

AMENDMENT NO. 44 TO  
THE OFFICIAL PLAN  
FOR THE TOWN OF HALTON HILLS

Glen Williams Secondary Plan - Scoped  
Update



**BY-LAW NO. 2021-00XX**

A By-law to adopt Amendment No. 44 to the Official Plan of the Town of Halton Hills - Glen Williams Secondary Plan Scoped Update

**WHEREAS** on October 4, 2021, Council for the Town of Halton Hills adopted Report No. PD-2021-0039, dated September 24, 2021 in which certain recommendations were made related to the Glen Williams Secondary Plan Area.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. That Amendment No. 44 to the Official Plan of the Town of Halton Hills, being the attached text and schedules, is hereby approved.

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 4<sup>th</sup> day of October, 2021.

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MAYOR – RICK BONNETTE

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TOWN CLERK – VALERIE PETRYNIAK

AMENDMENT NO. 44 TO THE OFFICIAL PLAN  
OF THE TOWN OF HALTON HILLS

The attached text and schedules constitute Amendment No. 44 to the Official Plan of the Town of Halton Hills, which was adopted by the Council of the Town of Halton Hills in accordance with the provisions of the Planning Act, 1990, R.S.O., c.P. 13, as amended:

THE CORPORATION OF THE TOWN OF HALTON HILLS

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MAYOR – R. Bonnette

\_\_\_\_\_  
CLERK

**AMENDMENT NO. 44**  
**TO THE OFFICIAL PLAN FOR THE TOWN OF HALTON HILLS**

PART A - THE PREAMBLE, does not constitute part of the Amendment.

PART B - THE HAMLET OF GLEN WILLIAMS SECONDARY PLAN, AS AMENDED, consisting of the following text and Schedules 1, 2 and 3.

PART C – APPENDICES, do not constitute part of the amendment, and are provided in support of the amendment.

## **PART A - THE PREAMBLE**

### **1.0 Purpose of the Amendment**

The purpose of the Glen Williams Secondary Plan amendment is to implement updated policy directions that have been developed by the Town of Halton Hills, through a scoped review of the existing plan. The scoped review has included a number of technical studies and engagement with the community. The updated Secondary Plan provides a detailed planning framework for the Hamlet of Glen Williams in support of the general policy framework provided by the Halton Hills Official Plan. More detailed policies are provided to guide and manage change while protecting and enhancing the cultural heritage resources and character of Glen Williams. Updated policies and schedules are provided to define and protect the natural heritage areas within Glen Williams. New appendices have been developed that support the implementation of the Secondary Plan including Appendix X6 – Hamlet Design and Heritage Guidelines.

### **2.0 Location**

The Hamlet of Glen Williams has a rich history since it was first settled by Benajah Williams in 1825 and evolved around its original mills and industries centered around the Credit River. Glen Williams has been shaped and formed over time around the centre of the Hamlet, near the intersection of Main Street and Prince Street. Recently developed areas include new subdivisions in three main areas along Bishop Court, Barraclough Boulevard, and McMaster Street.

Glen Williams is bound by significant environmental and topographical features, with the Niagara Escarpment to the north and west and is surrounded by the Protected Countryside of the Greenbelt Plan area to the north, east and west. The Credit River traverses the Hamlet from the northwest to the south. Glen Williams has a variety of natural amenities, including multiple open space and park areas adjacent to the Credit River and is served by multiple community services and facilities.

### **3.0 Basis of the Amendment**

#### **3.1 Issues Identified**

Through the scoped review process, a number of issues were identified that required further consideration. These issues have been addressed through updated and revised policies. In addition, the focus of the updated Plan includes new policies to provide for the protection of the character of Glen Williams.

The issues and matters addressed include the following:

- A review and analysis of the existing policy and regulatory framework applicable to the Secondary Plan at the Provincial, Regional and Local level;
- Input from the community and stakeholders, identifying the issues and concerns within the Hamlet;
- An identification of the changes occurring within the area and understanding of the factors influencing such change;
- A summary of the cultural heritage, urban design, parklands, trails and open space resources and opportunities; and
- A review of transportation, stormwater and the natural heritage and environmental system.

The Hamlet of Glen Williams Secondary Plan was originally adopted by Town Council in July 2003 and approved by the Region of Halton in 2005. The Secondary Plan came into full force and effect in 2007 once all appeals were settled at the Ontario Municipal Board. There has been a significant change in the Provincial and Regional planning environment since the Plan's original approval. In addition, new information has been made available since the Secondary Plan was approved through a number of Town wide studies and through engagement with the community. A scoped review of the Secondary Plan was therefore undertaken in 2019 to consider updated Provincial and Regional policies and technical studies, as well as input from the community. This review will update goals, objectives and develop a policy framework to guide and manage change in Glen Williams.

### **3.2 The Town of Halton Hills Official Plan**

The Town of Halton Hills Official Plan designates the Hamlet of Glen Williams as "Hamlet Area". The Plan provides policies for hamlets but directs that all development will be subject to the policies in the approved Secondary Plan. The Town's Official Plan defines the Hamlet of Glen Williams as a unique and historic community that provides a transition between Georgetown and the surrounding agricultural and rural landscape.

### **3.3 The Region of Halton Official Plan**

The Region of Halton Official Plan provides a framework that ensures that growth is managed in a way that is environmentally and economically sustainable. The plan sets criteria for the management of growth throughout the Region. Glen Williams is designated as a Hamlet within the Regional structure of the Regional Plan. In the Region of Halton Official Plan, hamlets are defined as compact rural communities which are intended to accommodate future residential growth in the Rural Area and small scale industrial, commercial and institutional uses serving the farming and

rural communities. The Region requires that Secondary Plans for hamlets be prepared that provide for compact growth that maintains the hamlet character of the community.

## **PART B – THE AMENDMENT:**

All of this part of the document entitled PART B – THE AMENDMENT, consisting of the following text and schedules, constitutes Amendment No. 44 to the Official Plan for the Town of Halton Hills.

### **Details of the Amendment:**

1. That Section 'Introduction Part H – Secondary Plans' is amended by adding 'Schedule H4-3 Glen Williams Transportation Plan'

2. That Section E3.4.2 is amended by adding the following text to the list:

'business and professional offices, professional medical or dental offices which do not include medical or dental laboratories or clinics, tourism and cultural uses, community uses, residential uses including single-detached residential uses; and limited office and ancillary residential uses may also be permitted on the ground floor of mixed-use buildings, in accordance with Section H4 of this Plan.

3. That Section E3.4 is amended with the addition of the following new subsection E.3.4.3 'Hamlet Estate Residential' and the following text, and that subsequent subsections are renumbered accordingly:

"Permitted uses and applicable policies in the Hamlet Estate Residential designation shall be in accordance with Section H4 of this Plan.

1. That Section E3.4.6 is amended by replacing the current text with the following text:

"E.3.4.7 Natural Heritage System

Permitted uses and applicable policies in the Natural Heritage System designation shall be in accordance with Section H4 of this Plan, and the Region of Halton Official Plan."

2. That Section E3.4 is amended by adding a new subsection E.3.4.8 'Special Study Area' and the following text:

"Permitted uses and applicable policies in the Special Study Area designation shall be in accordance with Section H4 of this Plan.

3. That Section H4 of the Official Plan is repealed in its entirety and replaced by the following text:



## **H4 Hamlet of Glen Williams Secondary Plan**

### **PART ONE: GOALS AND OBJECTIVES**

#### **H4.1 OVERALL GOAL OF THE SECONDARY PLAN**

The goal of the Glen Williams Secondary Plan is to protect and preserve the natural and cultural heritage features of the Hamlet and to guide change that maintains and enhances the unique character and natural environment of the Hamlet.

#### **H4.2 OBJECTIVES**

The objectives of the Glen Williams Secondary Plan are:

- a) To manage growth and change by
  - i) establishing and defining character areas for the existing established core area, mature neighbourhood areas and planned new residential areas and providing policies to guide appropriate change in those areas;
  - ii) providing for limited new growth in designated and planned areas through development that is sensitive to the natural environment and topography of Glen Williams and is reflective of the Hamlet's character areas;
  - iii) enhancing the vitality of the commercial core and maintain the core as a focal point for the community; and,
  - iv) ensuring growth is appropriately implemented in a co-ordinated, and cost-efficient. manner
- b) To protect and enhance the Hamlet's cultural heritage value by
  - i) conserving and enhancing the unique and significant cultural heritage resources of Glen Williams;
  - ii) establishing Character Areas for the established Historic Core and Mature Neighbourhoods, as well as New Planned Areas;
  - iii) encouraging architectural styles and well-designed housing forms that are consistent with the Hamlet's character areas;

- iv) maintaining and enhancing the character of Mature Neighbourhood Areas by ensuring that new housing, replacement housing, additions, alterations, and new or enlarged accessory buildings, are compatible, context sensitive, and respectful of the existing character of the neighbourhood.
- c) To protect natural heritage by
  - i) preserving , protecting and enhancing the Hamlet's natural heritage system; and,
  - ii) protecting the Hamlet's groundwater recharge areas.
- d) To protect and enhance open space areas by
  - i) maintaining and enhancing the Hamlet's open space, park and trail system, inclusive of buffer areas;
  - ii) reinforcing the importance of visual and physical access to open space areas trails and parks, as an integral part of Glen Williams; and,
  - iii) creating and sustaining attractive and well designed streetscapes and public realm.
- e) To promote and protect connectivity by
  - i) providing improved linkages to the commercial and community facilities of the Hamlet core area;
  - ii) supporting and enhancing streetscapes and the public realm;
  - iii) providing an environmental framework which serves both the existing and future community, which is formed by linking existing and new open spaces, natural heritage features and areas, parks and the developed areas of the Hamlet;
  - iv) supporting an active transportation network for the Hamlet; and,
  - v) ensuring safe and effective traffic and pedestrian movement throughout the Hamlet and minimizing impacts of traffic from new development.
- f) To address sustainability and climate change by:
  - i) ensuring new development is sustainable and resilient to climate change by implementing the Town's Green Development Standards;
  - ii) implementing the Town's Climate Change Adaptation Plan; and,

- iii) enhancing the robust natural heritage system to promote climate resiliency.

## PART TWO: FUNCTIONAL POLICIES

The Hamlet of Glen Williams is shown on Schedule H4-1. Schedule H4-1 identifies land use designations that apply to Glen Williams and shall be reviewed in conjunction with the following general policies.

### H4.3.1 GROWTH MANAGEMENT

The Glen Williams Secondary Plan provides for a land use planning framework to manage growth in the Hamlet in accordance with the Town's overall growth framework. Population and employment growth in the Hamlet shall be accommodated within the current Hamlet boundary.

Growth in the Hamlet shall predominantly be provided through the build out of the planned residential areas through Draft Plans of Subdivision. Limited growth may occur through infill development of vacant lands, new lot creation and through the provision of accessory apartments. Additional opportunities for employment may be provided through redevelopment, additions and/or expansions to existing buildings.

All growth shall be provided in accordance with the policies of the Town's Official Plan that set out requirements for parkland, schools and community services and facilities.

All development shall be undertaken in accordance with the policies of this Plan that require the protection of significant cultural and natural heritage resources and the preservation of the character of the Hamlet.

