of new buildings and any and all alterations or additions to the public façade of existing buildings within the Town Centre Architectural Control District **shall** be designed and constructed in accordance with the following:

#### 4.1.1 Architectural Style



*Most commercial buildings in the Town Centre Architectural Control District reflect the storefront construction typical of the early 1900s. The buildings have large display windows and relatively short façade widths of 23 to 26 ft (7 to 8 meters). Most buildings are two to three storeys with mouldings and cornices which align with adjacent buildings to form a unified streetscape along Gerrish and Water Streets. The smaller-scale buildings built to the property line contribute to creating a pedestrian scale in the Town Centre. The architectural controls in this Manual are intended to encourage the design of new buildings and renovations which maintain the existing scale and visual continuity of the Town Centre. It is not intended that new buildings be constructed to replicate historic buildings precisely, but they should use visual elements (windows, cladding, trim) and building forms (roof style, orientation, proportion, setbacks) which complement the existing streetscape.*

- Buildings **shall** be designed and constructed in an architectural style which reflects and responds to the style of the Architectural Control District (see Appendix 'B').
- In particular, the public façade(s) on any new building or addition or alteration to an existing building **shall** be designed with reference to the following factors:
  - (a) the common height and setback lines created by adjacent buildings;
  - (b) the width of the façade and fit with adjacent buildings; and
  - (c) the use of architectural details which reflect the traditional streetscape of the Town Centre.

- 
- 
- Property owners are encouraged to renovate existing structures to maintain and enhance the architectural qualities of the building and the Town Centre Architectural Control District.

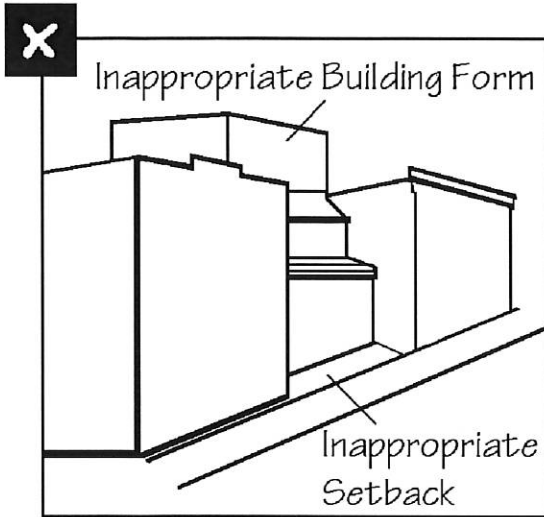
*Some buildings in the Town Centre Architectural Control District are residential buildings, a number of which have been converted to serve a commercial purpose. The architectural style of these buildings does not lend itself to conversion to the traditional storefront style.*

- Alterations to residential style buildings in the Town Centre Architectural Control District **shall** conform to the requirements for the Ferry Hill and Central Residential Architectural Control Districts as set out in Part 3.0.

#### **4.1.2 Proportion and Orientation**

- New buildings **shall not** be constructed with their long axis parallel to the street except where the design incorporates an articulated façade or other architectural elements which create the appearance of the traditional short façade width.

#### **4.1.3 Setbacks**



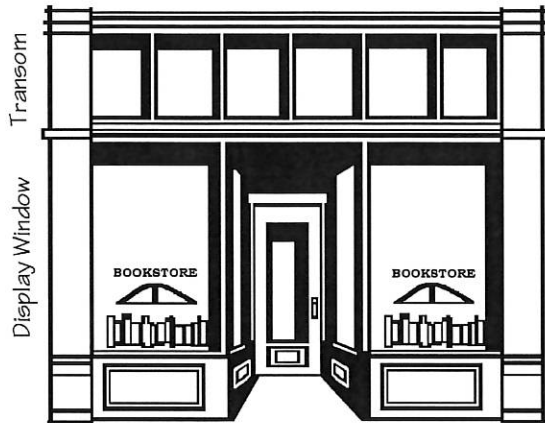
#### 4.1.4 Height

*Most buildings in the Town Centre are constructed at the property line. This allows each building to have a close connection with the sidewalk and the street and gives the area a downtown feel.*

- New buildings **shall** have a front yard which is equal to or an average of the front yards of the neighbouring buildings on the same block. In most cases the building should be built to the front lot line of the property.
- New buildings or additions to existing buildings should not create unusable space in the side yards which cannot be landscaped or maintained.
- New buildings and additions to existing buildings **shall** be between two and three storeys in height.
- New buildings and additions to existing buildings should respect the height lines of adjacent structures. Maintaining common roof, eave, parapet and cornice lines with adjacent buildings will help to ensure that the new building blends into the existing streetscape.

