

FINAL DRAFT TEXT FOR REVIEW

(ADDITIONAL GRAPHICS TO BE ADDED TO FINAL DOCUMENT)

HAMLET OF GLEN WILLIAMS DESIGN AND HERITAGE PROTECTION GUIDELINES

Hamlet of Glen Williams Design and Heritage Protection Guidelines

The heritage character of the hamlet is rooted in the history of Glen Williams as a nineteenth century mill town. This rich history is reflected in settlement patterns and architecture. The consultant team, through the public participation process, has recognized that the community has a strong desire to preserve this history and the social, intimate characteristics typical of a small town.

The hamlet design analysis has revealed that, despite the strong impact of heritage buildings in the hamlet centre, the overall architectural character of Glen Williams is a variety of building forms and styles, representative of Glen Williams' organic pattern of growth over the last century.



(above, left) Aerial View of Glen Williams, 1926; (above, right) Bird's Eye View of Glen Williams, 1908

PART ONE

INTRODUCTION AND PURPOSE OF GUIDELINES

PART ONE: INTRODUCTION AND PURPOSE OF GUIDELINES

1.0 DESCRIPTION OF GLEN WILLIAMS

Glen Williams is a Hamlet connected to, and situated immediately northeast of, Georgetown and is surrounded by agricultural land to the north, east and west. The Credit River flows through the Hamlet and is an integral part of the landscape.

The Hamlet is structured around the central Community Core Area, where the majority of community, institutional and commercial uses are located. Existing development outside of the Community Core area is defined as Residential Area, while the large estate lots located at the northern limits of the hamlet are defined as Estate Residential Area.

The existing cultural heritage value of Glen Williams is rooted in its nineteenth century settlement history. The availability of natural resources, such as the Credit River, provided waterpower and the ability to create an industrial base. The landscape, including its built and natural features, has evolved over time and continues to reflect its rich history. While some of the built features of the nineteenth century have been removed, they have left impressions on the landscape and have resulted in a unique sense of place.

The existing cultural heritage attributes of Glen Williams include both built and natural features that contribute to its heritage character and culminate in a unique sense of place. These attributes includes the following:

- Topography and natural features (including the Credit River);
- Bridges, fording, and river crossings;
- Public spaces, parks and streetscapes (i.e. the public realm);
- Historic industrial and mill complexes and their component parts (i.e. mill races, mill ponds)

- Settlement patterns, including (but not limited to) circulation, streets, trails, lot configuration
- Significant views and vantage points;
- Significant Cultural Heritage resources included on the Town of Halton Hills Heritage Register.

1.1 SECONDARY PLAN POLICY DIRECTION

The Hamlet of Glen Williams Secondary Plan includes specific policy direction in relation to Urban Design. This includes the establishment of the following general Urban Design Objectives:

- a) To identify and enhance key design priority areas within the Hamlet including gateways and priority lots.
- b) To promote a high standard of design that results in attractive, human-scale development.
- c) To respect site context and enhance sense of place that results in compatible development that fosters the existing sense of identity within Glen Williams.
- d) To promote connectivity and interaction that provides universal access for all citizens and emphasizes pedestrian accessibility, safety and comfort across the Hamlet.

- e) To promote creativity and innovation in the design of streetscapes, buildings, amenity spaces and public realm elements.
- f) To promote sustainable design that results in more efficient use of resources and energy, reduces heat island effects and reduces the reliance on the automobile;
- g) To conserve cultural heritage resources and the heritage character of the Glen while providing guidelines for compatible new development.

These guidelines are intended to implement the broader Urban Design Objectives while recognizing that there are different character areas throughout Glen Williams each of which have unique design characteristics.

1.2 CULTURAL HERITAGE RESOURCES

Building and site design should conserve and enhance the cultural heritage character of the Hamlet of Glen Williams and its significant cultural heritage resources. New buildings shall be sensitive to, compatible with, and distinguishable from significant cultural heritage resources.

This document establishes guidelines for urban design within the identified Historic Core Character Area that seeks to conserve and enhance the identified cultural heritage value of the Historic Core and provide guidance for compatible new development.

These guidelines are intended to balance the conservation of significant cultural heritage resources with appropriate intensification and infill.

1.2.1 Character Areas

The character areas of Glen Williams have been defined as the Historic Core, Mature Neighbourhoods and New Planned Areas.

Glen Williams has historically developed around its Historic Core, and the Credit River. The mature neighbourhoods area was developed primarily in the later 20th century and the first half of the nineteenth century. The newer estate residential area is distinctive in relation to lotting, street patterns, and built form.

Change and development in each of the Glen's character areas is to be guided by a set of general guidelines with more detailed design guidelines provided depending on which character area a property is located within.

In the older, established areas, (i.e. the Historic Core and the mature neighbourhoods), the intent of the guidelines are to ensure that the existing character of the area is identified, conserved and maintained or enhanced. Within the newer, planned residential areas, the guidelines are to ensure new development is comprehensively and appropriately implemented at a suitable scale that will complement the existing character of Glen Williams.

The Historic Core and the New Planned Areas are identified on Schedule H4-1 as an overlay. The Mature Neighbourhoods are identified in the Zoning By-law.

1.2.2 Historic Core

The Historic Core shall continue to be the focus of commercial uses and activities. Replacement development and alterations to existing residential and commercial properties shall ensure the character of the Hamlet is maintained. This includes the conservation of significant cultural heritage resources and their identified heritage attributes, while also supporting and improving upon the commercial viability of existing businesses and tourism-based activities.

All development shall recognize and be sensitive to and compatible with existing built form and context in order to conserve the heritage character of the area.

Development shall be sensitive to, and compatible with the following:

- a) Height, massing, and scale of the buildings in the Historic Core;
- b) Architectural character and heritage attributes of significant cultural heritage resources within the Historic Core -(including, but not limited to, buildings, bridges, monuments, and built landscape features);
- c) Varied setbacks of buildings from the street;
- d) Streetscape and landscape features, including the built fabric of the street and sidewalk that contribute the heritage character of the area while ensuring adequate sidewalks for safe pedestrian and vehicular movement;
- e) Prevailing side and rear yard setbacks; and
- f) Patterns of landscaped open space.

1.2.3 Mature Neighbourhoods

Mature Neighbourhood Areas are those areas of Glen Williams characterized by older established residential development, either on smaller lots in the Historic Core, or on larger lots but with a distinct character in other older areas of the hamlet. These areas are delineated in the Zoning By-law.

New housing, replacement housing, additions, and alterations, and new or enlarged accessory buildings within Mature Neighbourhood Areas shall be permitted provided they are compatible with, and sensitive to, the existing character of the neighbourhood.