Where development is proposed within New Planned Areas, compatibility with adjacent land uses beyond the Hamlet Boundary shall be enhanced through appropriate buffers and mitigation measures.

A population of approximately 2200 is planned to be accommodated in the Hamlet. New development shall be provided on full municipal services unless otherwise identified by this Plan and the Town's Official Plan. Accessory apartments are permitted on private services as long as well and septic facilities are adequate and available to accommodate an additional dwelling unit, in accordance with the Town's Official Plan.

### H4.3.2 NATURAL HERITAGE SYSTEM

The natural heritage features and areas within the Secondary Plan are currently identified through Provincial, Regional and local designations and policies in addition to the policies and regulation of the Credit Valley Conservation (CVC).

The *Natural Heritage System* is defined by the Region of Halton as a critical component of a healthy community and helps to define the character of the area. The *Natural Heritage System* reflects the systems approach taken to ensure the protection, preservation and enhancement of key features and components to maintain biological diversity and ecological functions of the area.

For the purposes of this Plan, any italicized definitions in this Plan reference defined terms in the Region of Halton Official Plan.

The *Natural Heritage System* shown on Schedule H4-1 and H4-2 is a systems approach to protecting and enhancing natural features and functions within the Hamlet and consists of the following key features and components:

- *Significant Wetlands;*
- *Significant Woodlands;*
- *Significant Valleylands;*
- *Significant habitat of endangered and threatened species*
- *Significant wildlife habitat;*
- *Significant areas of natural or scientific interest;*
- *Fish Habitat;*
- *Enhancements to Key Features;*
- *Regulated Watercourses that provide a linkage to wetland or a significant woodland;*
- *Wetlands other than those considered significant; and*
- *Regulated Flood Plain.*

#### H4.3.2.1 Significant Valleylands

**The Glen Williams Secondary Plan Area is within the middle reach of the Credit River Valley, under the jurisdiction of the Credit Valley Conservation and subject to Ontario Regulation 160/06. The Credit River and one of its tributaries flow through the centre of the Area, and Silver Creek flows along the western border. The northern portion of**

**the Secondary Plan area is within the Credit River Subwatershed, and the southern portion is within the Silver Creek Subwatershed.**

The Hamlet of Glen Williams historically developed within the valley of the Credit River. Any changes to existing development within the Valleylands is subject to the Credit Valley Conservation regulation.

Significant valleylands shall be protected to provide important terrestrial and aquatic habitats, supporting highly diverse and productive ecosystems, connecting landscapes by linking riverine wetlands and watercourses to adjacent woodlands and upland habitats.

Applications for development that are within 120 metres of *significant* valleylands shall include an Environmental Impact Assessment in accordance with Section C2 of the Official Plan, and the Region's EIA guidelines, and in consultation with Credit Valley Conservation.

#### H4.3.2.2 Natural Hazards

In accordance with the Official Plan, no new development or site alteration shall be permitted within hazardous lands associated with the valley slope, including erosion, meanderbelt and flood plain.

##### Regulatory Floodplain

Regulatory *Flood Plain* is associated with the valley of the Credit River, and its tributaries. While development is prohibited within Regulatory *Flood Plain*, existing development is recognized. Any changes to existing development is subject to the Credit Valley Conservation regulations and approval. The Regulatory *Flood Plain* has been delineated on Schedule H4-2, and is determined, mapped and refined from time to time by the Credit Valley Conservation.

##### Stable Top of Bank Setbacks

In accordance with the Official Plan, new lots shall be located a minimum of 15 metres from the stable top of bank of a major valley/watercourse and a minimum of 7.5 metres from the stable top of bank of a minor valley/watercourse unless otherwise determined through an approved Subwatershed Study, Environmental Impact Assessment or Geotechnical Study in consultation with Credit Valley Conservation.

#### H4.3.2.3 Erosion and Sediment Control

Development and construction practices within the Hamlet shall minimize the levels of soil erosion and siltation through appropriate erosion and sediment control measures in accordance with Town and CVC requirements as applicable

#### H4.3.2.4 Endangered and Threatened Species

Development or site alteration shall not be permitted in significant habitat of endangered species, except in accordance with provincial and federal requirements. Any development and site alteration within 120 metres of the significant habitat of endangered or threatened species shall be subject to an Environmental Impact Assessment. Further requirements and assessments may be required in accordance with Provincial legislation and regulations.

#### H4.3.2.5 Watercourses and Fish Habitat

The reach of the Credit River through Glen Williams is classified by Credit Valley Conservation as a "mixed cool/cold" water fisheries community. A 30 metre development setback shall be required from cold water tributaries designated as Natural Heritage System on Schedule H4-2 of this Plan. The exact boundaries of the 30 metre buffer zone should be established in consultation with Credit Valley Conservation.

No new development is permitted within the 30 metre buffer zone without the approval of Credit Valley Conservation, and in accordance with provincial and federal requirements. Historical development within the buffer zone is recognized. Credit Valley Conservation must be consulted to evaluate impacts and propose mitigation strategies for any application for replacement and/or expansion of existing development within the 30 metre buffer area.

Schedule H4-2 also identifies tributaries of the Credit River within the Hamlet that provide Fish Habitat and are included in the *Natural Heritage System* designation. A 15 metre development setback shall be required from warm water tributaries designated as *Natural Heritage System* on Schedule H4-2 of this Plan.

#### H4.3.2.6 Tree Preservation

Trees are a distinctive landscape feature in Glen Williams. It is the objective of this plan to encourage the preservation of existing trees and the planting of new trees.

In accordance with the Official Plan, the Region of Halton Tree Conservation By-law shall be supported, including the requirement of a permit for the removal of trees within woodlands 0.5 hectares within the *Natural Heritage System* or woodlots larger than 0.5 ha outside of the *Natural Heritage System*.

There are wooded areas within the Hamlet that are not within the *Natural Heritage System*. These areas contribute to the character of the Hamlet. The policies of Section C9 of the By-law as amended shall apply with respect to tree preservation and planting.

#### H4.3.3 TRAIL SYSTEMS

**Glen Williams has existing public trails, which form an important part of the active transportation network and provide opportunities for recreation. Trails are located throughout Glen Williams including the many natural and open space areas along the Credit River as identified in Schedule H4-3.**

The Halton Hills Active Transportation Master Plan (ATMP) was completed in 2020 and replaces the existing 2012 Cycling Master Plan. The ATMP serves as a blueprint to guide the development of active transportation within the community, and should be used to guide the implementation of active transportation infrastructure.

The ability to travel through the community via active transportation is viewed as an important element of the Hamlet character. The Plan shall provide for the development of an extensive network of active transportation routes, including on-road facilities and off-road trails, in accordance with the Halton Hills Active Transportation Master Plan. The network should link new and existing residential areas to the community core and complement the infrastructure identified through the Halton Hills Active Transportation Master Plan.

Conceptual alignments for proposed infrastructure are shown on Schedule H4-3 in accordance with the Halton Hills Active Transportation Master Plan.

To accommodate future trail alignments within these areas a minimum 10 metre top of bank setback is required. Where feasible, trail connections through buffer areas should be considered subject to Town and Credit Valley Conservation approval. Additional buffers may be required in accordance with Section H4.3.2 (Natural Heritage System) of this Plan.

Trails are permitted within the Regional Natural Heritage System in accordance with the ROP.

Implementation of any facilities or trails shall be assessed through the development approval process and associated public consultations, and shall be developed to municipal standards.

#### H4.3.4 SERVICING AND INFRASTRUCTURE

The use of existing infrastructure and public service facilities shall be optimized wherever feasible.

#### H4.3.4.1 Water Servicing

**A piped Regional water system currently services the majority of the Hamlet of Glen Williams. Glen Williams' water is supplied entirely from groundwater. Watermains are located within the majority of the roads in the Hamlet.**

**There are many lots that are still serviced by private water wells. These lots may potentially connect to municipal water when the Region, in consultation with the Town of Halton Hills, considers it prudent and feasible to provide such services.**

All new development shall be serviced by piped Regional water.

Prior to any future development, applicable capacity (wellfield, distribution and treatment capacity) is to be confirmed to the satisfaction of the Town and the Region.

All future works are to be completed in accordance with Town, Region and Credit Valley Conservation requirements including the Scoped Subwatershed Study for Glen Williams (2003).

#### H4.3.4.2 Wastewater Services

**At the date of the adoption of the revised Glen Williams Secondary Plan, existing wastewater infrastructure is located on Confederation Street from the south limit of Glen Williams to Main Street, along Main Street to Prince Street and within the Meadows of the Glen subdivision.**

Unless otherwise provided for in this Plan, all new development shall proceed on the basis of connection to Regional wastewater infrastructure.

Any proposal to extend or install wastewater infrastructure will require the approval of the Town of Halton Hills, the Region and, where appropriate, Credit Valley Conservation. Such approval shall require all associated supporting studies deemed necessary by approval agencies.

Prior to any future development, applicable capacity (distribution and treatment capacity) is to be confirmed to the satisfaction of the Town and the Region.

All future works are to be completed in accordance with Town, Region and Conservation Authority requirements.

#### H4.3.4.3 Stormwater Services

**The Hamlet currently addresses stormwater management through a variety of approaches. The historic core near the Glen Williams Public School, the community residences south of Wildwood Road to Mullen**



**Place on the west side of Mountainview Road, and the homes along Confederation Street and Oak Ridge Drive north of Wildwood Road are not currently serviced for flow control or water quality treatment. Drainage from these areas flows along surface channels and ditches, and some storm sewers, with any major and minor flow systems conveying runoff directly to the Credit River and its tributaries.**

**The Meadows in the Glen subdivision (also referred to as the Intercorp Meadows in the Glen subdivision), south of Prince Street, and the estates along Bishop Court (Charleston Homes Bishop's Court Phase 1) are serviced for flow control, water quality and erosion control by a traditional 'end of pipe' wet pond based stormwater management facilities with controlled, treated discharge to the local tributaries of the Credit River.**

New development shall adequately address stormwater management to prevent degradations of natural streams and existing habitats.

Water quantity, quality, water balance, and erosion concerns shall be addressed through Stormwater Management Plans provided with development applications and shall address considerations for Low Impact Development principles and criteria established by the Town, Region and Credit Valley Conservation. Opportunities to provide SWM controls to currently uncontrolled areas, especially public roads, should also be evaluated as part of future studies.

Any submission of a plan of subdivision must be accompanied by a Stormwater Management Report that shall address to the satisfaction of the Town of Halton Hills and Credit Valley Conservation how the quality and quantity of runoff will be managed.

Applications for new development should consider establishing connections between the trail network and proposed stormwater management ponds where feasible. Where possible, the service roads for stormwater management ponds should be incorporated into the overall trail networks.

#### H4.3.4.4 Expansion of Existing Services

Extension of the Regional water and/or wastewater system to existing development areas within the Hamlet may be approved when it is determined to be feasible and prudent. Any proposal to extend or install water and/or wastewater infrastructure shall generally be in accordance with the existing Master Servicing Plan and will require the approval of the Town of Halton Hills, the Region and, where appropriate, Credit Valley Conservation. Such approval shall require all associated supporting studies deemed necessary by approval agencies.

Existing lots of record and individual lots that are created by consent (land severance) within existing developed areas may be developed on private, individual wastewater systems. The minimum lot size for new development on private, individual wastewater treatment services shall be in accordance with regulations and requirements for private servicing systems and supported by a hydrogeological study satisfactory to the Town and Region of Halton.