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## 4.1.5 Windows



*Large display windows at street level contribute to the overall feel of the downtown area and are typical of commercial buildings in the Town Centre. Upper level windows are vertically oriented and often feature architectural detailing such as lintels or arches.*

- New buildings and additions to existing buildings in the Town Centre **shall** include large display windows at the street level.
- Alterations to existing buildings in the Town Centre **shall** preserve the large display windows at the street level.
- Windows on the upper levels **shall** be vertically-proportioned with at least two sashes, trim and sills.
- Horizontally proportioned slider windows, picture windows, outward opening windows and curved bow windows **shall not** be permitted on the upper level of building façades in the Town Centre.

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#### 4.1.6 Cladding and Trim

*Windsor's Town Centre has a variety of cladding material including brick and clapboard. In some cases the original cladding has been covered by plywood or modern siding. The replacement of such materials with traditional materials will be encouraged.*

- Cladding on new buildings or replacement cladding on existing buildings **shall** be:
  - (a) horizontally aligned clapboard, wood shingling or double 4 ½ in (11.43 cm) vinyl siding; or
  - (b) brick/masonry.
- The cladding on an addition **shall** match the cladding on the principal structure and should have the same overlap.
- The trim on an addition **shall** be of similar width and style as the trim on the principal structure.

#### 4.1.7 Fire Escapes

- Fire escapes **shall** be located to the side or rear of the structure.
- Where fire escapes are located at the side and are visible from the street, the style should reflect the heritage character of the Architectural Control District.

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#### 4.1.8 Ventilation Ducts and Mechanical Equipment

*Ducts and mechanical equipment add clutter and detract from the architectural heritage of the Town Centre Architectural Control District. Where possible, property owners will be encouraged to relocate such equipment during renovation projects.*

- Ventilation ducts and air conditioning or any other mechanical equipment **shall not** be located on the public façade of any building in the Town Centre.
- Such ducts and mechanical equipment **shall** be located on the rear portion of the roof or on the rear or side façades of buildings in the Town Centre in such a way that they are not visible from the street level.

#### 4.1.9 Satellite Dishes

*Satellite and communication dishes are not considered appropriate for the public façade of buildings in downtown Windsor.*

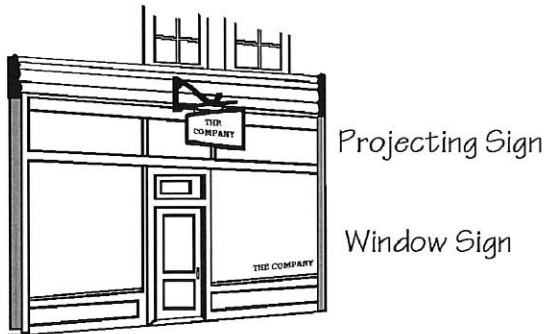
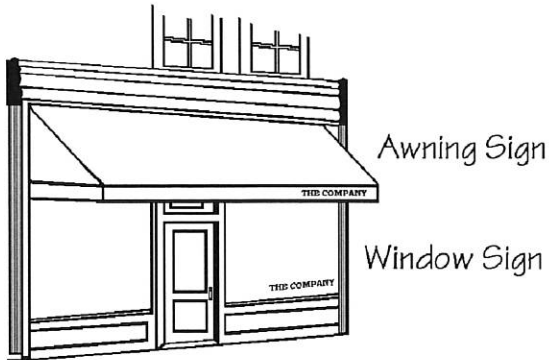
- Satellite dishes **shall not** be permitted on the public façade of any building in the Town Centre Architectural Control District.