Development applications within Mature Neighbourhood Areas shall consider, where applicable:

- a) Compatibility with existing building orientation and building setbacks;
- b) That the scale, massing, building height, and built form features are compatible with the existing character of the neighbourhood;
- c) The preservation of landscaped open space areas and the protection of existing trees;
- d) That impacts on adjacent properties are minimized; and,
- e) Compatibility with significant cultural heritage resources located adjacent (contiguous) as per the guidelines provided in Section 1.2.2 of this document.

1.2.4 New Planned Areas

Newly developed areas of Glen Williams have traditionally been implemented through Draft Plans of Subdivision which focus on new lots and road configurations to accommodate new residential development. While these areas do not have an inherent character they should be planned and developed to reflect the overall natural and heritage character of the Glen.

Development within new planned residential areas shall be undertaken in accordance with the following design principles with detailed design guidance provided herein.

Development of New Planned Areas should respect and reinforce:

- a) the existing and surrounding natural topography and natural features of the area and incorporate appropriate setbacks and buffers to ensure compatibility with the surrounding area;
- b) Lot sizes and configurations that are in accordance with the Hamlet Residential policies of adequate size to ensure projection of existing mature vegetation and trees where possible;
- c) A scale, height and massing of residential dwellings, as well as a character and style of architecture, that will be compatible with, and sensitive to, the existing surrounding built form context;
- d) A street network that improves connectivity and provides safe and adequate access throughout the area, including all residential lots, parks, trails and open spaces; and
- e) A streetscape and public realm that incorporates a design and features reflective of the surrounding Hamlet character and accommodates required infrastructure. ; and
- f) Compatibility with significant cultural heritage resources located adjacent (contiguous) as per the guidelines provided in Section 1.2.2 of this document.

1.3 PURPOSE OF DESIGN GUIDELINES

These guidelines have been prepared as a framework to guide the planning and design of development within the Glen. These guidelines are intended to be used by property owners, developers, builders, architects and planners in preparing plans for development and

redevelopment projects including plans for additions and alterations to existing buildings. These guidelines can also be used by Municipal staff as a tool to assist in their review of development applications.

The overarching goal of these design guidelines is to ensure new development and infill projects are compatible with, and complementary to the existing area. New development and infill should respect the identified heritage character of the Glen, enhance existing streetscapes, and for residential projects, provide new housing that offers variety and a broader mix and range of housing types. Recognizing the scale and visual pattern that exists in the character areas and then incorporating it into the proposed new development or redevelopment is critical in achieving good design.

New buildings and additions or renovations should respond harmoniously to their specific contexts and identified character. They should be complementary to the existing area with respect to building size, density, architectural detailing, as well as built form and materials.

PART TWO

DESIGN GUIDELINES

PART 2: DESIGN GUIDELINES

The guidelines contained within Part 2 of this document implement the Design Objectives as set out in the Secondary Plan. Unless stated otherwise, the guidelines apply to all development projects throughout Glen Williams.

2.0 STREET TYPE AND PATTERN

Older streets in the hamlet have street sections as narrow as 12 and 15m. Narrower streets allow for houses to have “eyes on the street”, which contributes to a safe and intimate pedestrian environment. There is a strong sense of this “community supervision” in the hamlet. Nineteenth century street and lot patterns within the Historic Core should be retained.

The following guidelines should be considered when developing or improving new roads:

- Consider the use of rural road or rolled curb road sections, where appropriate, to promote the character of the hamlet;
- Where sidewalks are desired to ensure safe and accessible pedestrian travel, consider adjusting the alignment or limiting sidewalks to one side of any new streets to provide greater opportunities for street trees, where feasible;
- Without compromising road operation, pedestrian access and safety standards, investigate relaxing some road design, lot grading standards and retaining wall heights, where new streets encounter topographical features, woodlots, single trees, and other natural features, to preserve the natural character of streets;
- Utilize a range of street/block types including irregular blocks, short orthogonal blocks, winding streets, and rural cul-de-sacs to preserve the varied character of the hamlet street system; and

- Limit block lengths to 175m, in keeping with the smaller block lengths of the hamlet centre.

2.1 GATEWAYS

Gateways are illustrated on Schedule H4-1 of the Secondary Plan and are special locations or entry points that establish a formal entrance from one area to another. Within designated gateway areas sites and buildings should be designed with coordinated features and elements to establish a sense of place or identity, and a distinctive or recognizable character, and a sense of arrival. Within the Glen, the intersection of Confederation Street and Main Street has been identified as a Gateway. The gateway is comprised of key elements including the Glen Williams Cenotaph and the Shelagh Law Parkette. Glen Williams signage is located at this intersection and pedestrian connections are provided at the intersection that provide direct connections to the Parkette and Cenotaph.

Within this primary gateway there is an opportunity to strengthen pedestrian linkages and views to the gateway features. The following guidelines should be considered within the gateway area:

- The municipality should consider opportunities for improved visual connections to the Cenotaph from Confederation Street.
- A stronger and more formal pedestrian connection should be implemented by the municipality to the Shelagh Law Parkette.
- Any future redevelopment of private lands within the gateway area should include landscaping at the intersection and upgrades to building façades which conserves significant cultural heritage resources and while addressing the public realm. This includes consideration of the priority lot guidelines contained within this document.
- Improvements within publicly owned lands within the Gateway area shall be in accordance with the public realm guidelines of this document.

2.3 PUBLIC REALM AND GATHERING SPACES

The Glen's sense of place largely arises from its unique setting along the Credit River. As a result of its location, natural features contribute to the character of the area. The Public Realm Design Guidelines provide advice and ideas for reinforcing the Glen's identity through streetscape elements such as signage, furniture, lighting, etc., for protecting and enhancing natural areas, for designing welcoming gathering places and lastly for improving the pedestrian experience within the Hamlet. Within the Glen, key public realm areas include the following

- a) Public lands at the intersection of Confederation Street and Main Street;
- b) Public lands at the intersection of Main Street and Prince Street;
- c) Glen Williams Park; and
- d) The Credit Valley Footpath (The Bruce Trail).

The design guidelines in this Section are largely intended for use by the Town of Halton Hills and other public bodies that are responsible for the stewardship of a large proportion of the public realm in the Hamlet. Notwithstanding, it is anticipated that within the new development areas there will also be opportunities for formal and informal gathering spaces which will be encouraged through the review of development applications. These guidelines also inform the design of such spaces.

The guidelines provided in the following sub-sections should be considered when undertaking any future public realm projects.

