HERITAGE CONSERVATION DISTRICT PLAN
AUGUST 30, 2010

Source: Township of Scugog Archives

Downtown Port Perry Heritage Conservation District

PREPARED FOR:

The Township of Scugog
181 Perry Street
Port Perry, Ontario L9L 1A7

PREPARED BY:

E.R.A. Architects Inc.
10 St. Mary Street, Suite 801
Toronto, Ontario M4Y 1P9
07-019-02 - M.M. M.S.

ERA Architects Inc.

The Dockhouse (1940) - removed in 1958
Source: Scugog Shores Museum

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Downtown Port Perry (1890s)
Source: Scugog Shores Museum

Downtown Port Perry Today
Source: ERA Architects (2010)

The welcoming pedestrian-oriented streetscape of Downtown Port Perry

Executive Summary

The Downtown Port Perry Heritage Conservation District (HCD) Plan is intended to provide the Township of Scugog with a simple and effective toolkit to protect and reinforce the character of the historic downtown core of Port Perry.

The goal of this Plan is to assist in preserving the downtown's historically significant commercial architecture and promote its unique character to both residents and visitors.

Components of this plan include:

- A clear statement of objectives to be achieved in designation of the area as an HCD
- A clear statement of the District's cultural heritage value or interest
- Description of the District's heritage attributes and those of properties within the district
- Clear policy statements, guidelines and procedures for achieving stated objectives and managing future changes
- Description of external alterations or classes of external alterations that are of a minor nature that an owner can carry out without obtaining a permit

In order to facilitate its implementation, this document is divided into three major parts:

Part 1: Policy

Chapters 1 and 2 provide an introduction to the reasons and value of a Heritage Conservation District and outline the Provincial policies that guide its development and the requirements that must be contained within the Plan.

Part 2: Plan

Chapter 3 through 9 outline the district objectives and Heritage Character Statement, the boundary of the district and guidelines for maintaining, restoring and integrating new developments within this area.

Part 3: Implementation

Chapter 10 describes the Heritage Permit approval process.

Port Hope, Ontario
Heritage Conservation District
Est. 2007

Niagara-on-the-Lake, Ontario
Heritage Conservation District
Est. 1986

Collingwood Downtown
Heritage Conservation District
Est. 2002

PART 1: POLICY

1.0 Heritage Conservation Districts

1.1 What is a Heritage Conservation District?

A Heritage Conservation District (HCD) is an important tool within the *Ontario Heritage Act* that enables communities to formally recognize and protect significant groupings of heritage assets. The development of an HCD provides communities with the tools to develop guidelines which clearly identify the goals of the HCD and the area's character defining features.

The intent of an HCD is not to freeze an area within a particular time, but provide guidelines which allow an area to continue evolving in an economically sustainable manner that respects and reinforces the heritage attributes that contribute to its unique identity and sense of place.

An HCD may comprise an area with a group or complex of buildings, or a larger area with many buildings and properties. It may also comprise an entire municipality with a concentration of heritage resources with special character or historical associations that distinguishes it from its surroundings.

Although each district is unique, many share a common set of characteristics. These may include:

- A concentration of heritage buildings, sites, structures, designed landscapes, natural landscapes that are linked by aesthetic, historical and socio-cultural contexts or use;
- A framework of structured elements including major natural features such as topography, land form, landscapes, water courses and built form such as pathways and street patterns, landmarks, nodes or intersections, approaches and edges;
- A sense of visual coherence through the use of such elements as building scale, mass, height, material, proportion, colour, etc. that convey a distinct sense of time or place; and
- A distinctiveness which enables districts to be recognized and distinguishable from their surroundings or from neighbouring areas.

Downtown Port Perry contains a number of the above characteristics which contribute to the merit of establishing a Heritage Conservation District in the area such as:

- The existence of a formal Town Plan which is still clearly identifiable;
- A strong physical relationship between the community and the physical and natural features that surround it;
- A visually coherent Queen Street commercial core that is of high architectural quality;
- A clear network of streets, paths, walkways, landmarks and nodes that mark the boundary of the district; and
- A distinctiveness that sets Downtown Port Perry apart from the surrounding neighbouring area.