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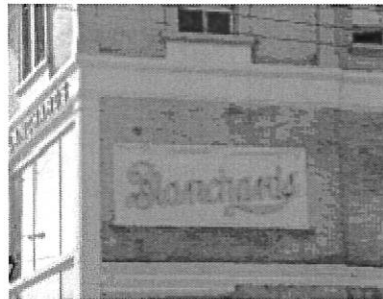
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## 4.2 Signage and Awnings

### 4.2.1 Signage



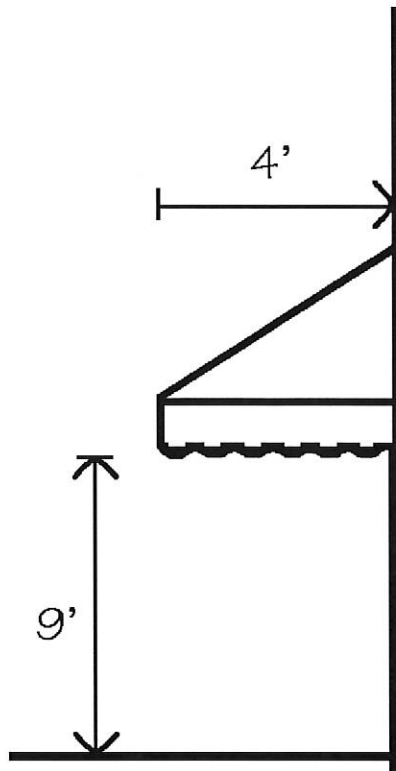
- Signage *should* complement and emphasize the architectural qualities of the building through style, size and location.
- Painted wooden or metal signs and carved wooden signs **shall** be encouraged in the Town Centre Architectural Control District. Mobile signs and signs made of formed plastic or which include back-lit or flashing elements shall not be permitted.
- Signage on an awning or in a storefront window **shall not** exceed 20 percent of the awning or window or 8 ft<sup>2</sup> (0.74 m<sup>2</sup>), whichever is less.



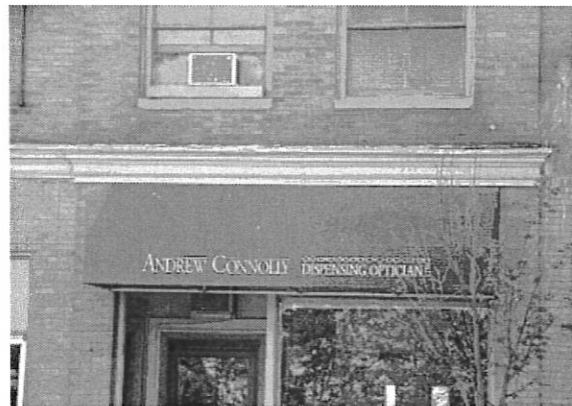
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## 4.2.2 Awnings

*Well-maintained awnings can add to the overall look of the buildings in the Town Centre. Some awnings in the Town Centre are constructed of plywood; this is not considered suitable.*



- Awnings **shall not** obscure the façade of the building.
- Awnings **shall** be constructed with copper, tin, canvas, acrylic or ultraviolet-light-resistant vinyl. Wooden awnings **shall not** be permitted.
- Awnings with back-lit graphics **shall not** be permitted.
- Shed awnings are considered appropriate in the Town Centre and will be encouraged.
- Colours used in the awnings *should* reinforce and complement the colours used in the signage and on the façade as well as on adjacent buildings. Awnings with a single colour or a two-colour stripe are preferred.



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## 5.0 DEFINITIONS

**Alteration** - any change or rearrangement of the exterior appearance of an existing building or structure, such as the façade, roof, doors or windows, or any enlargement to or diminution of a building or structure, whether horizontally or vertically.

**Architrave** - the bottom band of the entablature.

**Articulated façade** - a façade designed to look like a series of smaller structures, which gives the building scale and structure, through placement of windows, doors and the emphasis of other architectural elements.

**Awning** - a hood or cover projecting from the wall of a building for shelter or ornamentation.

**Back-lit sign** - a sign or awning which uses an internal light to highlight a graphic, logo or lettering.

**Balusters** - the vertical supports of a handrail either on stairs, a porch or a veranda.

**Barrier-free access** - entrances which are designed to allow for access to persons with a physical or sensory limitation.