2.3.1 Streetscape

- In all municipal streetscape improvement projects, maintain the distinctive and varied characters of individual streetscapes, which together comprise part of the Hamlet character. In particular streetscapes within the Historic Core and Mature Neighbourhoods should maintain their existing character.

- In general, maintain overall existing proportions of the streets and boulevards so that the historic relationship between the buildings and the street is conserved. New streets should be designed with similar street proportions to those found throughout the Historic Core and Mature Neighbourhoods.
- Maintain and reinforce Confederation Street and Main Street as gateways to the Hamlet and as transitional areas connecting the commercial core to residential neighbourhoods.
- Maintain and reinforce the rural character of the residential streetscapes including generous setbacks and large mature trees.
- Any new street furniture, including benches, waste/ recycling receptacles, bicycle racks, planters, etc. should be compatible with the historic character of the Hamlet and implemented in a coordinated approach by the Town of Halton Hills and the Credit Valley Conservation Authority (CVCA).
- For any new streets created, opportunities for gathering areas should be explored and supported through the use of benches and landscaping at strategic locations.

2.3.2 Signage and Lighting

- Hamlet gateways should have distinctive signage that indicates and promotes the presence of the Hamlet and complements its heritage character.
- A consistent and coordinated approach to all municipal and CVCA signage including street signs, trail makers, wayfinding signs, park signs, etc. Signage that complements the heritage character of the village and improves way finding is encouraged.
- Any existing heritage interpretation plaques shall be maintained and new heritage plaques should be developed and install where appropriate in consultation with property owners.
- Ensure that any public infrastructure lighting installations (light standards, signage etc.) are sensitive to the heritage character of the Hamlet both in terms of the light standard

as well as the quality of light emitted from the luminaire (i.e. light pollution friendly). Generally, “softer” and “warmer” down lighting is most appropriate.

2.3.3 Parking

- Any municipal or conservation authority parking lots should be screened and softened, where possible, through the use of low fencing and/or landscaping.
- The incorporation of trees and plantings serve to soften and blend parking areas with the Hamlet character.

2.3.4 Trees and Plantings

- Every effort should be made by the Town, CVCA and property owners to maintain and enhance the mature tree canopy on private and public property, which is a significant heritage attribute of the Hamlet.
- The Town should refer to the Town of Halton Hills Tree Management Strategy and work with a professional landscape architect and the community to identify heritage trees and to preserve them wherever possible.
- Replace any tree on public property that has been removed due to poor health, public safety, infrastructure works or any other unavoidable circumstance with an appropriate species that contributes to the visual character of the streetscape or public area.
- Take into consideration the location of overhead power lines in any future tree planting strategies by planting smaller species that will not interfere with the lines and necessitate unsightly pruning.

2.3.5 Credit River, Parks and Trails

The Credit River is a tangible reminder of the Hamlet’s industrial origins. The river and adjacent parks and trails are unique and valued amenities for the local community and visitors.

- The Town and Credit Valley Conservation Authority (CVCA) should work together to identify potential locations for additional pedestrian connections between the Hamlet, parks and existing trails.
- Where potential connections are located on public lands, plan and prioritize these connections in capital budgets.
- Where these potential connections are located on private lands, the Town and CVCA should work with developers and property owners to encourage and enable connections when new development applications are considered.
- Encourage commemoration plaques in places that are accessible to the general public which acknowledge and celebrate the Credit River's impact on the origins and development of Glen Williams.
- Opportunities for new and improved public gathering places are encouraged including small gathering areas within new development areas as part of the streetscape/public realm or SWM infrastructure.

2.3.6 Protection of Views

- Significant views up and down the river corridor historically available from crossings over the river within the Historic Core shall be maintained;
- Vantage points located from crossings over the river (i.e. the existing bridges) shall be maintained in any new bridge design or construction. This includes consideration for railing and truss designs which maintain existing views as well as sidewalks.

2.4 CONSERVATION OF CULTURAL HERITAGE RESOURCES

The conservation of significant cultural heritage resources is a key component of the Glen Williams Secondary Plan. The Secondary Plan identifies that the objectives of Design Guidelines include conserving significant cultural heritage resources and the cultural heritage attributes that make up the unique character of the Historic Core Area. The policies of the Secondary Plan are also intended to encourage development that is compatible with, distinguishable from and subordinate to significant cultural heritage resources.

The following provides guidelines on the conservation of cultural heritage resources. This includes a focus on built cultural heritage resources, including all listed and designated buildings which are protected under the *Ontario Heritage Act* as well as all potential cultural heritage resources within the Historic Core of the Glen that contribute to its unique heritage character.

2.4.1 Conservation Principles

- The conservation of cultural heritage resources is strongly encouraged. Provincial Policy Statement 2020 identifies that built heritage resources and significant cultural heritage landscapes shall be conserved.
- This document acknowledges that conservation can take the form of rehabilitation, preservation, or restoration, all of which are forms of conservation recognized by the Parks Canada Standards and Guidelines.
- Alterations to properties that are designated or listed under the *Ontario Heritage Act* should adhere to the standards and guidelines of the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada.
- Technical advice on the repair, preservation, or general conservation of heritage fabric can be found in the Parks Canada Standards and Guidelines or the National Parks Service of

the United States Department of the Interior (Technical Preservation Briefs) or the Historic England Technical Guidance documents (available online).

- Significant Cultural Heritage Resources should be retained and repaired or rehabilitated, rather than replaced. The demolition of cultural heritage resources is discouraged.

2.4.2 Adaptive Re-Use

- The adaptive re-use of significant cultural heritage resources is encouraged as an alternative to demolition.
- The adaptive re-use of buildings may require alterations to suit new use. This is referred to as “rehabilitation” in the Parks Canada Standards & Guidelines. Adaptive re-use and/or rehabilitation projects should refer to the Parks Canada Standards & Guidelines for guidance.
- The adaptive re-use of buildings shall retain the character and heritage attributes of the building or resource while achieving appropriate new-use.

2.4.3 Alterations

- Alterations to cultural heritage resources are strongly encouraged to retain and repair authentic heritage fabric wherever possible as opposed to replacement.
- Replacements should be undertaken in-kind, using like-materials, either replicating or complementing, as appropriate.
- Alterations to cultural heritage resources should be compatible with, and sensitive to authentic elements, attributes and architectural styles.
- Alterations to cultural heritage resources should contribute to and not detract from, the identified character of the property or feature.

- Alterations to cultural heritage resources should be undertaken in such a way that identified heritage attributes that are visible from the public realm (or included in the designation By-law or HCD Plan for those properties which are designated) are retained and conserved.
- Alterations should be compatible with and contribute to the heritage character of the area in terms of scale and massing, height, setback, materials, windows and glazing, porches and verandahs, paint colours and finishes as per the guidance provided in this document.