1.2 The Value of a Heritage Conservation District

The value of an HCD extends beyond the protection of cultural heritage resources and includes an enhanced quality of life and sense of place, cultural and economic vitality, and healthy cultural tourism.

Enhanced Quality of Life and Sense of Place

The study and research period provides a valuable opportunity to reflect, recognize and appreciates the heritage resources contained within a community. The ability to share memories of a place, understand the physical patterns of buildings and recognize the importance of natural features all contribute to a better understanding of place and enhance our quality of life.

Cultural and Economic Vitality

Home owners, entrepreneurs, local government and property developers all appreciate the benefits of culturally vibrant and established urban and rural communities.

District designation contributes towards the development of a rich physical and cultural environment and the promise of continuity and stability into the future. Such places are able to embrace a wide variety of lifestyle options and economic activities while still maintaining physical continuity and social cohesion. These are often attractive areas for commercial, residential and mixed-use investments.

In areas where there are heritage incentive programs, district designation offers specific economic benefits to property owners by making them eligible to apply for a grant, loan or tax relief to carry out restoration or conservation work.

Healthy Cultural Tourism

There is a strong relationship between HCD designation and cultural tourism. Designation can be used both to encourage and manage tourism activity in rural and urban areas.

Heritage district designation based on careful historical research and evaluation promotes understanding and appreciation of an area's heritage values and attributes.

The development and adoption of a district plan provides the community with an important tool for ensuring the integrity and sustainability of the area's unique cultural resources and for managing the impacts of cultural tourism on the environment.

Queen Street looking West from Water Street (1920)
Source: Scugog Shores Museum

Queen Street looking West from Water Street
Source: ERA Architects (2010)

A photo from 1940 looking west along Queen Street. The original Gazebo in Palmer Park can be see, which was destroyed during hurricane Hazel
(Source: Scugog Shores Museum)

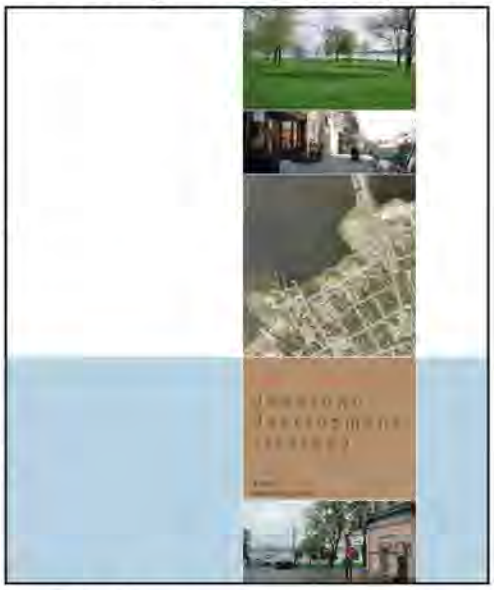
2.0 A Heritage Conservation District for Port Perry

In 2007, the Township of Scugog commissioned Meridian Planning Consultants, the Planning Partnership, ERA Architects Inc. and Poulos & Chung to undertake a Port Perry Downtown Development Strategy. The Strategy, approved by Council in March of 2008, provides the Township with a means of coordinating initiatives and actions to ensure that the downtown of Port Perry retains its vitality and a healthy business community, and further develops into a regional destination. The Downtown Development Strategy provides guidance for the community in relation to urban design guidelines, a proposed Community Improvement Plan and also outlines the steps necessary for the adoption of a HCD for the Queen Street area.

Following adoption of the Downtown Development Strategy, the Township engaged ERA Architects Inc. in June 2008 to undertake the HCD Study. The study was led by Michael McClelland and Matthew Somerville from ERA Architects and coordinated through a Steering Committee which consisted of Gene Chartier, Commissioner of Planning and Public Works and Deputy CAO, Mayor Marilyn Pearce as *ex officio*, Susan Clearwater, Beverly Hopkins, Tom Mitchell, Dan Stone and Peter Wokral. Each of the Steering Committee members provided valuable insight into the objectives and character of the proposed district, assisted in defining the heritage attributes of the study area and reviewed the draft guidelines.

Beyond the immediate Steering Committee, the HCD Study sought to involve the larger community. Paul Arculus and Peter Hvidsten, two well respected local historians who have written a number of books that commemorate the built heritage of Port Perry, were engaged to provide comments on the heritage attributes of the proposed HCD.