**Baseboards** - boards used as trim at the bottom of the cladding.

**Bow windows** - curved, multi-pane windows which break the plane of an otherwise flat façade.

**Brackets** - ornamental supports at eaves, doors, windows or overhangs.

**Cladding** - external covering of a structure such as shingles, clap board or siding.

**Conversion** - renovation of an existing residence to create additional dwelling units or the renovation of existing building to allow for a change in use.

**Corner boards** - boards which are used as trim on the external corner of a wood frame structure and against which the ends of the siding are fitted.

**Cornice** - the upper band of the entablature, the projection between the roof and the top of the exterior walls of a building.

**Dentils** - bands of small, rectangular, tooth-like blocks, usually along the underside of a cornice; a characteristic ornament of classical styles.

**Design** - the general appearance of the exterior of a building or structure including size, shape, exterior surface textures, colours, decorative features, and standards of maintenance, qualities and types of exterior material, landscaping, relationship of building or structure to its site, and other matters related to the nature of the exterior appearance.

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**Dormer** - a window placed in a sloping roof with a roof of its own.

**Eave** - the part of the roof which extends beyond, or overhangs, the walls.

**Entablature** - the section of decorative boards at the top of a wall below roof line, usually consisting of cornice, frieze and architrave.

**Façade** - the exterior face of a building or structure exposed to the street.

**Frieze board** - the middle band of the entablature, often decorated with sculpture, between the architrave and cornice of a building.

**Front yard** - a yard extending across the full width of a lot between the front lot line and the nearest wall of any building or structure on the lot; a "minimum" front yard means the minimum depth of a front yard on a lot between the front lot line and the nearest main wall of any main building or structure on the lot.

**Gable** - triangular upper portion of a wall at the end of a ridged roof; triangular hood over a window or door; triangular break in an eave line.

**Height** - the vertical distance of a building between the established grade and,  
(a) the highest point of the roof structure or the parapet, whichever is the greater, of a flat roof;  
(b) the deckline of a mansard roof; or  
(c) the mean level between eaves and ridges of a gabled, hip, gambrel or other type of pitched roof;

but shall not include any construction used as ornament or for the mechanical operation of the building, a mechanical penthouse, chimney, tower, cupola or steeple.

**Lintel** - the board or trim at the top of a door or window.

**Orientation** - the placement of a building on a lot.

**Original** - an architectural element which has not been changed since the date of construction of the building.

**Overlap** - the height of the exposed portion of shingles, clapboards or siding.

**Parapet** - a low wall or railing around the roof of a building.

**Pitch** - the slope of a roof.

**Porch** - a covered entrance to a building, usually projecting from the wall and having a separate roof, an enclosed veranda.

**Portico** - a covered entrance supported by pillars or columns

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**Public façade** - any façade that fronts a public street including the portion of the roof which is visible from a public street. In the case of a corner lot, both sides of the building that are visible from the public street are considered to be public façades.

**Rhythm** - repetition of shapes, accents and proportions.

**Sash** - the frame around the glass of a window, the moving part of window that opens.

**Setback** - the distance between a building and the property lines.

**Sill** - the board or trim at the base of a door or window.

**Trim** - the framing around a window, door, wall or other architectural element.

**Veranda** - an open porch or portico, usually roofed along the outside of a building.

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# APPENDIX 'A'

## Examples of Residential Architectural Styles



### New England Colonial:

- steeply pitched gable or salt box roof
- one and a half or two and a half storeys
- central doorway with symmetrical three or five bay façade
- dormers absent



### Vernacular:

- steeply pitched gable roof
- usually one and a half storeys
- centered doorway
- vertically oriented windows



### Greek Revival:

- medium or steeply pitched gable roof, with return eaves
- gable end facing the street
- one and a half or two and a half storeys
- off centre doorway
- typically no dormers
- front porches or verandas common



### Modified Gothic:

- steeply pitched gable roof with ell and front veranda
- one and a half or two and a half storeys
- vertically oriented windows





**Italianate:**

- low pitched hip roof with wide eaves supported by brackets, and a central or very long gallery
- usually two or three storeys
- centered doorway
- vertically oriented windows