2.4.4 Additions

- Additions to cultural heritage resources should be located at secondary elevations (i.e. to the side or rear of the building and sited away from any front or primary elevation(s) of the building).
- Additions should be compatible with, distinguishable from, and subordinate to cultural heritage resources.
- Additions should be products of their own time, using contemporary materials and not re-create historical styles or attributes which gives the impression that they are authentic.
- Additions should be designed to minimize its scale and massing, where possible.
- Additions should complement the rhythm of the building of cultural heritage value or interest through the use of positive and negative space, as well as windows and doors.

2.4.5 Materials and Fabric

- The retention and repair, rather than replacement of authentic historic materials is strongly encouraged.

- Where authentic materials cannot be repaired, they should be replaced in-kind. This includes materials for roofing, cladding, porches, windows, chimneys, and other structural elements.
- In some cases, high quality modern materials that simulate the look and feel of historic materials may be appropriate, provided that they maintain the overall character of the cultural heritage resource and identified character of the area.



2.4.6 Windows and Doors

- The retention and conservation of original or authentic heritage window and door fabric is encouraged, rather than replacement (including sills, lintels, and other elements which are integral components to the window or door opening).
- Where possible, conserve original shutters. When introducing new shutters, ensure that they are appropriately proportioned to the window opening so as to be operable or to give the impression that they are operable.
- Within the Historic Core conserve the form, patterning, proportion and rhythm of original or historic windows and doors and their openings.
- If original or historic windows or doors are beyond “reasonable repair”, replacements must complement the existing window and door openings and the architectural style and

features of the building. This includes consideration for appropriate design, appropriate contemporary materials, size, proportion, glazing pattern and detailing.

- When replacing original windows which are beyond reasonable repair, the use of natural materials (such as wood) rather than synthetic or composite materials is preferred. In some cases, composite or synthetic materials (such as fiberglass) may also be appropriate where it resembles the quality and character of original wood windows.
- When introducing entirely new window or door openings, ensure that the size and proportions of the openings are compatible with the architectural style of the building and if possible, locate them away at facades of the building which are not visible from the public realm.

2.4.7 Porches, Porticoes and Verandahs

- Conserve original or historic porches, porticoes, verandahs and stairs.
- The addition of new porches and porticoes to cultural heritage buildings of a particular architectural style which typically never included porches and porticoes is generally discouraged.
- Where appropriate, ensure that new porches, porticoes, verandahs and stairs are compatible with, and sensitive to the existing building in terms of scale, materials, design and detailing. Where available, use historical documentation to inform the design.
- The enclosing of porches, verandahs and porticoes which were historically open is generally discouraged.

2.4.7 Paint Colours and Finishes

- The paint colour and finish of a building is considered temporary and may change over time. It is not the intention of this document to regulate paint colours provided that it does not result in the removal of heritage fabric.
- Many paint manufacturers (e.g. Benjamin Moore and Para Paints) provide a Canadian historical colour palette as well as suggestions for colour combinations for trim, windows etc. The use of historic colour palettes is encouraged, but not required within the Historic Core.
- A low sheen paint finish is recommended to hide small imperfections on the exterior of historic buildings may be preferable.
- Gentle methods of exposing earlier paint layers may assist in determining original or early paint colours.
- The painting or application of any new cladding (such as stucco) of buildings constructed of un-painted brick or masonry is strongly discouraged. The re-painting of masonry that which has already been painted is acceptable.
- The removal of paint from brick and masonry may be considered by the Town in cases where it a) can be demonstrated that it is appropriate, maintains the historical and structural integrity of the building, and b) uses the gentlest means as possible so not to damage the building, and c) that the work plan includes appropriate repairs to masonry once the paint has been removed.

2.4.9 Landscaping (Private Realm)

- Mature trees, vegetation and landscape features located on properties of cultural heritage value or interest which contribute to the heritage character of the Historic Core should be retained, wherever possible.
- Every effort should be made by property owners to maintain and enhance the mature tree canopy on private property, which contributes to the Hamlet's character.

Maintain the prevalence of soft landscaping in front and side yards, which contributes to the character of the Hamlet. Avoid large areas of hardscaping/paving and screen, where possible, with soft landscaping.

2.5 LOT CONFIGURATION AND GENERAL BUILDING SITING

- Vary lot frontages and depths within each new streetscape to maintain the Hamlet's random lot pattern. Allow adjacent lots to vary in lot configuration.
- Ensure that lot sizes allow for the safe and effective installation/connection of sanitary services (private, communal or municipal), per regulatory requirements.
- In New Planned Areas avoid streetscapes with uniform lot frontages. Permit adjacent lot frontages to vary up to 50%. It is recommended that no more than four consecutive lots shall have the same frontage. Beyond a maximum of four lots, allow adjacent lot frontages to vary by 50%.
- Buildings should be oriented to locate the main entrances towards the street. If this is not possible then they should be directly visible, easily accessible and as close to the street as practically possible. They should also provide a sense of enclosure and be designed to give maximum protection from the elements for comfortable and safe pedestrian access.
- Where a building abuts a natural heritage feature or open space, it is encouraged that new developments provide physical or visual connection(s) to the adjacent feature.
- Sites should be designed with sufficient areas for soft landscaping including landscaping along the street.
- Parking areas should generally be located in the rear or side yard and should be designed with adequate snow storage areas.
- Where possible provide barrier free grade access between public streets to building entrance.

2.6 SETBACKS

Front yard setbacks are determined by applicable zoning by-laws and are usually minimum values. The following guidelines provide additional direction as it relates to setbacks within the Historic Core, Mature Neighbourhoods and New Planned Areas.

2.6.1 Historic Core and Mature Neighbourhoods

- Buildings should generally be located close to the street, however for redevelopment or infill projects, efforts should be made to retain mature trees and landscaping which may result in greater front yard setbacks.
- On streets with a consistent front yard setback infill buildings should generally be located at the same setback as existing development.
- Where setbacks along a street vary, which is the case on many of the streets within the Hamlet, a range of setbacks may be appropriate for proposed development with consideration to the minimum and maximum setbacks of surrounding buildings.
- Ensure that no front wall of a house shall be set further back than half the length of the adjacent house to maintain privacy of rear yards.
- Side yard setbacks should allow for access, servicing requirements, variations in grading and natural features.
- Side yard setbacks in the hamlet vary from as low as 2m up to 35m. Applications which seek to reduce the required minimum interior setback of 4.5 metres will be considered to allow for flexibility of siting of the main house or if it helps achieve other principles of these guidelines.