The impetus for the HCD dates back several years. Following a presentation by the Heritage Scugog Committee in February of 2006, the Downtown Port Perry Business Improvement Association (BIA) requested the Township in May of 2006 to consider implementing a HCD within the downtown area. In January of 2008, the Heritage Scugog Committee also formally endorsed the development of a HCD. Shortly thereafter, the Township held an open house to discuss the opportunities and constraints inherent in the HCD designation. Regan Hutcheson, Manager of Heritage Planning at the Town of Markham provided a detailed description of Markham's experience with HCDs. His presentation included a description of the typical process surrounding the development of a Heritage Conservation District.



Port Perry Downtown Development Strategy
March 2008

Bank of Ontario and Ross and Sons 1888
Source: Scugog Shores Museum

Brock's Department Store
Source: ERA Architects (2009)

3.0 Policies and Provisions

The processes and procedures of the Downtown Port Perry HCD Study were developed in accordance with Part V of the Ontario Heritage Act 1990, the 2005 Provincial Policy Statement and provisions of the 2009 Township of Scugog Official Plan.

The Ontario Heritage Act (1990)

The Ontario Heritage Act represents the primary piece of Provincial legislation that regulates the protection of heritage resources within Ontario. According to Part V of the Act, as amended on April 28th 2005, the municipality may by by-law designate any area as a Heritage Conservation District. Based on these provisions, municipalities shall adopt a District Plan that identifies the cultural value of the District and provides principles for protecting that value[1].

Section 41.1(5) of the Ontario Heritage Act states:

> *(5) A heritage conservation district plan shall include,*
>
> *(a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;*
>
> *(b) a statement explaining the cultural heritage value or interests of the heritage conservation district;*
>
> *(c) a description of the heritage attributes of the heritage conservation district and the properties in the district;*
>
> *(d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and*
>
> *(e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under section 42. 2005. c.6, s.31.*

1 Ontario Heritage Act, R.S.O. 1990, Chapter O.18, 2006.

Provincial Policy Statement (2005)

The purpose of the Provincial Policy Statement (PPS), issued under the Planning Act, is to provide municipalities in Ontario with policy direction on matters related to land use planning and development. As it relates to heritage conservation, Part V, Section 2.6 of the PPS states:

- "Significant built heritage resources and *significant cultural heritage landscapes* shall be *conserved*"...; and
- "*Development* and *site alteration* may be permitted on *adjacent lands* to *protected heritage property* where the proposed *development* and *site alteration* has been evaluated and it has been demonstrated that the *heritage attributes* of the *protected heritage property* will be *conserved*[2]"...

Township of Scugog Official Plan (2009)

The Official Plan outlines the Township of Scugog's vision for the future character of the community. As statutory policy, the Official Plan guides the Township in its decisions on how best to achieve balanced change, growth, and development. In this case, the Official Plan addresses how the Township will implement and address municipal requirements set forth in the Planning Act and other legislation, including the Ontario Heritage Act.

Section 3.5 of the 2009 Township Official Plan states:

> *It is the intent of this Plan that the Township's cultural heritage resources be identified, conserved and enhanced whenever practical and that all new development occur in a manner that respects the Township's rich cultural heritage.*

This section also states:

> *The Township may prepare a Heritage Conservation District Plan for the historic downtown of Port Perry.*

Further guidance regarding development and redevelopment of the Historic Downtown area is contained in the Urban Design Guidelines for the Main Central Area outlined in Section 4.2.3.2. of the Plan.

2 Ontario Ministry of Municipal Affairs and Housing, 2005 Provincial Policy Statement (Queen's Printer for Ontario, 2005), pp.21

PART 2: PLAN

4.0 Statement of Objectives

Downtown Port Perry is an important cultural and economic hub at the heart of the Township of Scugog. It has long been a locally and regionally important destination that draws visitors to experience its Victorian-era architecture, picturesque lakeside setting and vibrant downtown.

The goal of the Downtown Port Perry HCD is to accommodate the continued evolution of the downtown while conserving and protecting the unique heritage characteristics that have been fundamental to its success.