**Second Empire:**

- steeply pitched mansard roof
- usually two or three storeys
- centered doorway, symmetrical three or five bay facade
- vertically oriented windows
- may have two or more dormers, often breaking through eave lines



**Queen Anne Revival:**

- steeply pitched hip roof often with round corner towers, gallery and variations on Palladian window
- usually two or more storeys
- off center or centered doorway
- vertically oriented windows
- generally quite elaborate





#### The Four Square:

- steeply pitched hip roof with prominent cornice and large columned veranda or gallery
- usually two or two and a half storeys
- vertically oriented windows
- center dormers common



Sketches taken from: **A Nova Scotian's Guide to Built Heritage, Architectural Styles 1604-1930**,  
Department of Tourism and Culture

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# APPENDIX 'B'

## Examples of Commercial Architectural Elements

### Proportion and Orientation

- Façades are generally 23 to 26 feet (7 to 8 metres) wide. The narrow façades and rhythm of the buildings create an interesting streetscape and easy walking distances between commercial uses which adds to the pedestrian appeal of the area.
- An articulated façade is created by using architectural elements to break the façade of a long building into shorter sections.



### Height

- Turn of the century commercial buildings are usually two to three storeys high.
- Generally, buildings share common height lines. Where there is a difference in height, other horizontal architectural elements including secondary cornices above the storefront create common height lines to establish visual continuity along the streetscape.
- The main cornice is an attractive architectural detail at the top of the building and often ties in design elements from other parts of the building such as the secondary cornice.



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### Vertical Elements

- Different types of columns, piers and other vertical elements can connect the storefront with the upper levels of the building.
- On larger buildings, vertical elements can be used to create the desired articulated façade.



### Entryway

- Most often commercial buildings have a central doorway.
- In some cases, the doorway is recessed with angled display windows. This not only provides more display area but also creates shelter from the elements and an area for the door to swing open without interfering with pedestrian traffic.



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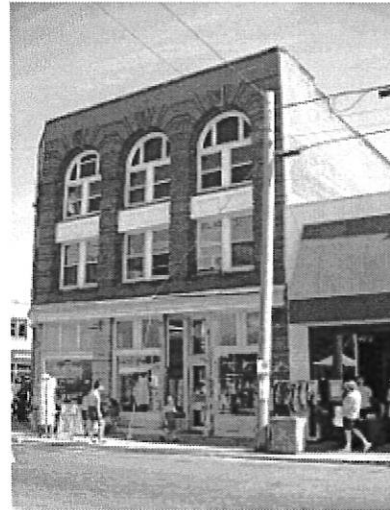
### Street Level Windows

- The traditional commercial building has large display windows at street level which connect the business to the street.
- Sometimes smaller transom windows are above the display windows.
- These large display windows allow light into the store area as well as providing display areas for goods to attract passing pedestrians and motorists.



### Kick Plate or Base Panel

- Located below the display window the kick plate or base panel can be plain or decorative, but not glass.
- It creates a separation between the display window and the sidewalk and brings the display area in the window to a level which adds visual interest to the street.

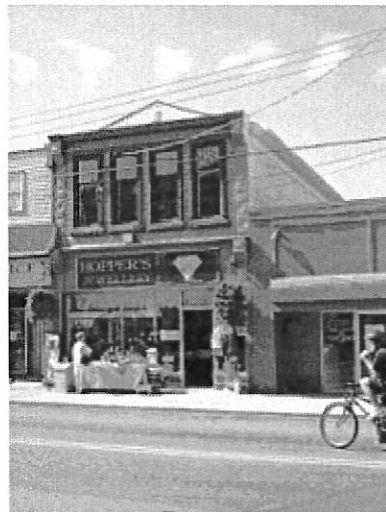


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## Upper Level

- The upper levels of traditional commercial buildings have the same or similar cladding as the storefront section. This helps to create visual continuity along the streetscape.
- The upper windows are vertically oriented and often have decorative mouldings and sills which add visual interest.
- Some buildings have arched windows on the uppermost storey which create interesting architectural details near the roof line.
- The upper windows are of a regular shape and size and are evenly distributed to create visual continuity. The wall to window ratio is usually similar among commercial buildings along the streetscape.