2.6.2 New Planned Areas

- On new streetscapes, ensure that a minimum of 30% of the front wall of houses are located at the minimum setback to provide a sense of enclosure to the street and a pedestrian oriented environment. Reduced setbacks will be considered in New Planned Areas to ensure a range and mix of unit and lot sizes.
- Encourage flexibility of front yard setbacks to maintain the variety of setbacks found on hamlet streetscapes. It is recommended that no more than four consecutive lots shall have the same front yard setback.
- Side yard setbacks should allow for access, servicing requirements, variations in grading and natural features.
- The current minimum rear yard setbacks should be maintained for all lot depths in New Planned Areas.

2.7 HOUSES AT FOCAL LOCATIONS (PRIORITY LOTS)

2.7.1 Corner Lots

Houses at corner lots are important within a streetscape as they are visible from both streets and create the entrance condition or a “gate” to the street. Flanking elevations, garages and private yard enclosures are exposed to the public realm at these locations. The design of these buildings and elevations should have special consideration. The following guidelines apply to all Character Areas within the Hamlet:

- Exposed elevations should have equal importance with respect to openings and attention to detail.
- The following architectural elements are encouraged for corner lots:
 - A prominent wrap-around porch.
 - Sufficient fenestration on front and flanking elevations displaying balanced proportions.
 - Well-articulated flanking elevations to avoid flat, blank, uninteresting facades.
 - Architectural treatment of garage door openings including sectional, paneled garage doors with glazed top panels.
 - Architectural features that differentiate the corner lot from internal lots and provide emphasis to the corner of the structure are encouraged and may include: turrets, corner bay windows, boxed-out windows on the front and side elevations, entrance porticoes and wrap-around porches.
- Where possible, main entrances should be located on the long frontage to avoid blank sections of walls.
- Main entries facing the front lot line or shorter side of the lot may be permitted provided the design of the flanking face will include a secondary entry, projecting bay or other appropriate architectural feature.

- Flankage elevations visible from the street shall have consistent materials and details as the front elevation.
- Both street frontages for corner lot dwellings shall have high levels of architectural design and detail with attention given to massing, height, roof lines, materials, and details.
- Where possible, utility meters shall be located on the interior side elevation of detached units.
- Identical elevations on abutting or directly opposite corner lots are discouraged. However, building designs which have compatible architectural style, massing, elements and details are encouraged on abutting or directly opposite corner lots to provide both harmony and variety to the streetscape.

2.7.2 Houses at Pedestrian Trails/ Links and Open Space Areas

- Houses that border upon public open space are also visible from two sides similar to corner lots. Both elevations should have equal importance with respect to openings and attention to detail.
- The main entrance should face the street. The use of wrap-around porches and corner bay windows is encouraged to link the two facades, to accentuate the corner condition; to link the two elevations; and, to provide a visual connection from the house to these public areas.

2.7.3 Terminating View Lots (T-Intersections and Elbow Streets)

Lots that occur at the terminus of T-intersections, and lots along elbow streets will be identified as 'Terminating View Lots' and have a high level of visibility. As such, the following design

consideration should be given to homes at the end of the T intersection street view and homes at a bend on the road:

- Dwellings should be designed to provide a visually attractive terminus from the intersecting street.
- Front elevations of homes that terminate the street should include a number of enhanced architectural features which could include a porch, projecting windows and decorative elements.
- House design for lots at the end of T-intersections shall have facade designs that utilize elements such as coordinated fenestration, masonry detailing, and entry elements.
- Driveways are encouraged to be located to the periphery of the view corridor to increase landscaping opportunities and reduce the prominence of the garage where possible.
- On elbow streets, driveway locations are to be carefully considered to avoid (as much as possible) driveways on adjoining lots merging at the street line.
- Where side elevations on elbow streets are partially visible from the street, materials should be coordinated with those of the front elevation.
- Where the driveway and garage are located at the visual terminus of the street design enhancements such as decorative garage door openings should be incorporated to contribute to an attractive streetscape.

2.8 GARAGES AND AUXILIARY BUILDINGS

2.8.1 Garages in the Historic Core and Mature Neighbourhoods

- Encourage the use of detached garages that are located towards the rear of the lot. Many garages in the hamlet are detached and are located to the rear and/or side of the lot. To encourage this design strategy, consider exemption of the area of rear yard garages from calculations for maximum coverage, under the zoning by-law.
- Where proposed new garages are attached, they shall be recessed a minimum of 1.0 m from the face of the house. Avoid garages that project forward from the front wall of the house.
- Where driveways and walkways abut each-other, use contrasting materials to distinguish and highlight the walkway to front door.

2.8.2 Garages in New Planned Areas

- Minimize the area occupied by driveways and parking spaces to allow for increased landscaping opportunities and reduced impervious cover.
- In order to increase the amount of surface water infiltration, in particular on narrow lots where paved areas occupy a large percentage of the yard, consider permeable paving for hard surface areas (e.g. parking spots, walkways, driveways).
- Where driveways and walkways abut each-other, use contrasting materials to distinguish and highlight the walkway to front door.
- For dwellings with attached garages, the garage should be flush with or recessed behind the habitable portion of the dwelling to ensure windows, projecting balconies, living space and landscaping are dominant elements facing the public streetscape.

- Porches may project beyond the garage.
- For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling. The following strategies can be utilized to improve the visual impact of garages:
 - Incorporate garage doors that have architectural detailing including glazing.
 - Design the homes so that the garages are an integral part of the home design.
 - Where a two car garage is proposed, preference is given to two single doors as opposed to one large garage door.
 - Second storey habitable space above the garage is encouraged.

2.9 ARCHITECTURAL DESIGN GUIDELINES FOR NEW DEVELOPMENT

The following guidelines are intended to aid developers and builders to create buildings and streets that contribute to the quality of intimate, random and individual qualities of streetscapes that can be found in the heritage district and that could foster the kind of atmosphere that can be defined by “hamlet character”. The guidelines contained within this Section are intended to provide design direction for compatible new development. Compatible development is not necessarily the same as, or similar to, the existing development, but can coexist with the surrounding area without unacceptable adverse impact. The goal of these guidelines is to help address concerns and compatibility in a comprehensive manner, ensuring that builders and developers understand the goals and expectations of the community.

2.9.1 General Architectural Design Guidelines

- New buildings in the Historic Core should be of their own time and not replicate authentic architectural styles;

- Infill should be sympathetic to, and compatible with, the identified heritage character of the Historic Core;
- New development should respect the scale of existing buildings within the Historic Core;
- Infill or redevelopment projects should ensure a scale, massing, roof line and building orientation that creates a sensitive transition to adjacent residential dwellings.