Development in areas designated in this Plan as *Hamlet Estate Residential Area* may proceed on private individual wastewater treatment systems where it has been determined that the provision of piped Regional wastewater services is not required. Additional treatment for nitrogen, phosphorous and bacteria consistent with the recommendations of the Scoped Subwatershed Plan for Glen Williams and Regional Rural Servicing Guidelines shall be required.

#### H4.3.5 GROUNDWATER PROTECTION AND MANAGEMENT

**Glen Williams' water is supplied entirely from groundwater using three municipal well fields: Lindsay Court, Princess Anne, and Cedarvale. Glen Williams is entirely located within the CTC Source Protection Region. The CTC Source Protection Plan ([ctcswp.ca](http://ctcswp.ca)) should be reviewed to identify policies that may apply to proposed development, including water balance assessment requirements noted below.**

Maintaining water balance and flow paths is essential to maintaining overall watershed health and patterns of annual runoff, evapotranspiration and infiltration. Much of Glen Williams is within a wellhead protection area-quantity (WHPA-Q), and the CTC Source Protection Plan policies for maintaining recharge indicate when and where a water balance assessment may be required for some proposed developments.

A number of studies as set out in this section may be required with any proposed development as set out in Section H4.10.7 (Complete Application Requirements) of this Plan.

Credit Valley Conservation has established the water balance criteria to protect groundwater, baseflow and other natural features, such as woodlands and wetlands. The incorporation of monitoring infrastructure may be required to address pre and post conditions related to infiltration, runoff, and evapotranspiration with development applications.

It is an objective of this Plan to protect groundwater resources.

Schedule H4-2 identifies areas of higher potential groundwater recharge within the Hamlet. As part of a development application, the following policies shall apply:

Any development proposal within the areas shown on Schedule H4-2 as an area of higher potential groundwater recharge shall be subject to an Environmental Implementation Report, as specified in the Scoped Subwatershed Plan for Glen Williams that shall assess the hydrogeological function of the area, and determine how to maintain the quality and quantity of groundwater.

Any development proposal within the areas shown on Schedule H4-2 that are areas of higher potential groundwater recharge, shall undertake an area specific water balance analysis to identify pre-development recharge rates and distribution. The analysis shall ensure the maintenance of pre-development recharge rates and appropriate distribution.

In areas where development may impact a sensitive ecological feature, a feature based water balance may also be required, and consultation with the CVC is required.

#### H 4.3.6 HAMLET BOUNDARIES AND BUFFERS

The boundaries of the Hamlet shown on Schedule H4-1 have been previously determined based upon a limited amount of growth that: maintains Hamlet scale and character; corresponds to available wastewater servicing capacity and identifiable features such as roads, property boundaries, physical features and other logical boundaries.

In some areas of the Hamlet, a buffer has been provided between the existing boundary and new developed areas. New buffer areas shall be conveyed as public open space.

Historically, this buffer area has been provided through private open space and public open space inclusive of parts of the trail system.

Planned areas still to be developed shall consider adjacent boundaries and land uses beyond the Hamlet Boundary to determine a general lot line setback of at least 5 to 10 metres to the Hamlet boundary to maintain a Hamlet buffer area. Opportunities for parks open space and trails should be assessed within the Hamlet buffer area for future development in accordance with the Active Transportation Master Plan. Public ownership of the Hamlet Boundary buffer area within New Planned Areas shall be required.

#### H4.3.7 ARCHAEOLOGICAL RESOURCES

Development that impacts any areas identified for as having archaeological potential shall require an Archaeological Impact Assessment in accordance with the Official Plan to determine the presence of archaeological resources and, if required, provide recommendations for mitigation and conservation.

Archaeological Impact Assessments and the conservation or excavation of significant archaeological resources is required in accordance with Provincial Policy and the Halton Region Official Plan.

Development and site alteration may be permitted on lands containing archaeological resources or areas of archaeological potential, if significant archaeological resources have been conserved by removal and documentation, or preservation on site. Where significant archaeological resources must be preserved on site, only development and site alteration which maintains the heritage integrity of the site may be permitted.

The Town shall encourage engagement with Indigenous communities and consider their interests when identifying, protecting and managing significant cultural heritage and archaeological resources.

#### H4.3.8 HAMLET DESIGN

**Design is an integral part of planning and development, enabling the creation and preservation of vibrant, and livable places; it is a key component in creating a definable sense of identity. Tangible elements of the urban environment such as the built form, open space, and public realm, and the relationship between those elements, should be organized and designed in an attractive, functional and efficient manner.**

Hamlet design applies to various scales of development in the Hamlet of Glen Williams, including the site, the block, the neighbourhood scale and the Hamlet as a whole. It is expected that each scale of development will relate to the Hamlet Design objectives of this Plan and implementing Hamlet Design policies and guidelines as detailed in Appendix A - Hamlet Design and Heritage Protection Guidelines.

##### H4.3.8.1 Hamlet 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.

#### H4.3.8.2 Hamlet Design Policies

The following hamlet design policies are intended to support the hamlet design objectives and define the primary design elements and expectations that shall apply to all areas in the Hamlet:

**Intensification and Infill:** Development through intensification and infill shall address the integration, compatibility, built-form (including massing), and relationship of new development to existing buildings and to the surrounding neighbourhood character and context, based on the principles of good design practice.

**Gateways:** Gateways are illustrated on Schedule XX 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, a distinctive or recognizable character, and a sense of arrival

**Sustainability:** Sustainable design practices in the public and private realm shall be promoted through a variety of strategies, including but not limited to:

- the adaptive re-use of existing buildings;
- sustainable design features that address matters of exterior building design and the incorporation and integration of trees, shrubs, hedges planting or other ground cover;
- provision of bicycle parking in the public and private realm;
- elements that promote energy reduction or conservation including building and street orientation for passive solar gains;
- elements that promote improved water and air quality conditions;

- selection of drought tolerant, salt tolerant and native vegetation species; and,
- integration of alternative transportation choices.

**Accessibility and Universal Design:** Development shall be designed to be barrier free and universally accessible by all citizens.

**Public Realm:** Priority Public Spaces identified on Schedule XX are spaces that are integral to the character of the Hamlet. Through the review of development applications, opportunities shall be identified for new public and privately owned parks, plazas, open spaces or gathering spaces to enhance public interaction, contribute to the creation of new spaces for trees and plantings, and serve as focal points within the community as appropriate.

**Landscape Design:** Sites shall be designed with a balanced distribution of hard and soft landscaping where feasible that contribute toward a coordinated and enhanced site design, streetscape character, sense of place, and an aesthetically pleasing comfortable pedestrian environment. Specific treatment may also be required to address a range of considerations such as screening objectives, landscape buffers to promote land use compatibility, the provision of large canopy trees to provide respite from the sun, streetscape character and opportunity for integrated amenity spaces and sustainable design.

**Complete streets:** Development within Glen Williams shall include a system of complete streets, linked open spaces, multi-use pathways and bikeways integrated with the Hamlet's parklands, natural heritage areas and other public gathering areas.

**Built Form and Massing:** Buildings shall be located with consideration of the existing streetscape character and setbacks. On corner lots buildings should be located to frame the intersection. The design and massing of buildings shall relate to the surrounding context, street proportions, and appropriately scaled dimensions.

**Open Space:** Open space associated with natural features should be protected and maintained. Development should reinforce identified gateways and focal points and should strengthen linkages to existing and future parks, trails and open space, cycling networks, as well as other community infrastructure. Community gathering spaces should be incorporated at trail or open space access points.

**Lighting:** All site lighting, where required, shall be designed to create safe outdoor environments and to minimize glare and impact to night sky, public view and surrounding properties. **Signage:** Site signage shall be designed to complement and enhance building and site design features. Building signage

shall be of a scale proportional with building size and not overwhelm building façades or obstruct architectural features.

Cultural Heritage: Building and site design shall sympathetically conserve, respect and build upon cultural heritage resources of the Hamlet as a whole and the Historic Core in particular. Sensitive designs shall be provided for new development in close proximity to significant heritage resources and the Historic Core. Adaptive reuse of historically significant cultural resources in accordance with Section H4.3.9 (Historic Core) of this Plan shall be encouraged. Detailed policies related to cultural heritage resources are found in Section H4.3.9 (Historic Core) of the Plan.

#### H4.3.8.3 Design Briefs and Guidelines:

In addition to the studies listed in Policy G12.3 of the Town of Halton Hills Official Plan, Town staff may request the preparation of a design brief or design guidelines as a requirement of a complete application. Design Briefs shall be prepared in accordance with Appendix A: Hamlet Design and Heritage Guidelines and Section F2.3.1 (Urban Design Guidelines) of the Town of Halton Hills Official Plan and Section H4.10.7 (Complete Application Requirements) of this Plan.

Design Briefs prepared in support of a Draft Plan of Subdivision shall describe how the proposed plan has considered and implemented the design policies contained within Section F3 (Design for New Communities) of the Town of Halton Hills Official Plan.

#### H4.3.9 CULTURAL HERITAGE RESOURCES

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

H4.3.9.1 The cultural heritage attributes of Glen Williams that contribute to its cultural heritage value include:

- 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, and trails, lot configuration
- Significant views and vantage points; and
- Significant cultural heritage resources included on the Town of Halton Hills Heritage Register.

#### H4.3.9.2 Objectives

- a) Continue to identify and conserve significant cultural heritage resources within the Hamlet of Glen Williams;
- b) Recognize and promote the Historic Core of Glen Williams as a Character Area; and,
- c) Promote, interpret and commemorate the history of Glen Williams to provide opportunities for tourism and enhance the community's identity.

#### H4.3.9.3 Historic Core

The Historic Core Character Area is provided on Schedule H4.1. This area as described in Section H4.3.11.1 (Historic Core) in detail consists of those historically established areas along Main Street and the Credit River and include a number of designated properties.

Policies:

The Town of Halton Hills shall:

- a) Establish guidelines for hamlet design within the identified Historic Core Character Area which:
  - i) Conserve and enhance the identified cultural heritage value of the Historic Core and provide guidelines for compatible new development;
  - ii) Balance the conservation of significant cultural heritage resources as part of appropriate intensification and infill;
- b) Continue to identify and conserve significant cultural heritage resources and cultural heritage landscapes within the Hamlet of Glen Williams under the *Ontario Heritage Act*;
- c) Discourage the demolition of significant cultural heritage resources;



- d) Require the submission of a Heritage Impact Assessment, in accordance with the Town of Halton Hills Heritage Impact Assessment Terms of Reference, for applications submitted under the *Planning Act* for properties that are
  - i) located on or adjacent to properties that are listed on the Town's Heritage Register or designated under the Ontario Heritage Act; and/or,
  - ii) located within the Historic Core area, at the discretion of Town Staff.
- e) Require that the initiation of any Municipal public works initiatives, including infrastructure or streetscape improvements be informed by a Heritage Impact Assessment at the discretion of Town Staff. A Heritage Impact Assessment shall provide mitigation recommendations to ensure that the heritage character of Glen Williams is conserved and enhanced;
- f) Maintain the Hamlet character of Glen Williams and promote streetscape improvements including street art, street furniture, historic plaques and interpretive panels.
- g) Recognize and retain the natural features, topography and vegetation which contribute to the character and scenic beauty of Glen Williams;
- h) Develop parking areas that are sensitive to and compatible with the cultural heritage character of the area within the Historic Core, and provide opportunities for compatible outdoor features, such as patios, porches, and open space to accommodate and improve commercial functions;
- i) Encourage the conservation of significant cultural heritage resources as per best practices outlined in the 2010 Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada, as amended from time to time; and
- j) Maintain safe opportunities for pedestrians, vehicles and bicycles to enable access to crossings over the river within the Historic Core which provide scenic views up and down the river corridor from historically established vantage points.