## Parapet

- The parapet defines the top of the building. It may add height to a building or make a pitched roof look like a flat roof from the street level.



**Appendix D**  
**Municipal Heritage Properties**  
**West Hants**

<b>PID</b>	<b>Civic</b>	<b>Name</b>
45061421	652 New Ross Road Leminster	All Saints Anglican Church
45167269	744 Highway 236 Scotch Village	Dimock House
45179900	5959 Highway 215 Kempt Shore	Kempt Shore Church
45041894	1015 No. 14 Highway	South Waterville Hall
45005402	4839 Highway 1 Three Mile Plains	The Plains Community Hall formerly known as School Section No. 36. AKA Five Mile Plains Community Hall
45036001	376 Falmouth Dyke Road, Falmouth	Greenwood
45249406	419 Gabriel Road, Falmouth	Sainte Famille Cemetery
45036720	294 Falmouth Back Rd., Falmouth	(no heritage name)

**Windsor**

<b>PID</b>	<b>Civic</b>	<b>Name</b>
45054145	653 King Street, Windsor, NS	Lawson House
45059607	543 King Street, Windsor	Christ Church Anglican Church
45056058	281 King Street	West Hants Historical Society Museum
45050598	646 King Street, Windsor	Thornton House
45059573	1291 King Street, Windsor	Old Parish Burying Ground

## APPENDIX E

### *CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE PROPERTIES*

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The following criteria will be used by the Heritage Advisory Committee of West Hants Regional Municipality in recommending inclusion of a property in the Municipal Heritage Register. Points will be awarded as noted below.

Property Name, address and PID:

Initial Scoring By:

Date:

#### **CONTEXT/ENVIRONMENT**

##### **Landmark**

Importance as a visual landmark:

- (15) Symbol of provincial importance
- (10) Symbol of county or regional importance
- (5) Symbol of community importance
- (0) Little or no symbolic value

##### **Environment**

The extent the property contributes to the historical/architectural character of the area:

- (15) Essential to maintaining the dominant character
- (10) Important to maintaining the dominant character
- (5) Compatible with the dominant character
- (0) Incompatible with the dominant character

##### **Integrity**

- (10) On the original site with few or minor exterior alterations
- (7) On the original site with major exterior alterations
- (5) Building or structure has been relocated and has minor exterior alterations
- (0) Building or structure has been relocated and has major exterior alterations

#### **HISTORY & CULTURE**

##### **Continuity**

- (10) Owned, occupied or cared for by descendants of original owner or developer

*CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE  
PROPERTIES*

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**Period**

Building, structure or evident relationship dates from:

(automatic) Mi'kmaq

(automatic) 1675-1755

Acadian

(15) 1756-1800 New England Planter/United Empire Loyalist migration

(12) 1801-1840 General development of education & transportation

(10) 1841-1900 Age of Sail – rise of coastal communities

(7) 1901-1914 Economic development and prosperity

(5) 1915-1939 WWI – Interwar

(5) 1940+ WWII to present

**Association**

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

(25) Intimately connected to a person, group, event, etc. of primary importance

(20) Loosely connected to a person, group, event, etc. of primary importance

(15) Intimately connected to a person, group, event, etc. of secondary importance

(10) Loosely connected to a person, group, event, etc. of secondary importance

(0) No known connection to a person, group, event, etc. of importance

**ARCHITECTURE****Style**

In comparison to recognized historical building styles the style is considered a:

(10) Very rare example or contains a very rare element

(7) Rare example or contains a rare element

(5) Common example

(0) Very common example

**Construction type/building technology**

The type of construction or building technology used is considered:

(10) Very rare or early example

(7) Rare or fairly early example

(5) Common example

(0) Very common example

*CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE  
PROPERTIES*

**Architect/builder**

The property is an example of an architect/builder's work that is considered:

- (20) Very rare or work from an architect/builder of exceptional interest
- (15) Rare or work from an architect/builder of special interest
- (5) Common or architect/builder of little interest
- (0) Very common or architect/builder of no interest or unknown

**Condition**

The building's structural condition and state of repair is:

- (10) Excellent
- (7) Very good
- (5) Fair
- (0) Poor

Additional points may be assigned if there is a commitment to repair.