2.9.2 Building Heights

- For new development which is at a height greater than adjacent buildings, minimize the appearance of height by sloping the new roof back from adjacent houses or by considering flat roofs with careful attention to massing, scale and setbacks to ensure the building fits within the streetscapes.
- For buildings that are taller than surrounding dwellings avoid features with strong vertical orientation.
- Where possible new development should maintain the neighbourhood's characteristic first floor height.

2.9.3 Entrances and Porches

- The main elevation of houses shall address the lot frontage to provide clear identification of the street address. Architectural elements such as the front entrance; habitable spaces with windows to the street; porches and stairs; and, terraces and balconies, convey the sense of houses "looking out onto the street".
- The design of houses should accentuate the main entrance. Attention should be given to the architectural detailing of entrances and their importance in setting the character, or "identity" of the streetscape.

- Front doors and windows close to grade offer an attractive edge to the public sidewalk. Lowering the elevation of the first floor reduces the need for stair projections thereby allowing for maximum soft surface front yard area and providing more accessible entry to the building.
- Main entrances should be appropriate scale to the dwelling/building. Two storey entryways are generally discouraged.
- For a new development, avoid large number of steps leading to the front or side entrance, in order to maintain a pedestrian scale and to improve accessibility.
- Weather protection at entries should be provided where possible through the use of covered porches, porticos, overhangs or recesses.
- The front entry design and detail should be consistent with the architectural style of the dwelling.
- Enhancements to emphasize the entry are encouraged and may include pilasters, masonry surrounds, a variety of door styles, a variety of transom lights above the door, sidelights, etc.
- For new ground oriented residential development, accessible housing units are strongly encouraged where grading will permit. This includes the provision of a one zero step entrance, wider doorways and clear passage on the main floor.
- The use of porches is encouraged as a means to define the entrance and create well-proportioned front elevations. The detailing of porches should be integrated with that of the house as a whole.
- Porches foster social activity between the house and the street, which is very common along the streets of Glen Williams. Porches should be generous enough in depth and length to allow for furniture and planting. A minimum depth of 1.8m is recommended.
- Walkways from the entrance to the street are encouraged as a means of linking street and property at a pedestrian scale.



2.9.4 Relationship to Grade

The relationship of the house to grade is important in the streetscape. The main floors of houses in the hamlet tend to be at grade or close to grade. In cases of strong topography, entrance levels are related to grade through terracing. Basement garages or high service floors do not appear in the hamlet and should be avoided.

2.9.5 Windows and Projecting Elements

- The design, placement and size of windows are important in creating architecturally well-proportioned streetscapes and affect the sense of privacy between properties. Special attention should be given to the location and detailing of windows.
- Projections such as bay windows and balconies, chimney elements, projecting cornices and roof eaves are encouraged to create variety along the streetscape.

- Bay windows, balconies, porches and porticoes may project up to 1.8m from the main building face into the front yard setback. This is intended to encourage houses to have these elements to be located close to the street edge.
- Bay windows may be single or double storey in height. Their proportions should be appropriate to the building from which they project.
- Provide a generous amount of window openings for buildings facing or flanking a street or open space. This will encourage strong visual connections between the building and the public space.
- Where possible locate windows on the southern facing side of the property to better absorb the sun's heat energy and more easily warm the space in the winter.
- For new development, emphasize front doors and windows rather than garages.
- For infill and redevelopment projects in the Historic Core or Mature Neighbourhoods, consider how the location of windows affects views, sunlight and privacy.

2.9.6 Roofs

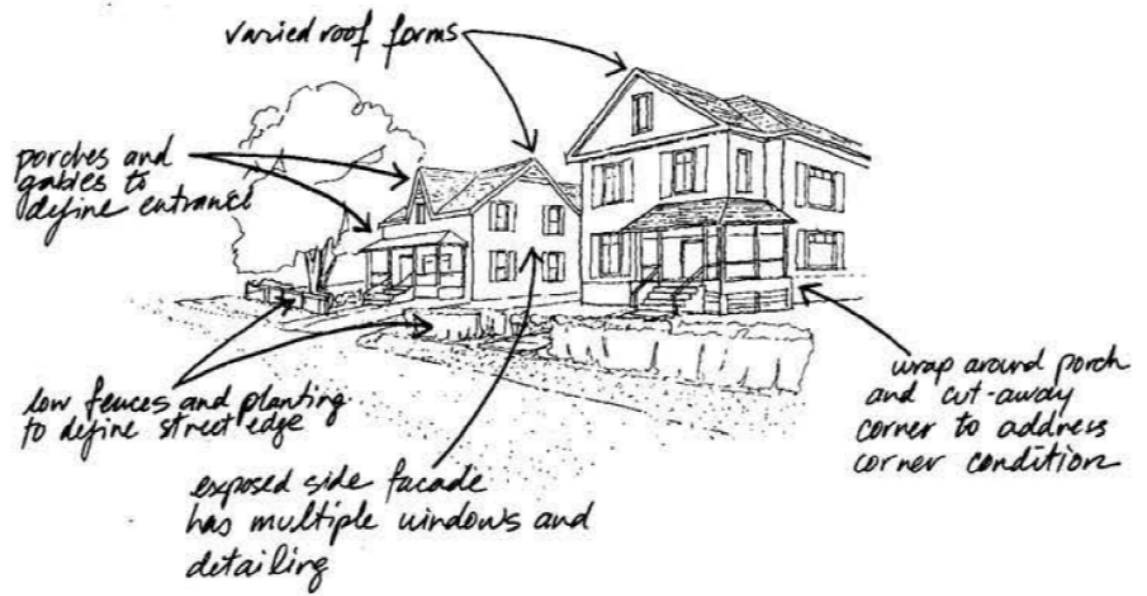
Because of the various ages of houses in Glen Williams, no single roof type or pitch is prevalent. Heritage homes typically have steeply-pitched roofs with a variety of roof forms such as dormers and gables, while bungalows have shallower hip roofs. A variety of roof forms appropriate to the scale and architecture of the built form is encouraged.

- Original rooflines of buildings of cultural heritage value or interest should be maintained;
- Solar panels may be added to historic buildings, but are should be located on the slopes of the roof which are sited away from views from the public realm.
- Original chimneys visible at the exterior of the building are encouraged to be retained. Non-functioning chimneys should be capped, as necessary.

- Roof embellishments such as gables and dormers are encouraged especially on corner lots.