Additional guidelines related to heritage protection can be found in Appendix A - Hamlet Design and Heritage Guidelines.

#### H4.3.10 TRANSPORTATION

**Travel within Glen Williams is predominantly auto-oriented, given its Hamlet character and limited public transportation options. Overtime, there is significant opportunity to encourage active transportation**

**modes such as walking and cycling within Glen Williams by improving existing infrastructure.**

#### H4.3.10.1 Road Network

Schedule H4-3 identifies the transportation facilities within the Hamlet including the road classifications.

#### H4.3.10.2 Active Transportation

Active transportation shall be encouraged by improving pedestrian connections including movements into and out of the Hamlet and the expansion and enhancement of the trail systems, and by implementing active transportation infrastructure as identified in the Town's Active Transportation Master Plan.

New developments shall have consideration of the road network including the integration of trails, cycling routes and safe pedestrian connections in accordance with the Official Plan and the Active Transportation Master Plan.

#### H4.3.11 CHARACTER AREAS

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

**The Historic Core of Glen Williams developed around the Credit River. The Mature Neighbourhood Area was developed primarily in the later nineteenth century and the first half of the twentieth century.**

Change and development in each of Glen Williams' character areas is to be guided by a set of general policies with more detailed design policies and guidelines provided in Appendix A – Hamlet Design and Heritage Guidelines.

In the older, established areas, (i.e., the Historic Core and the Mature Neighbourhoods), the intent of the policies is to ensure that the existing character of the area is identified, conserved and maintained or enhanced. Within the New Planned Areas, the policies are to ensure new development is comprehensively and appropriately implemented at a suitable scale and density, in accordance with Sections H4.5.3 a) ii) and H4.6.3. a) (Land Use Policies) of this Plan.

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.

##### H4.3.11.1 Historic Core

**The Historic Core of Glen Williams represents the central area around which the Hamlet was settled, and evolved over time. This area is**

**characterized by a mix of residential and commercial buildings and contains several properties that are listed on the Town's Heritage Register and designated under Part IV of the Ontario Heritage Act.**

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:

- a) the height, massing, and scale of the buildings in the Historic Core;
- b) the 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) the consistent setbacks of buildings from the street;
- d) the streetscape and landscape features, including the built fabric of the street and sidewalk that contribute to the heritage character of the area while ensuring adequate sidewalks for safe pedestrian and vehicular movement;
- e) the prevailing side and rear yard setbacks;
- f) the patterns of landscaped open space;

#### H4.3.11.2 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.

The implementing Zoning By-law shall further detail appropriate standards for new housing, replacement housing, additions, and alterations to housing within Mature Neighbourhood Areas, including lot coverage, building height, and side yard setbacks amongst other standards.

Minor variances from the implementing Zoning By-law associated with new housing, replacement housing, additions, alterations, and new or enlarged accessory buildings, in 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; and,
- d) that impacts on adjacent properties are minimized.

#### H4.3.11.3 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.**

These areas may have existing natural and cultural heritage features and should be planned and developed to reflect the overall natural and heritage character of Glen Williams.

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

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 in accordance with the Hamlet Residential lot size requirements to ensure protection 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 shall be compatible with, and sensitive to, the existing surrounding built form context;

- d) A street network that improves connectivity and permeability and provides safe and adequate access throughout the area, including all residential lots, parks, trails and open spaces; and
- e) A streetscape that incorporates a design and features reflective of the surrounding Hamlet character.

#### H4.3.12 PARKS AND OPEN SPACE

**Glen Williams has a variety of natural amenities, including multiple open space and park areas adjacent to the Credit River.** These areas are identified on Schedule H4-1.

The Hamlet includes a hierarchy of open spaces – centralized around natural heritage features including:

- Community Parks
- Parkette
- Open Space
- Cemeteries

These areas shall be maintained and where possible enhanced through the expansion of the open space and trail network within the Hamlet.

The Town shall explore opportunities to acquire additional public open space including trails and public parkland through the review of development applications in order to strengthen the trail and open space network within the Hamlet. The size and location of public open space provided through new subdivision developments should be assessed based on the location and context, including density, for the area such as opportunities for linear parks, trails, open spaces and public realm enhancements. Trails are permitted within the Regional Natural Heritage System in accordance with the ROP.

New open spaces should be designed in accordance with the Hamlet Design and Heritage Guidelines and the policies contained within Appendix A of this Plan. New public spaces shall be designed to be fully accessible where feasible. Sustainable elements should be incorporated into the design of any public park spaces.

Visual and physical access to open space areas, trails and parks should be implemented where feasible.

#### H4.3.13 SUSTAINABILITY AND CLIMATE CHANGE

**The Town of Halton Hills is committed to sustainable growth and development. The Town of Halton Hills sets a goal to be a Net Zero municipality by 2030.**

In accordance with Section C19 (Green Development) of the Town of Halton Hills Official Plan, to facilitate sustainable development practices, all development applications shall promote energy conservation, water conservation and quality, the natural environment, air quality, waste management, communication and transportation and community design.

The Halton Hills Green Building Development Standards, and all current policies and guidelines endorsed by Council shall be adhered to in all new development.

### PART THREE: LAND USE POLICIES

#### H4.4 HAMLET COMMUNITY CORE AREA

##### H4.4.1 Purpose

The *Hamlet Community Core Area* designation identifies the central portion of the Hamlet where the greatest concentration of commercial activities and heritage features are located. It is an objective of the *Hamlet Community Core Area* designation to define and strengthen the character of the *Hamlet Area* through the protection of its architectural style and natural heritage while at the same time improving the commercial viability and viability as a community centre.

Part of this area is also identified as being located within the Historic Core Character Area and subject to the policies in Section H.4.3.9.3 (Historic Core).

This designation serves to allow for the concentration of the primary commercial and community functions within the Historic Core area to maintain it as a vibrant centre of activity. Residential uses are also permitted that are consistent with the policies of this Plan and the Hamlet Design and Heritage Guidelines contained in Appendix A.

##### H4.4.2 Permitted Uses

Uses permitted within the *Hamlet Community Core Area* designation may include:

- a) retail and service commercial uses;
- b) business and professional offices;

- c) Professional medical or dental offices which do not include medical or dental laboratories or clinics;
- d) tourism and cultural uses;
- e) community uses;
- f) restaurants, not including drive thrus;
- g) residential uses including single-detached residential uses;
- h) bed and breakfast establishments in accordance with the Hamlet Residential Area policies of the Official Plan; and,
- i) home occupations and cottage industries within single-detached dwelling units, subject to the policies of the Halton Hills Official Plan.
- j) Limited office and ancillary residential uses may also be permitted on the ground floor of mixed-use buildings.
- k) Adult entertainment uses shall be prohibited in the Hamlet Community Core Area designation

The size and location of permitted uses within the *Hamlet Community Core Area* shall be determined through the development process and regulated by the implementing zoning by-law.

#### H4.4.3 Land Use Policies

Development within the *Hamlet Community Core Area* designation shall be consistent with the following land use policies:

- a) To achieve compatibility between different land uses, development shall be designed to provide appropriate transition through landscape buffering, appropriate separation and other forms of mitigation as required. Adequate off-street parking may be required. Parking facilities should be oriented to the side or rear of all commercial buildings wherever possible;
- b) Building heights should generally not exceed two storeys unless required to meet the objectives of the Hamlet Design and Heritage Guidelines contained in Appendix A;
- c) Commercial uses shall generally serve the needs of the community, the surrounding rural area and tourists;
- d) No outdoor storage uses, except those that legally existed on or before the date of the Secondary Plan's approval, shall be permitted within the *Hamlet Community Core Area* designation;

- e) The development of office space shall be encouraged to develop on second storeys above retail uses;
- f) All development shall be consistent with the Hamlet Design and Heritage Guidelines contained in Appendix A; and,
- g) The majority of the *Hamlet Community Core Area* is situated within the Regulatory Floodplain of the Credit River, and development is subject to the policies contained in Section H4.4 (Hamlet Community Core) of this Plan.
- h) Parts of the *Hamlet Community Core Area* are also identified within the Historic Core Character Area Overlay and the policies of Section H4.3.11.1 (Historic Core) shall apply to new development.
- i) Adequate access, drop-off areas and off street parking for community uses shall be provided on site to ensure compatibility with surrounding uses. The parking standard to be applied shall be based on the standards contained in the Zoning By-law, as amended.
- j) The ground floor of buildings in the Hamlet Community Core Area shall be primarily occupied by non-residential uses up to 500 square metres of ground floor area.

#### H4.5 HAMLET RESIDENTIAL AREA

##### H4.5.1 Purpose

The Hamlet Residential Area designation recognizes existing mature neighbourhood areas, developed residential areas and planned residential areas. The objective of the Hamlet Residential Area designation is to allow for gradual and limited growth over time in a manner that is consistent with the character of the Hamlet using innovative subdivision design and architectural requirements.

All applications for new development shall be designed in accordance with the Hamlet Design and Heritage Guidelines contained in Appendix A and the implementing Zoning By-law.

##### H4.5.2 Permitted Uses

The uses permitted within the *Hamlet Residential Area* designation may include:

- a) single detached residential uses;
- b) accessory apartments;



- c) bed and breakfast establishments in accordance with Section D1.3.1.5 (Bed and Breakfast Establishments) of the Official Plan and,
- d) home occupations and cottage industries within single detached dwelling units, subject to the policies of the Halton Hills Official Plan. A home occupation shall not include any adult entertainment uses.
- e) Adult entertainment uses shall be prohibited in the Hamlet Residential Area designation

#### H4.5.3 Land Use Policies

Development within the *Hamlet Residential Area* designation shall be consistent with the following land use policies:

- a) The minimum lot size for residential development on Regional water and wastewater services shall be 0.10 hectares (0.25 acres);
  - i) Plans of subdivision that are developed on Regional water and wastewater services shall be required to provide for a range of lot sizes, consistent with the existing hamlet character, generally ranging in size from 0.10 hectares (0.25 acres) to 0.4 hectares (1.0 acre).
  - ii) The maximum permitted density of any Plan of Subdivision developed on Regional water and wastewater services shall be 5 units per net residential hectare (2 units/net acre).
- b) Applications for new development within the New Planned Areas identified shall be subject to the applicable policies of Section H4.3.11.3 (New Planned Areas).
- c) Intensification within the Hamlet Residential Area shall be limited to the addition of accessory apartments and, land division where it has been determined to be compatible with the lot area and lot frontages of the surrounding neighbourhood. Development through accessory apartments and new lots shall be designed in accordance with the Hamlet Design and Heritage Guidelines contained in Appendix A and the implementing Zoning By-law.
- d) Intensification within the Hamlet Residential Area shall be evaluated using the following criteria to maintain and protect the existing area character:
  - i) The built form of development including scale, height, massing and architectural character and materials shall be compatible with the surrounding neighbourhood and

character area identified in Section H.4.3.11 (Character Areas) if applicable.