Specifically, the objectives of the Downtown Port Perry HCD are to:

1. Preserve and enhance Downtown Port Perry's historic cultural and commercial role as a hub of Scugog Township;

2. Preserve and enhance contributing heritage buildings and building features, and ensure that new designs contribute to the heritage character of the District;

3. Preserve and enhance the public realm by maintaining and supporting the historically pedestrian-oriented environment and the associated heritage landscapes contained within the District; and

4. Build upon and promote increased awareness of the heritage value of Port Perry.

Currie Grain Elevator continues to be a defining element of the Downtown Core
Source: ERA Architects (2008)

Photo looking toward Queen Street from Lake Scugog (1940s)
Source: Scugog Shores Museum

5.0 Heritage Character Statement

Downtown Port Perry is an important economic and cultural hub in the Township of Scugog. The area is physically defined through its largely intact mix of Victorian-era commercial and institutional buildings that lead towards Lake Scugog and are connected with the historic waterfront.

The Port Perry of today emerged after a series of spectacular fires in 1883 and 1884 destroyed the majority of the Queen Street commercial core. The fire provided the community with a clean slate to construct a new core that consisted of fire-proof brick buildings. The new construction created an architecturally cohesive commercial district that showcased late-Victorian commercial architecture and reflected the increasing prosperity of the community. Today, the commercial core retains much of its original architectural form and has matured into the primary cultural and economic centre in the community. The vibrant mix of uses are well connected to adjacent streets through a compact street grid and series of public laneways that help to create a cohesive pedestrian-oriented environment. The scale of the district is further reinforced by the collection of house-form buildings which are interspersed throughout the commercial core.

The physical relationship between Port Perry and Lake Scugog is a fundamental aspect to the development of the community and is primarily exhibited through the orientation of major streets towards the lake. The publicly accessible nature of the waterfront is a legacy of the Port Whitby and Port Perry Railway yard which housed mills, wharfs, and other related industries that later provided a venue for the development of important community facilities and event spaces along the waterfront.

The landscape within the District is primarily an outcome of the former industrial occupation of the waterfront. Street trees are not historically associated with commercial buildings in the district and were limited to vacant lots and residential properties. The area once occupied by the Port Whitby and Port Perry Railway constitutes the primary focus for large-scale landscaping initiatives in the downtown core.

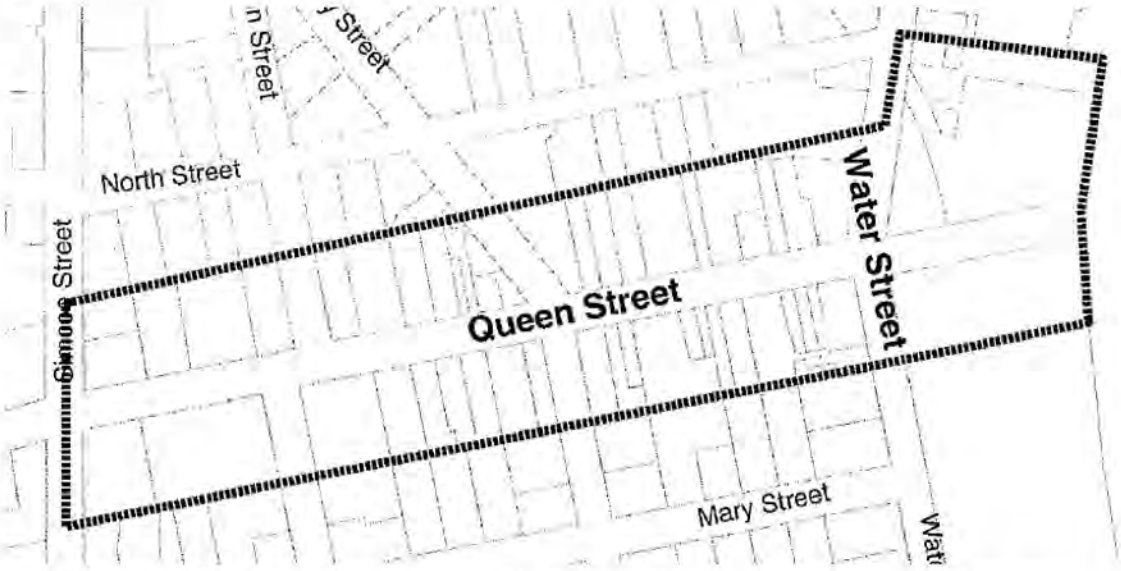
Port Perry has a well-preserved collection of heritage resources both inside and outside the District boundaries. The built heritage within the community is the legacy of over one-hundred and fifty years of individuals and families investing in the community. The result of this continued investment is a community that contains a wealth of heritage resources that make the community unique in Southern Ontario.