2.9.7 Construction Materials

- A variety of building materials is used throughout Glen Williams. To promote the character of the hamlet, the use of traditional materials found in heritage buildings, such as brick, stone, and wood is encouraged.
- Some houses and porches in the hamlet, mostly those of wood siding, are painted light colours. This creates an attractive, lively streetscape. The use of colour is encouraged for building facades and/or for architectural details to create streetscapes that are in keeping with those of the hamlet centre.
- Materials for garages and outbuildings should be similar to those used for the main house.
- Construction materials for new buildings in the Historic Core should complement the heritage character of the area and consider using natural materials such as wood (such as clapboard, board-and-batten, for example), and masonry (such as brick).



2.10 LANDSCAPING

- The use of fences and landscaped elements, used in combination, is encouraged to delineate between properties.
- Where an existing natural feature is located within a property, such as a woodlot or single tree, it should be integrated into the landscaping design as a means to promote and preserve Glen Williams' natural setting.
- Many paths to houses in the hamlet are identified with planted features. Where walkways extend to the street, they should be augmented with planting both to provide an alternate means of street address and to bring natural elements to the street edge.
- Boulevards should be planted with grass and trees or vegetation which is respectful of powerlines, municipal infrastructure, and the character of the street.
- For infill or redevelopment projects, protect and incorporate existing trees, tree stands, and vegetation where possible. Where trees are to be removed, it should be shown that alternative measures such as pruning are impractical, and suitable replacement trees should be planted and maintained elsewhere on the site.
- Existing invasive plants should be removed. Invasive plants should be avoided in landscape plans for new development.
- In New Planned Areas street trees will be required along all new streets to maintain a continuous canopy within the Hamlet. Landscape Plans for new streetscapes should incorporate a variety of tree types to protect against major deforestation in the event of a species-specific affliction.
- Use low-maintenance native plant materials in landscaping. These landscaping materials should be non-invasive, pest, disease and drought resistant.
- New landscape materials should require minimal maintenance and have the ability to retain and absorb stormwater. Prioritize native/pollinator landscaping.
- Encourage site designs with landscaped open space to allow infiltration of storm water.

- Supplementing traditional stormwater management with low impact development features is encouraged for all developments (e.g. rain gardens and rain barrels).
- Minimize water consumption by incorporating landscape design strategies such as use of mulches and compost, alternatives to grass, and rainwater collection systems (e.g. rain barrels) to trap stormwater runoff.
- Maintain naturalized vegetation along the Credit River.

2.11 SUSTAINABLE AND CLIMATE READY DESIGN PRACTICES

According to the Ontario's Climate Change Strategy, the third-largest source of emissions is the buildings sector, representing about 19 percent of the province's total greenhouse gas emissions. The following guidelines have been prepared in support of sustainable and climate ready design.

- Apply proactive solutions that encourage groundwater infiltration of stormwater, such as increasing permeable surfaces.
- For landscape plans consider the guidelines in Section 13.0 of this document and in particular guidelines related to low impact development and water consumption.
- Implement the following green initiatives for development in New Planned Areas:
 - Water conservation features such as low-flow toilets and water-efficient appliances.
 - Use of high quality windows to reduce thermal loss.
 - Use of recycled materials, local materials and certified wood products.
 - Use of low VOC-emitting materials.
 - Use of energy efficient lighting such as LED for both interior and exterior lighting including street lights.
 - Enhanced insulation for exterior walls, basements (particularly walkouts and partial walkout units), garages and exterior doors.
 - Use of native, drought resistant and salt tolerant planting materials in landscaped areas.
 - Green infrastructure and low-impact development strategies.
- Encourage and support active transportation, including, trails and cycling routes with connections to broader active transportation systems to encourage alternative modes of transportation.

- Design any future multiple residential and commercial developments to include bicycle parking.
- Increase the shading of surfaces by planting trees or other vegetation.
- Lighter, reflective surfaces help reduce the Urban Heat Island effect, heat loading, and internal building temperatures, thus reducing energy costs and extending the lifespan of rooftops, HVAC equipment, roads, and other paved surfaces.
- Direct development away from flood-prone areas.
- Encourage the incorporation of design features that achieve passive solar cooling and ventilation to help maintain lower internal ambient temperatures with less air conditioning. These features also help keep facilities habitable during extended electrical grid failures when generators fail, or must be reserved for critical functions. Some design features include:
 - Appropriate east-west building orientation.
 - Passive ventilation design.
 - Exterior window shades (retractable to not lose beneficial solar heat gain in winter).
 - Light-colored exteriors.
 - Thermally massive materials.
 - High performance glazing.
 - Operable windows
- Where possible provide south facing windows to maximize passive solar orientation benefits.
- When landscaping development sites, maintain a minimum of 15 cm/6" quality topsoil. Appropriate topsoil levels absorb runoff and help to ensure plants survive and thrive.

- For sites with surface parking, identify a designated snow storage area in an area that will reduce salt and contaminant impacts to vegetation, groundwater and surface water.
- Retain and reuse uncontaminated on-site topsoil in areas not covered by the building and parking/hard surface areas. Proper storage of topsoil will retain soil health and quality. Reusing soil promotes responsible use of a natural resource and minimizes the need to truck soil to and from the site.
- Encourage the adaptive re-use of the existing 19th century building stock (including significant cultural heritage resources) as sustainable practice which encourages retrofits and repairs rather than the removal of 19th century building fabric which contributes to landfill.

2.12 UNIVERSAL DESIGN

Planning proactively for a future in which a greater proportion of the population lives with reduced mobility and other disabilities is responsible, necessary and timely. Age-friendly planning is sensitive to the needs of all age groups and all ability levels. Universal Design means designing the built environment so that it can be understood, accessed, and used to the greatest extent possible by all people regardless of their age or ability. The following guidelines shall be considered for new development, including infill and redevelopment within the Historic Core and Mature Neighbourhoods:

- Ensure that all public spaces are barrier-free for persons of all ages and abilities. This includes sidewalks, parks, etc. as well as semi-private open spaces.
- Street trees, landscaping, seating, public art and signage should not obstruct the path of travel for pedestrians.
- Integrate access structures such as curb ramps, entry ramps and handrails as seamless components of new public buildings where practical.