- ii) New development shall be compatible with the setbacks and lot siting, orientation, and separation distances within the surrounding neighbourhood and character area identified in Section H.4.3.11(Character Areas) if applicable and shall appropriately transition to adjacent properties.
  - iii) New development shall minimize impacts on adjacent properties in relation to, but not limited to grading, drainage, location of services areas, access and circulation, privacy and microclimatic conditions such as shadowing.
  - iv) New development should ensure appropriate connectivity to ensure appropriate traffic circulation, and pedestrian and cyclist access in order to ensure convenient access to community facilities including schools, parks and community centres.
  - v) Infrastructure shall be readily available to provide adequate water, wastewater, waste management, fire protection and utilities.
- e) Section H4.10 (Implementation), describes the development approval processes and planning tools that the Town shall apply to implement the policies of the Plan and shall be considered as part of applications for new development.

#### H4.6 HAMLET ESTATE RESIDENTIAL AREA

##### H4.6.1 Purpose

Areas designated *Hamlet Estate Residential Area* consist of larger estate lots that provide a transition between the rural area and the core area of the Hamlet.

The *Hamlet Estate Residential Area* designation shall not be provided with piped Regional wastewater services and no allocation of wastewater servicing capacity has been reserved or will be required as part of an approval by Council of a development application in this designation. Development in these limited areas will therefore proceed on the basis of private wastewater systems and piped water supply subject to the policies of this Plan.

##### H4.6.2 Permitted Uses

The uses permitted within the *Hamlet Estate Residential Area* designation may include:

- a) single detached residential uses;
- b) accessory apartments; and,
- c) home occupations and cottage industries within single detached dwelling units, subject to the policies of the Halton Hills Official Plan. A home occupation use shall not include any adult entertainment uses.
- d) Adult entertainment uses shall be prohibited in the Hamlet Estate Residential Area designation.

#### H4.6.3 Land Use Policies

Development within the *Hamlet Estate Residential Area* designation shall be consistent with the following land use policies:

- a) A maximum density of 2.5 dwelling units per net hectare may be permitted in areas designated Hamlet Estate Residential.
- b) Lot sizes for residential development on Regional water and private septic services are subject to the suitability of the soil conditions in the development area, Regional Official Plan policies and the Regional's Hydrogeological Studies & Best Management Practices for Groundwater Protection Guidelines for septic systems but under no circumstances shall the minimum lot area be less than 0.4 hectares (1.0 acre); and,
- c) Council shall only adopt zoning by-laws that implement plans of subdivision where the plan can be shown to be consistent with the policies and the Hamlet Design and Heritage Guidelines of this Plan.

#### H4.7 OPEN SPACE AREA

##### H4.7.1 Purpose

The purpose of the *Open Space Area* designation is to recognize and provide for open space uses within the Hamlet of Glen Williams.

##### H4.7.2 Permitted Uses

The uses permitted within the *Open Space Area* designation may include public and private open space uses such as:

- a) parks;
- b) cemeteries;
- c) trails;
- d) community centres; and,
- e) conservation uses.

#### H4.7.3 Land Use Policies

- a) Open Space areas shall serve local areas for active and/or passive recreational uses and shall provide for connections to trails and the public realm.
- b) Development of parkland in the Hamlet shall be consistent with the parkland policies of the Official Plan and the Recreation and Parks Strategic Action Plan.
- c) Parking for park uses shall be provided in accordance with the Zoning By-law as amended.

### H4.8 NATURAL HERITAGE SYSTEM

#### H4.8.1 Purpose

*Natural Heritage System* lands are designated on Schedules H4-1 and H4.2 of the Secondary Plan. The purpose of the *Natural Heritage System* designation is:

- a) to identify lands which are flood susceptible for the protection of life and property;
- b) to protect the diversity of fauna and flora, ecosystems, plant communities, and significant landforms of Halton Hills;
- c) to maintain the water quality and natural flow regulation of rivers, streams and wetlands within the rural areas of Halton Hills;
- d) to provide opportunities, where appropriate, for passive outdoor recreational activities;
- e) to contribute to a continuous natural open space system, to provide a visual buffer or separation of communities and to provide continuous corridors between ecosystems;
- f) to protect significant scenic and heritage resources; and,
- g) to maintain or enhance fish and wildlife habitats.

The *Natural Heritage System* designation contains the most important natural features and areas that perform the most critical ecological functions, as described in the Scoped Subwatershed Plan for Glen Williams. No new development shall be permitted within the *Natural Heritage System* designation, with the exception of those uses specified in subsection H4.8.1.2 (Permitted Uses) of this Plan.

#### H4.8.1.1 Natural Heritage System Key Features and Components

The *Natural Heritage System* designation consists of natural areas including the following key features and components:

- a) *Significant Wetlands;*
- b) *Significant Woodlands;*
- c) *Significant Valleylands;*
- d) significant habitat of endangered or threatened species
- e) *Significant wildlife habitat;*
- f) *Significant areas of natural and scientific interest;*
- g) *Fish habitat;*
- h) *Enhancements to Key Features;*
- i) *Regulated Watercourses that provide a linkage to wetland or a significant woodland;*
- j) *Wetlands other than those considered significant;*
- k) *Regulated Flood Plain;*

#### H4.8.1.2 Permitted Uses

The following uses may be permitted within the *Natural Heritage System* designation shown on Schedule H4-1, subject to the policies of this Plan:

- a) Existing agricultural operations;
- b) Limited non-intensive recreation uses such as nature viewing and pedestrian trail activities that in a net gain and do not threaten the ecological or hydrological function of the *Natural Heritage System*, *are permitted in consultation with CVC as required;*
- c) Forest, wildlife and fisheries management;
- d) Archaeological activities;
- e) Essential public roads, transmission and utility facilities;

- f) Essential watershed management and flood and erosion control projects carried out or supervised by a public authority; and,
- g) Uses that legally existed on the day of the passing of the bylaw adopting this Plan.

#### H4.8.1.3 Natural Heritage System Policies

A systems based approach to implementing and maintaining the *Natural Heritage System* will be applied by:

- a) Prohibiting *development and site alteration* within *significant wetlands, significant* habitat of endangered and threatened species and *fish habitat* except in accordance with Provincial and Federal legislation or regulations;
- b) Not permitting the alteration of any components of the *Natural Heritage System* unless it has been demonstrated that there will be no *negative impacts* on the *natural features and areas* or their *ecological functions*;
- c) Refining the boundaries of the *Natural Heritage System*, including additions, deletions, and/or boundary adjustments, through an individual Environment Impact Assessment accepted by the *Town* and *Region*, or similar studies based on terms of reference accepted by the *Town* and *Region*;
- d) Restoring and enhancing, where feasible, *natural features and areas* within the *Natural Heritage System*. Where areas are not in a natural state, they should be naturalized and planted with native, non-invasive species. The requisite planting and seeding plans will be established at the time of subdivision or site plan approval.
- e) Requiring the proponent of any *development or site alteration*, including public works, that are located wholly or partially within 120 m of the *Natural Heritage System* to carry out an Environmental Impact Assessment (EIA), unless:
  - i) The proponent can demonstrate to the satisfaction of the *Town* and *Region* that the proposal is minor in scale and/or nature and does not warrant an EIA.
- f) The purpose of an EIA is to demonstrate that the proposed *development or site alteration* will result in no *negative impacts* to that portion of the *Natural Heritage System* or unmapped *Key Features* affected by the *development or site alteration* by identifying components of the *Natural Heritage System* as listed in Section H4.3.2 (Natural Heritage System) and their associated *ecological functions* and assessing the potential environmental impacts, requirements for

impact avoidance and mitigation measures, and opportunities for enhancement. The EIA shall, as a first step, identify *Key Features* on or near the subject site that are not mapped on schedule H4-2.

- g) The erection of buildings and structures or the placing or removal of fill of any kind or any alteration to a watercourse or valley shall be prohibited within lands designated *Natural Heritage System* or lands identified as within the limit of the Regulated Flood plain. Buildings or structures associated with the uses permitted in subsection H4.8.1.2 (Permitted Uses) shall be developed in accordance with the following:
- i. Any environmental and/or physical hazards which affect the site can be mitigated in a manner consistent with accepted engineering techniques and resource management practices; and
  - ii. Such buildings, structures and works are designed in a manner which:
    - i) recognizes natural ecological systems and processes and ensures they are maintained and enhanced;
    - ii) minimizes disruption to existing landforms and landscape features including vegetation, wetlands, steep slopes and groundwater discharge areas through such approaches as clustering works on less sensitive parts of the site;
    - iii) will result in no changes to the natural quality and quantity of ground and surface water resources;
    - iv) will result in the maintenance and/or enhancement of existing aquatic ecosystem functions;
    - v) will result in the maintenance and/or enhancement of existing terrestrial ecosystem functions to result in no negative impact, or preferably a net ecological gain; and,
    - vi) the required buffer established in accordance with the policies of subsection H4.3.2 (Natural Heritage System) of this Plan can be met.

#### H4.8.1.4 Replacement or Expansion of Existing Uses

It is the policy of this Plan to require that any expansion or replacement of existing uses or permitted buildings within *Natural Heritage System* or lands identified as within the limits of the Regulatory Flood, shall only be considered for approval by the Town, in consultation with the Region of

Halton and Credit Valley Conservation on the basis of the policies in subsection H4.3.2 (Natural Heritage System) and the following:

- a) Expansions of existing buildings must be dry flood-proofed to the regulatory flood level and velocity. Floodwater storage and conveyance must also be addressed to the satisfaction of Credit Valley Conservation and the policies of this Plan;
- b) Buildings destroyed by fire or other means shall be permitted on the existing footprint providing the reconstruction occurs within two years of the buildings destruction and that the building is designed so that no structural damage will occur from the regulatory floodplain and the building is flood proofed to the satisfaction of Credit Valley Conservation;
- c) That safe access is provided to any expanded or replacement development for pedestrian and vehicular access and evacuation routes as determined by the Town of Halton Hills and Credit Valley Conservation;
- d) Notwithstanding the permitted uses of the *Institutional Area* designation, no nursing homes, day care facilities, group homes, seniors homes, schools, fire, police or ambulance stations, or other similar uses shall be allowed to expand or be replaced in the event of destruction; and,
- e) Notwithstanding any policies of this Plan no uses associated with the storage or use of any chemical, hazardous or toxic materials shall be permitted to be reconstructed or enlarged.

#### H4.8.2.5 Development Evaluation Criteria

The Town in consultation with the Region of Halton and Credit Valley Conservation shall require as a basis for the evaluation of any proposed development within or adjacent to the *Natural Heritage System* or lands identified as within the limit of the Regulatory Flood the submission of:

- a) Appropriate engineering studies conducted by the applicant to the satisfaction of the Town, the Region of Halton, and Credit Valley Conservation, which address:
  - i) the existing environmental and/or physical hazards which affect the site;
  - ii) the potential impact of such hazards;
  - iii) the potential impact of the proposed works on the lands and features in the *Natural Heritage System* designation, particularly the



natural quality and quantity of ground and surface water functions and resources; and,

iv) techniques and management practices so that the identified impacts may be mitigated;

b) An Environmental Impact Assessment prepared to the satisfaction of the Town and the Region of Halton in consultation with Credit Valley Conservation, which provides an inventory and analysis of all natural features and ecological functions on the site including vegetation, wildlife habitat, fish habitat, wetlands, steep slopes and ground water discharge areas, which are essential for maintaining natural fluvial processes. As part of an Environmental Impact Assessment, the identification in the field of the exact boundary of the *Natural Heritage System*, in accordance with the Region's EIA guidelines and CVC policies shall be required.