\_\_\_\_\_ TOTAL

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24<sup>th</sup>** day of **November, 2020**.



R. N. Brown  
Municipal Clerk

Adoption	
<i>Notice to Council:</i>	November 13, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Criteria for Inclusion in the Municipal Registry of Heritage Properties, RCOPL-004.00.	

*MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY*

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**Objective**

To provide information for owners of Municipal Heritage properties regarding the financial assistance program which supports conservation of this important resource.

**Eligible Applicants**

The program provides eligible owners of Municipal Heritage properties with access to financial assistance comparable to that available to Provincially registered heritage properties. Within the limits of the annual budget, the Heritage Funding Program provides a maximum grant of \$10,000 within a five (5) year period for eligible conservation work.

Eligible owners include only not-for-profit organizations incorporated under the Societies Act of Nova Scotia and private owners.

**General Project Requirements**

- all work must be completed and the final claim made by March 31 of the year in which the work is done;
- an application must be completed and an estimate must be provided from one contractor for the proposed work;
- grants are provided at the discretion of Council and no grant will be provided for work started before the grant is approved.

**Eligible Conservation Work & Materials**

Projects related to architectural elements which support the designation of the property including:

- **Preservation** of existing architectural elements, including but not limited to, repair of windows, doors, cladding, roof, foundation, and architectural trim;
- **Replacement** of architectural elements which still exist but which are beyond preservation or repair, including doors, windows, cladding, roofing, foundation materials, and architectural trim, using materials and configurations similar to the original;
- **Restoration** of significant architectural elements which have been lost but for which the appearance can be determined from physical evidence or documentary sources such as historic drawings or photographs; and
- **Replacement or repair of structural elements** which support the building or structure.

*MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY*

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**Ineligible Work & Materials**

- modern materials or elements such as vinyl or aluminum clad windows, steel doors, vinyl siding, or synthetic cladding unless required to meet the requirements of the Building Code Act By-law;
- short-term routine maintenance, including minor repairs to non-original cladding or roofing;
- landscaping features and repairs to minor structures such as fences and retaining walls which do not support the building;
- work carried out prior to approval of the grant;
- poor or defective work;
- electrical, heating or plumbing work;
- construction of an addition;
- construction of an accessory building;
- new windows and doors that do not support the heritage character of the building; and
- owner's labour.

**Project Evaluation**

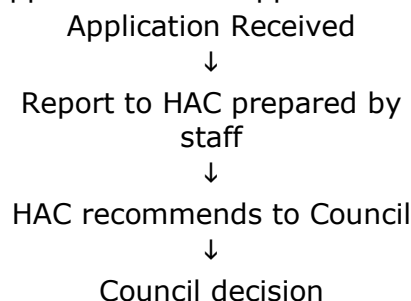
The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

Priority will be given to:

- first-time applicants;
- work on structural or weatherproofing elements; and
- applications supported by a Building Conservation Plan (a drawing or a report which reasonably illustrates all intended work) prepared by an architect, building official, engineer, or restoration professional.

**Application Review Process**

The process for review of an application takes approximately three (3) months.



All eligible applications may not receive approval due to limited funds.

**Grants & Applications**

- Grants are awarded on a 50% cost-sharing, matching basis;

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MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY

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- The minimum grant is \$500. per property;
- The maximum number of grants per property is two (2) per fiscal-year and ten (10) in any five (5) year fiscal period;
- Grants are based on eligible expenses; in-kind contributions are not included in calculating the grant.

**Conditions of Approval & Payment of Funds**

- Projects must be completed within the fiscal year for which they were approved unless exceptional circumstances arise following approval. Approval for extending the grant into a second fiscal year must be requested from the Chief Administrative Officer as soon as the need is known;
- Grants are conditional on completion of the approved and submission of receipts and paid invoices;
- Deadline for submission of receipts and paid invoices is March 31 each year;
- The applicant shall notify the Municipality of any proposed changes to the approved work and shall receive approval from Council before doing the work;
- Grants are tied to the work approved and will not be given for work which was not approved.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24<sup>th</sup>** day of **November, 2020**.