- Integrate tactile and visual design elements (such as differential paving) to assist in orientation and the recognition of potential hazards to persons with disabilities.
- Design in accordance with the Accessibility for Ontarians with Disabilities Act and other applicable provincial legislation.
- In new ground oriented residential developments, accessible housing units are strongly encouraged. Features include: one zero-step entrance, wider doorways and clear passage on the main floor.
- Where site conditions and topography dictate that neither exterior walks nor ramps would be practical, the design of stairs should consider the inclusion of handrails on either side of the stair, have colour contrast or distinctive visual pattern on the nosing and be constructed of a slip-resistant finish as per the Ontario Building Code.
- The finished floor elevation of a residence, relative to the exterior finished grade, dictates the design and accessibility of the home. Therefore, when at all possible, provide a finished floor elevation that is close enough to the proposed grades that stairs or an exterior ramp are not required. Adjust grades and provide level access, by means of gently sloping grades, sidewalks and other stable surfaces to the entrances of the home. This would be defined as an Exterior Walk under the Ontario Building Code.
- If an Exterior Walk is unwanted or impractical and stairs are provided, it is recommended that final grading is considered in the design, and where possible, established so that future construction of an Exterior Walk or ramp could be constructed to the entrance(s) of the home.
- The alteration of significant cultural heritage resources to improve accessibility and achieve the principles of universal design is appropriate provided that it does not result in adverse impacts to identified heritage attributes and is sympathetic to the heritage character of the area.

PART THREE

IMPLEMENTATION

3.0 IMPLEMENTATION

The Town of Halton Hills will implement these guidelines as part of their review of development applications and in consultation with the public and members of the development community. Many of the design guidelines can be implemented through the mechanisms available in the Planning Act. These mechanisms are applied, in part, through the Zoning By-law, through the review of Site Plan Control applications, and through the variance and consent processes of the Committee of Adjustment.

3.1 Zoning By-Law

Zoning By-laws outline what a parcel of land may be used for and regulates lot size, parking requirements and building height. Design guidelines will support the requirements under Zoning. Where amendments to the current zoning are requested as part of a development application, consideration will be given to these guidelines in determining if site specific regulations should be incorporated as part of the amendment.

3.2 Site Plan Control

Site Plan Control is the process that is used to control or regulate the various features on the site of an actual development including building location, landscaping, drainage, parking, and access by pedestrians and vehicles. Section 41 of the Planning Act provides local municipalities with the ability to implement exterior design control through the site plan process. Exterior Design Control is an essential tool in shaping the character, materiality and design of new buildings, site plans, and adjacent boulevards (i.e. street trees, furniture, etc.). Exterior Design Control allows a mandatory review and commenting process. Using the guidelines contained herein Staff will be able to review the appropriateness of a building's design and determine what amendments, if any, are needed.

3.3 Committee of Adjustment

The Committee of Adjustment is a quasi-judicial tribunal appointed by Council. It derives its jurisdiction from the Planning Act of Ontario. The Committee's mandate is, in part, to hear Applications for "Minor Variances" where a requirement of a Zoning By-law cannot be met (under Section 45 of the Planning Act) and to hear Applications for Consent to "Sever" a property. These guidelines are a tool to guide development. Applicants will have regard for the guidelines as they prepare their submissions. For a 'Consent (to sever) Application' where an infill lot is being created, even if the lot conforms to the requirements of the Zoning By-law, Planning staff may request specific conditions for the design of the building to be constructed on the lot (e.g. a condition that requires building permit applications to be generally consistent with a consent sketch provided as part of the application).

3.4 Building Permits

The Building Permit stage is sometimes the only time an infill project will be reviewed. For example, it may be reviewed only at Building Permit stage if it is exempt from Site Plan Control and all other Zoning By-law provisions have been met; it is not a Designated Heritage Building or within a Heritage Conservation District under the *Ontario Heritage Act*, and there is no requirement for a severance. The Building Code review process is technical only; designed to ensure that once the building or addition etc. is completed, the minimum building standards for health, safety, structural sufficiency, accessibility and energy conservation will have been incorporated and that applicable law has been met. While applicants are encouraged to consider these guidelines prior to apply for building permit, there is no mechanism to require this.

3.5 Heritage Permit Applications

Any alteration to properties designated under Part IV of the *Ontario Heritage Act* which may result in impacts to the reasons for which the property was designated, or its designated heritage attributes will require the submission of a Heritage Permit Application to the Town of

Halton Hills. Any such Heritage Permit Application will be reviewed against these design guidelines, and in particular Section 2.4 of these guidelines.

3.6 Design Guideline Updates and Monitoring

Staff from various departments should meet at regular intervals to discuss any and all recurring issues or challenges with implementing the guidelines. A general file can be kept on the Guideline Update and should contain a summary of guideline issues as they arise. It is recommended that the guidelines be reviewed, and amended as required, every five years.

3.7 Exceptions to the Guidelines

When implementing design guidelines it is important to recognize that exceptions can be warranted and that at times a project that strives for excellence in design can demonstrate that a specific guideline is not appropriate in that instance. It is the responsibility of the designer/developer/builder to demonstrate to the Town where this exception exists and it is at the discretion of the Town to support or not support that justification.

3.8 Design Review

The Design Review process shall occur in conjunction with applications for Draft Plan of Subdivision, Site Plan Control, Minor Variances, Consents and prior to applications for building permits. The Design Review process shall monitor the realization of the vision for Glen Williams including:

- Preservation and promotion of the character of Glen William's built form;
- Protection and enhancement of Glen William's open space network and natural environment;
- Improvement of pedestrian connections to the commercial and community facilities of the hamlet core and to Glen William's open space system; and

- Preservation of the balance between development in the hamlet and adjacent natural lands.

The Design Review process shall determine how new development fulfills the hamlet design guidelines contained herein.

3.9 Documentation

The information required for the design review process, Draft Plan of Subdivision and Site Plan Control applications, in addition to normal requirements of draft plan application, shall be prepared by a qualified architect, heritage planner, urban designer and or landscape architect and may include:

- a) An Urban Design Brief, Urban Design Study or Heritage Impact Assessment as outlined in the Secondary Plan Complete Application Requirements;
- b) Site Plan(s) indicating:
 - i) setbacks, heights and housing locations;
 - ii) clear location and site dimensioning of septic beds, if privately serviced;
 - iii) indication of pedestrian connections and access to open space;
 - iv) topography and new grading;
 - v) existing vegetation and proposed character of landscaping; and.
 - vi) roads, walkways, driveways, terraces and other impervious surfaces, location of public features such as postal kiosks and any above grade utilities; and,
- c) cross sections of each new street type showing:

- i) width of right-of-way;
- ii) type of road section being used with all services located as per the Town's requirements;
- iii) location of street lighting and furniture;
- iv) boulevards; and,
- v) streetscape elevations illustrating proposed residential character, including:
 - Entrances and porch locations;
 - Heights
 - Roof form; and
 - Fenestration.