#### H4.8.3 Natural Heritage System Supportive Area

The 2007 Secondary Plan for Glen Williams provided for a *Supportive Greenlands* designation which contained functions and linkages that support the ecological function of the features in the previously designated *Core Greenlands* designation. The former Supportive Greenland designation is now shown as Natural Heritage System Supportive Area on Schedule H4-1 and H4.2. The Natural Heritage System Supportive Area will benefit from rehabilitation or restoration efforts to enhance their ecological value.

Any proposal for development within the Natural Heritage System Supportive Area must be accompanied by an Environmental Impact Assessment that can demonstrate the ecological function of the area can be maintained, and environmental impacts can be appropriately mitigated. Where permitted, development will be consistent with the adjacent land use designations.

#### H4.8.4 *Natural Heritage System* Zoning

The boundaries of the *Natural Heritage System* are delineated in a conceptual manner on Schedules H4-1 and H4-2. The extent and exact location of the boundaries shall be delineated in the implementing zoning by-law in accordance with detailed mapping, studies or field investigations conducted by the Town, Credit Valley Conservation and Provincial agencies, and shall not require an amendment to this Plan.

The zoning by-law shall also incorporate general setbacks for lot lines, buildings, structures, parking areas and other similar facilities from the *Natural Heritage System* designation in relation to the extent and severity of the natural environmental features and ecological functions of the area. This general setback shall be evaluated for specific development applications by

the Town and the Region of Halton in accordance with this Plan, and in consultation with Credit Valley Conservation, and as established in the zoning bylaw, to provide the appropriate setback required to protect the area from the impacts of construction. A greater setback may be required to reflect specific circumstances.

#### H4.9 Special Study Area

A Special Study Area is shown on Schedule H4-1 and H4-2 of this Plan, which is subject to further study and assessment through an Environmental Impact Assessment as part of the site specific development application. Until such time that the recommendations of this Study have been determined and approved by the Town and Region of Halton these lands are proposed to be subject to the Natural Heritage Supportive Area Policies of this plan. The recommendations of the approved Environmental Impact Assessment will be implemented through the draft plan of subdivision approval and the zoning by-law amendment without requiring a further amendment to the Secondary Plan

### PART FOUR: IMPLEMENTATION

#### H4.10 POLICIES

The provisions of the Town of Halton Hills Official Plan and the Planning Act, as amended, regarding Implementation, shall apply to this Plan. This Section of the Secondary Plan contains additional policies for how implementation tools are to be utilized to meet the objectives of the Plan.

##### H4.10.1 General

Where a policy in the Secondary Plan is in conflict with a policy in the Official Plan, the Secondary Plan policy shall apply.

Site plan control applications shall conform to the current regulations in the Official Plan.

##### H4.10.2 Amendments to this Plan

It is the intent of this Plan to serve as the basis for managing change in the Hamlet. Any amendments to this Plan should be in conformity with Section G2.1 *Amendments to the Plan* of the Official Plan.

##### H4.10.3 Zoning By-laws

The implementing zoning by-law shall be used to implement the objectives and policies of this Plan by regulating use of land, buildings and structures in

accordance with the provisions of the Planning Act and may be more restrictive than the provisions of the Plan.

#### H4.10.4 Site Plan Control

Site plan control is a key mechanism to implement the Hamlet Design policies of this Plan and the *Hamlet of Glen Williams Hamlet Design and Heritage Guidelines*. The Hamlet guidelines shall form the basis for site plan approval including the review and approval of building elevations to the satisfaction of the Town of Halton Hills. The Town may also require a Design Brief in support of a site plan application.

#### H4.10.5 Legal Non – Conforming Uses

Uses that were legally existing at the date of the adoption of this Plan, which do not conform to the designations and policies of this Plan, may be recognized in the implementing Zoning By-law. In some instances, it may also be appropriate and practical to allow the replacement, extension, or enlargement of non-conforming uses. Reference should be made to Section G5.1, *Legal Non – Conforming Uses* of the Town of Halton Hills Official Plan.

#### H4.10.6 Noxious Uses

No use, which does, or is likely to cause air pollution, offensive odours, ground or surface water pollution, or noise in excess of Provincial regulations or guidelines, shall be permitted within the Hamlet.

#### H4.10.7 Complete Application Requirements

Pre-consultation submissions are encouraged for all *Planning Act* applications, in accordance with Section G12.1, *Pre-Consultation* of the Town of Halton Hills Official Plan.

Complete application requirements shall be consistent with the complete application requirements of the Town of Halton Hills Official Plan. In addition to the list of requirements in the Official Plan, the following studies may be required as part of a *Planning Act* application:

- a) Design Study – in accordance with Policy H4.10.8 b) of this Plan
- b) Heritage Impact Assessment
- c) Environmental Impact Assessment
- d) Environmental Implementation Report
- e) Traffic Impact Study – in accordance with Policy H4.10.8 a) of this Plan

Lot creation shall occur by way of plan of subdivision for any development proposal if more than four lots, including the retained lands are being created

and/or the owner is retaining sufficient lands for the development of additional lots;

#### H4.10.7.1 Complete Application Requirements for Development within the *Natural Heritage System* or within the Credit Valley Conservation Regulated Areas

Applications for new development within the *Natural Heritage System* or within the Credit Valley Conservation regulated areas must be accompanied by an Environmental Impact Assessment prepared in accordance with the Region's Environmental Impact Assessment Guideline, and the Terms of Reference approved by the Region, Town and CVC.

#### H4.10.8 Plans of Subdivision:

Prior to draft plan approval, plans of subdivision must be supported by the following studies, conducted by qualified consultants, which may be scoped as determined to be appropriate by the Town or Region, in consultation with Credit Valley:

- a) A Transportation Impact Study that addresses potential impacts on the existing road network, site access, street signage, street and intersection lighting and pedestrian movements;
- b) A Design Study that illustrates how the development will achieve a format consistent with the Hamlet Design and Heritage Protection Guidelines contained in Appendix X6 of this Plan, and will preserve or enhance the cultural and natural character of the community. The Design Study should address the following matters:
  - i) Lot design, including conceptual building placements, typical streetscapes, open spaces and roads;
  - ii) Pedestrian and cycling connections to the Hamlet core and open space areas, by roads, walkways, trails or other pathways, including implementation of potential trails as shown on Schedule H4-1;
  - iii) The sensitive use of topography and vegetation, and the extent of new landscaping;
  - iv) Location of public amenities, such as parkettes, gathering spaces, terraces and postal kiosks; and,
  - v) Typical housing types illustrating architectural style, setbacks and heights;
- c) A Functional Servicing Plan that addresses the approach to supplying water and wastewater infrastructure to the proposed development in accordance with the Master Servicing Plan as required in Section H4.3.4 (Servicing and Infrastructure) of this Plan; and

- d) An Environmental Implementation Report that implements the Glen Williams Scoped Subwatershed Plan at the tributary level for the subject property, and includes, but is not limited to, a Stormwater Management Plan.
- e) The following additional studies may be requested on a case by case basis: A Study that examines land use compatibility with the sand and gravel aggregate resource on the adjacent property, and provides recommendations regarding subdivision design to address issues of public health, public safety and environmental impact.

#### H4.10.9 Development on Partial Services

Prior to any development on partial services (municipal water and private septic) an Environmental Implementation Report shall be required to the satisfaction of the Regional Municipality of Halton and Credit Valley Conservation to ensure that groundwater resources shall not be impacted in terms of either water quantity or quality, or impacts on other environmental resources as defined by Credit Valley Conservation.

Any residential development proposal containing four or more lots including the retained lot and adjacent to residential areas serviced by a private water supply system shall be subject to an Environmental Impact Assessment that shall contain a hydrogeological study to address the protection of the existing groundwater supply in terms of both quantity and quality.

Applications that have the effect of creating less than four lots may be subject to a hydrogeological study depending on local conditions and the discretion of the Region and the Town.

#### H4.10.10 Ownership

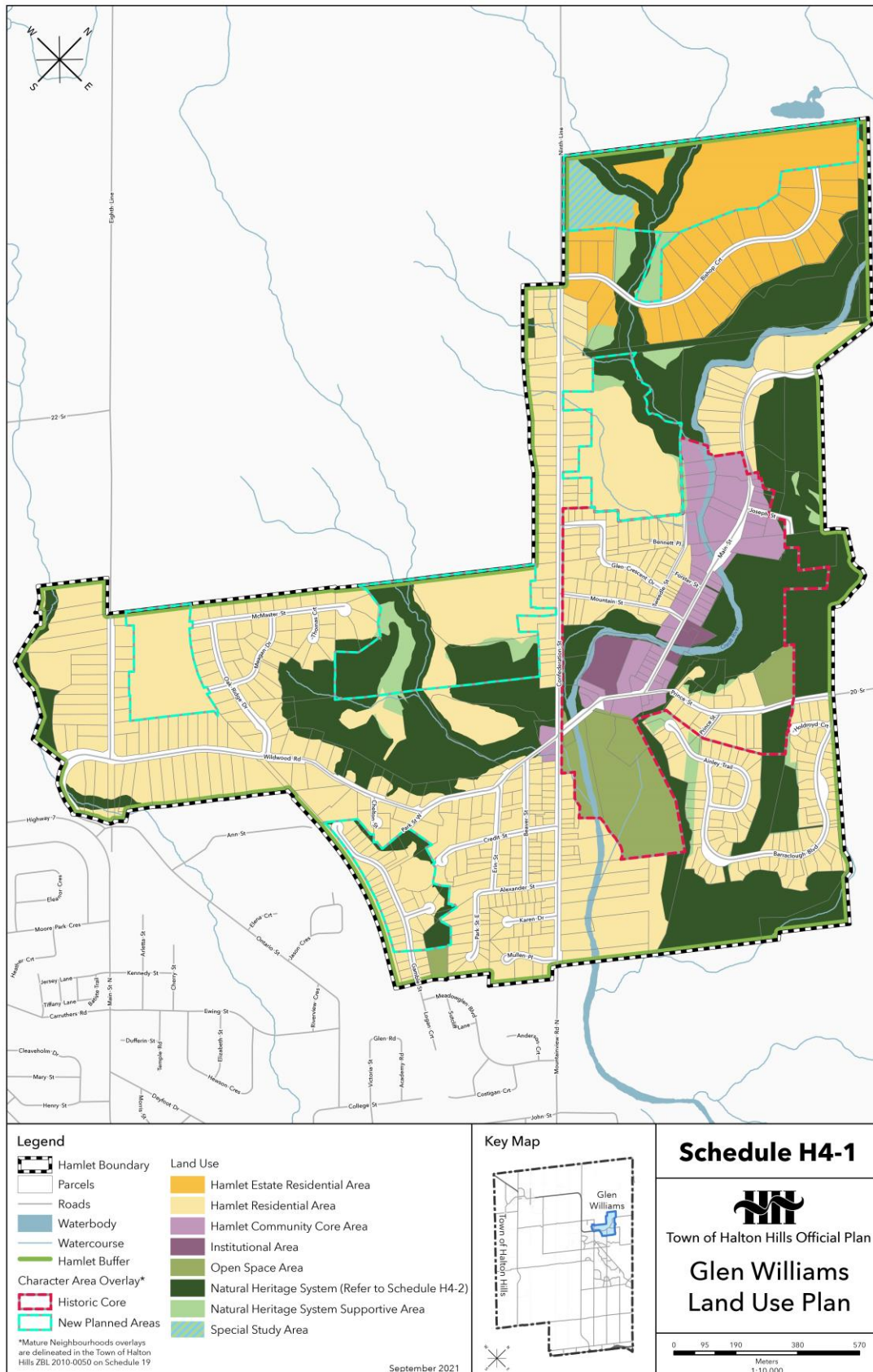
Where any land designated as *Natural Heritage System* is held under private ownership, this Plan shall not be construed as implying that such areas are free and open to the general public nor that the lands shall be purchased by the Town or other public agency; although the Region and the Town shall ensure that consideration be given to the acquisition of the critical parts of the *Natural Heritage System* designation through the development approval process as permitted by legislation.