R. N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	November 13, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Municipal Heritage Property Conservation Work Grant Policy, RCOPL-003.00.	

## APPENDIX G

### DRAFT HERITAGE for WHRM MPS

The long and diverse history of WHRM can be seen in the existing built heritage. Buildings and areas such as Fort Edward are evidence of some of the difficulties experienced by those living here in the past. Sainte Famille Cemetery is maintained as a mark of respect for the Acadians who settled here. The Textile Mill remind us of the strength of earlier industrial development; Lawson House of gracious living and the care shown in the adornment of buildings; and the Kempt Shore Church reminds us of the intentional accommodation of community change while retaining ties to the past. In order to maintain the sense of belonging which these areas and buildings convey, some protections and supports are required.

Heritage properties and areas are protected in two ways in WHRM: by designation as a municipal heritage property or by inclusion with an Architectural Control Area. In addition, Council will continue to consider the appearance of buildings within a neighborhood when considering any development agreement.

Council's appreciation of and support for heritage buildings, streetscapes and areas are evidenced by the Heritage Property By-law and the grant program available to municipally registered heritage properties. Council will continue this support.

WHRM is home to very active historical and heritage organizations, each with a specific focus. Along with WHRM, many of these are members of the longstanding Kings-Hants Heritage Connection which meets monthly to discuss heritage issues and responsibilities.

Council acknowledges that for heritage resources, whether designated or not, to be maintained, they must be able to be used for business or as housing.

As a result, it shall be the policy of Council to:

- H.1 create and regulate Architectural Control Areas in locations with a concentration of historic or architecturally significant buildings.
- H.2 adopt an Architectural Design Manual for each Architectural Control Area. The manual may include guidelines and requirements governing the architectural design of new buildings and alterations and additions to existing buildings located within the Architectural Control Area.
- H.3 encourage the adaptive reuse of historic buildings and structures;
- H.4 accommodate and promote historic streetscapes by adjusting yard and parking requirements in areas developed prior to land use regulation;
- H.5 maintain a Heritage Property By-law to assist with the protection and management of individual heritage buildings, public-building interiors, streetscapes, cultural landscapes or areas;
- H.6 continue a Conservation Work Grant Program for municipally designated properties
- H.7 maintain active membership in the Kings Hants Heritage Connection.

## APPENDIX H: ADDITION TO ADMINISTRATIVE POLICIES

Material in *Italics* already recommended by PAC/HAC; specific appearance-related criteria in [blue](#)

xx.13 *in considering development agreements and amendments to the West Hants Land Use By law, in addition to the criteria set out in various policies of this MPS, Council shall be satisfied that the proposal:*

- (a) *is consistent with the intent of this MPS, including the relevant goals, objectives and policies, and any applicable goals, objectives and policies contained within a Secondary Plan;*
- (b) *is not in conflict with any known Municipal, Provincial or Federal programs in effect in the Municipality. Required Provincial or Federal approvals need not be received before the development agreement or amendment is approved; and*
- (c) is not premature or inappropriate due to:
  - (i) Municipal costs related to the proposal;
  - (ii) negative impacts on the viability of businesses in the surrounding community;
  - (iii) the adequacy and proximity of school, recreation and other community facilities;
  - (iv) [the requirements of the Architectural Design Manual, in the opinion of the Heritage Advisory Committee, if the building or area is located in an Architectural Control Area;](#)
  - (v) [the intended appearance of the proposal related to the appearance of either existing buildings in the case of an addition or expansion, or nearby buildings in the case of a new building;](#)
  - (v) the creation of any excessive traffic hazards or congestion stemming from the adequacy of road or pedestrian networks within, adjacent to, and leading to the proposal;
  - (vi) the adequacy of fire protection services and equipment;
  - (vii) the adequacy of sewer and water services, including but not limited to on-site services;
  - (viii) the potential for creating flooding or serious drainage problems either within the area of development or nearby areas;
  - (ix) the impact on identified wellfields or other groundwater supplies for the area;
  - (x) the creation of a new or worsening of a known pollution problem in the area, including but not limited to, soil erosion and siltation of watercourses; or

- (xi) the suitability of the site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way.