#### H4.10.11 Parkland Dedication

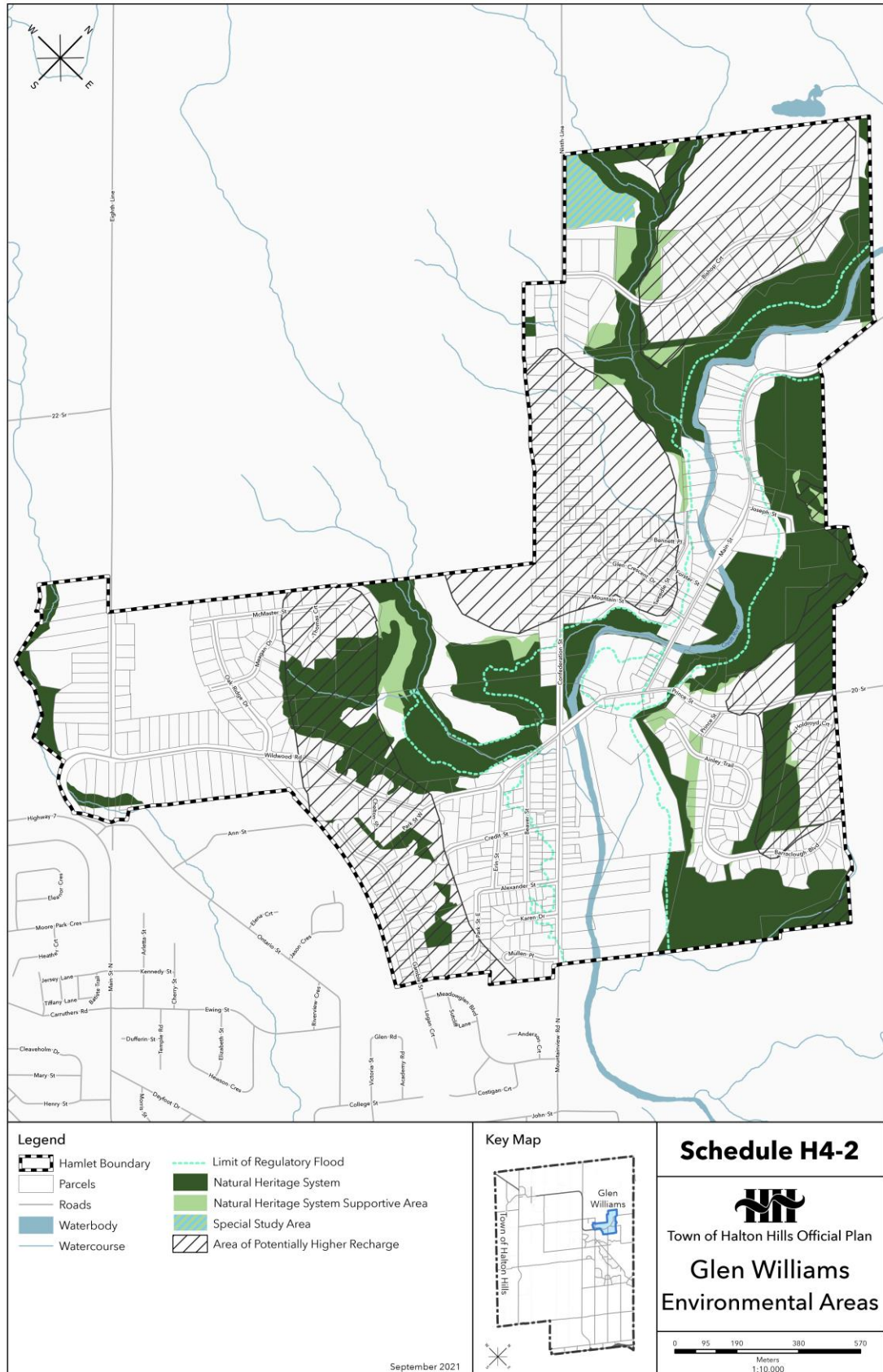
Where new development is proposed on a site, part of which is designated Natural Heritage System, such lands will remain as open space and shall not be considered acceptable as part of the dedication for park purposes as required by the Planning Act.

Parkland dedication or cash-in-lieu of parkland should be secured through development applications and used towards developing and acquiring public

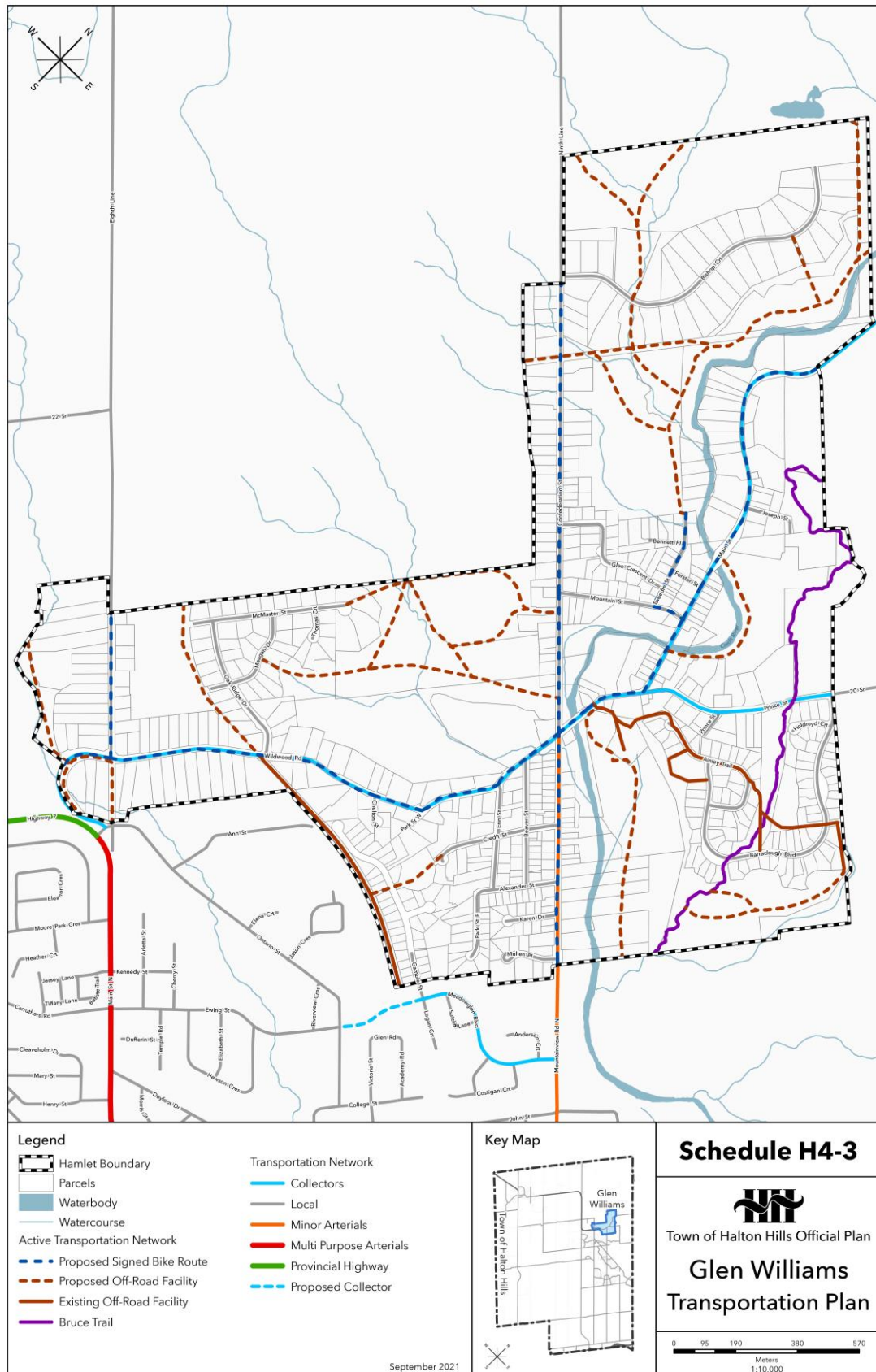
parkland and/or public recreational facilities. Should the Town adopt a Community Benefit charge by-law, parkland dedication should be acquired in accordance with the by-law.











## **PART C – APPENDICES**

1. That Appendix X6 in 'Appendices' is deleted and replaced with Appendix X6 – Hamlet and Heritage Design Guidelines.
2. That Appendix X7 in 'Appendices' is deleted in its entirety.

# HAMLET OF GLEN WILLIAMS DESIGN AND HERITAGE PROTECTION GUIDELINES

## Preamble

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

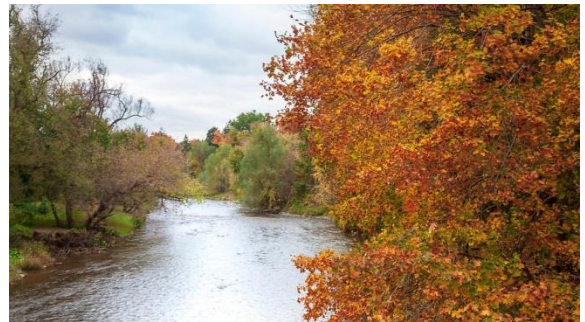
Glen Williams is a Hamlet connected to, and situated immediately northeast of, Georgetown and is surrounded by agricultural land to the north, east and west. The Credit River flows through the Hamlet and is an integral part of the landscape.

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



*(above) Images of built and natural features which contribute to the heritage character of Glen Williams.*

## 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 Glen Williams 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 Glen Williams' 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 (Historic Core) of this document.

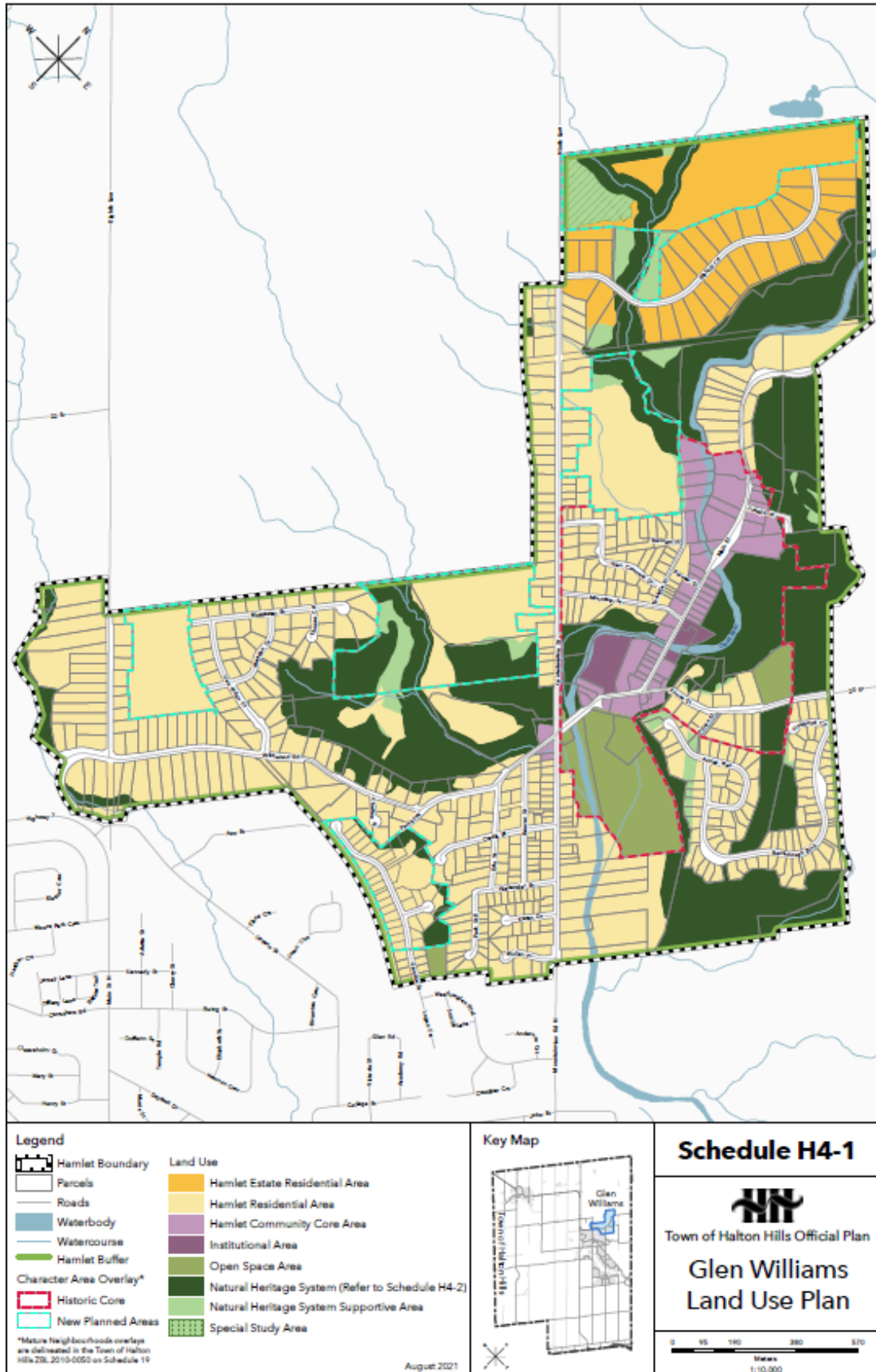
#### **1.2.4 New Planned Areas**

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 Glen Williams.

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;
- 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 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 Glen Williams. 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 Glen Williams, 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.

### 2.1 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 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;
- 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.

## 2.2 GATEWAYS

Gateways are special locations or entry points that establish a formal entrance from one area to another. Within Glen Williams, 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

Glen Williams' 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 Glen Williams' 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 Glen Williams, 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 (CVC).
- For any new streets created, opportunities for gathering areas should be explored and supported through the use of benches and landscaping at strategic locations.



*(above) Maintain and reinforce the character of the residential streetscapes including generous setbacks and large mature trees.*



*(above) Opportunities to introduce informal and formal gathering areas should be explored when designing new streets and neighbourhoods.*

### 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 CVC 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.



*(above) Coordinated signage can assist in wayfinding and would help to visually identify Glen Williams as a distinct place within Halton Hills.*



*(above) Signage that complements the heritage character and improves wayfinding is encouraged.*

### 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, CVC 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.



*(above) Efforts should be made to maintain and enhance the mature tree canopy on private and public property.*

### 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 (CVC) 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 CVC 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.

### 2.3.5 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 Glen Williams 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.





*(above) The adaptive reuse of buildings shall retain the character and heritage attributes of the building while achieving appropriate new-use. The above images include a former industrial building and former school, both of which have been converted for multiple residential 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.



*(above) Additions should be located towards the side or rear of the existing building and ideally placed back behind the primary façade setback.*



*(above) Additions should be products of their own time using contemporary materials.*

- 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 figures.
- 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.
- 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.





*(above) Examples of homes on corner lots where both street frontages have high levels of design and detail.*

- 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.

**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.

### **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:

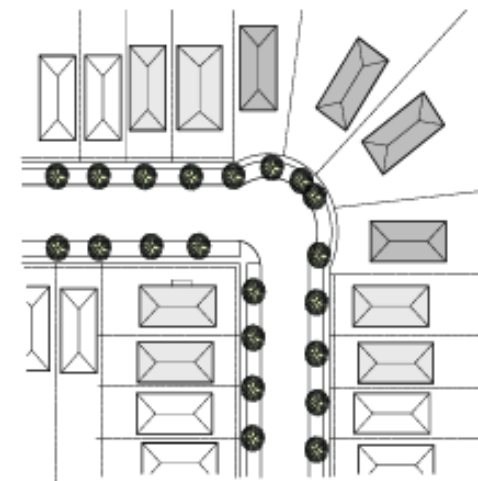


Diagram of lots along elbow streets.

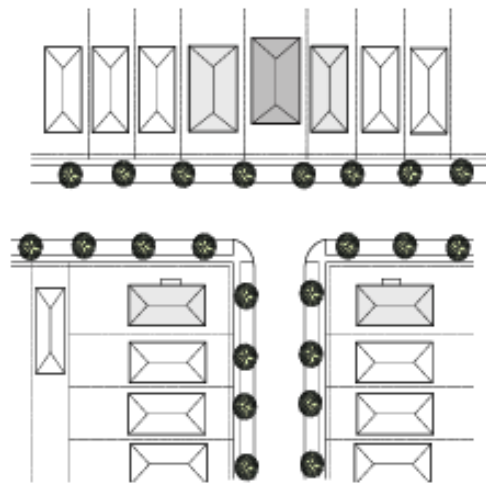


Diagram of a lot at the terminus of a T-Intersection.

- 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.

### 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.



*(above) For dwellings with attached garages, the garage should be flush with or recessed behind the habitable portion of the dwelling.*

- 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 soften the potential 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.



*(above) The above image shows an infill project which is of its own time. Notwithstanding the contemporary style, the dwelling maintains a similar scale and ground floor height as abutting 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 street or 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.



*(above) 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 sitting.*

- 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, porticoes, 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. 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.

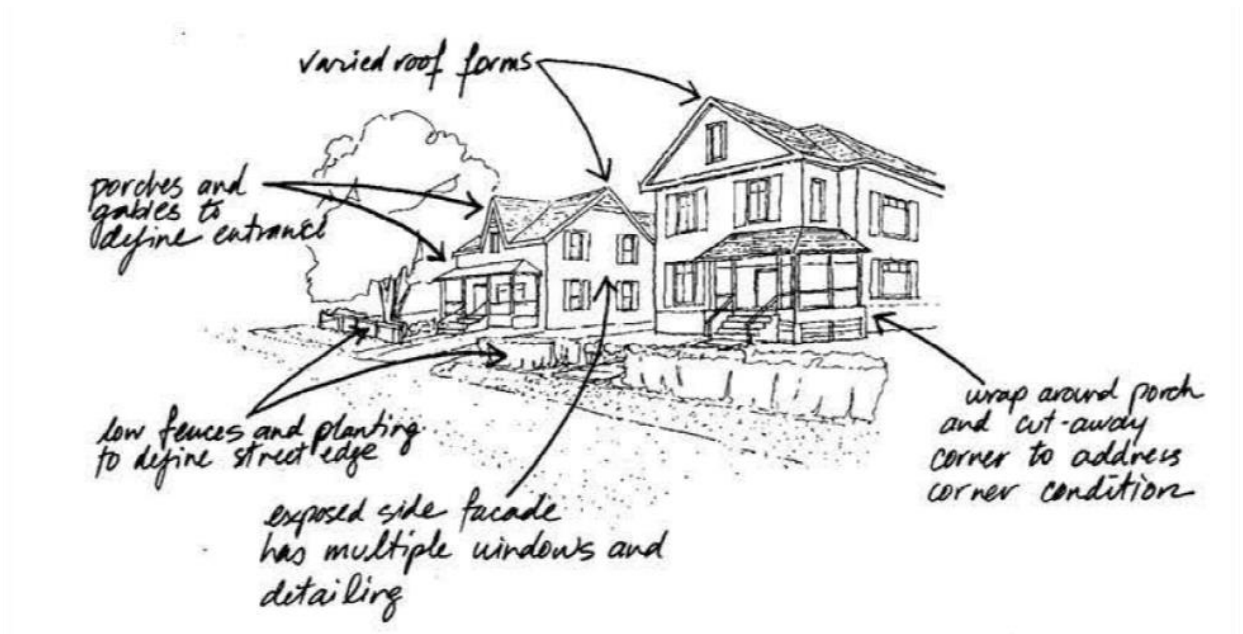
- Original rooflines of buildings of cultural heritage value or interest should be maintained.

- Solar panels may be added to historic buildings, but 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).





(above) The above sketch illustrates a multitude of the guidelines contained herein.

## 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.



*(above) Encourage the use of soft landscape materials and low impact development features (e.g. rain gardens).*

- 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.



*(above) Encourage the inclusion of pollinator gardens within landscape plans.*

## 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 2.10 (Landscaping) of this document and in particular guidelines related to low impact development and water consumption.
- Encourage and support active transportation, including, trails and cycling routes with connections to broader active transportation systems to encourage alternative modes of transportation.

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.

- 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 19<sup>th</sup> century building stock (including significant cultural heritage resources) as sustainable practice which encourages retrofits and repairs rather than the removal of 19<sup>th</sup> century building fabric which contributes to landfill.



*(above left) Design multiple residential sites to include bicycle parking. (above right) The implementation of green infrastructure and low impact development strategies is encouraged.*

## 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. Applicants are encouraged to consider these guidelines prior to apply for building permit.

### 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 (Conservation of Cultural Heritage Resources) 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;
  - vi. roads, walkways, driveways, terraces and other impervious surfaces, location of public features such as postal kiosks and any above grade utilities; and,
  - vii. cross sections of each new street type showing: width of right-of-way; type of road section being used with all services located as per the Town's requirements; location of street lighting and furniture; boulevards; and, streetscape elevations illustrating proposed residential character, including:
    - Entrances and porch locations;
    - Heights;
    - Roof form; and
    - Fenestration