Further elaboration on the rich cultural heritage and historical development of Port Perry and its downtown can be found in Appendix I.

6.0 Heritage Conservation District Boundary

6.1 Boundary Confirmation

The first step in the HCD Study process was to confirm the District boundary. The approved Port Perry Downtown Development Strategy had identified an initial boundary for the HCD based on the preliminary evaluation carried out through that study. The proposed District, as shown in Map 1, was primarily intended to capture the historical Queen Street commercial core within its limits.



Map 1: Proposed HCD in Port Perry Downtown Development Strategy. Source: Township of Scugog

At the outset of the HCD Study, a larger study area (Map 2) was examined in order to confirm the extent of the HCD. The study area selected includes the extent of Peter Perry's original 1854 Plan and significant areas of 19th century commercial and residential development.

Map 3 identifies the final HCD Area. It is proposed that a Heritage Conservation District be established around commercial and institutional buildings in the downtown core as this area exhibits a specific character that is distinct from the surrounding residential neighbourhood. The boundaries of the HCD are defined by the individual property lines of each parcel contained within the District. The criteria for selecting the downtown core as a HCD was also influenced by:

- The area's delineation within the Downtown Development Strategy document (2008); and
- The effectiveness of implementing a clearly defined commercial HCD.

Map 2: The Heritage Conservation District Study Area

6.2 The Heritage Conservation District

The Downtown Port Perry Heritage Conservation District (Map 3) is anchored by the east-west Queen Street corridor. The northern and western boundaries of the District are marked by major entry points to the downtown that include a collection of landmark buildings. The eastern boundary of the District is defined by the shore of Lake Scugog.

The physical extents of the District are based on the concentration of similar heritage buildings along Queen Street, the architectural quality of their form and the consistency of their scale and use. The buildings within the District contain strong physical, economic and historical associations which define the nucleus of the commercial core of Port Perry.

Queen Street is the traditional commercial core of the community and contains a distinct physical character as defined by the mix of 19th century large residential-form and late-Victorian commercial buildings.

Map 3: Downtown Port Perry Heritage Conservation District

7.0 District Goals, Definitions and Principles

7.1 Introduction

The following HCD Standards for alterations and new construction apply to work that is visible from the primary street elevation. Secondary (rear and visible side) elevations must also comply with the Standards where appropriate. The District Standards do not apply to any interior work and certain exterior items as noted below in Section 7.4.

The goal of these Standards is to ensure alteration and development within the District enhances and sustains the unique character of the District, as defined in the Heritage Character Statement. Two key considerations are primary to this goal and should be considered regardless of location within the District:

- How will the proposed change affect the overall streetscape?
- How will the proposed change affect the heritage value of the building and site?

7.2 Definitions

The following are a list of keywords and terms used within the HCD Standards. Certain terms are reiterated in Sections 8.0 to 10.0. The following list of terms should be interpreted as meaning the following:

- **Contributing building**: properties that contribute to the character of the District and/or are historically, architecturally or culturally significant as identified in the Heritage Evaluation or determined by further evaluation. Refer to Appendix III for a list of contributing buildings.
- **Non-contributing buildings**: properties that do not contribute to the character of the District and are not historically, architecturally or culturally significant as identified in the Heritage Evaluation or determined by further evaluation. Refer to Appendix III for a list of non-contributing buildings.
- **Heritage Character:** the Heritage Character of the Downtown Port Perry Heritage Conservation District as defined in the Heritage Character Statement (Section 5.0).
- **District**: the Downtown Port Perry Heritage Conservation District, as identified in Map 3 and Appendix I.
- **Preservation:** the action or process of protecting, maintaining, and/or stabilizing the existing materials, form and integrity of a historic place or of an individual component, while protecting its heritage value.

- **Rehabilitation:** the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component through repair, alterations, and/or additions, while protecting its heritage value.
- **Restoration:** the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

The HCD Standards also make reference to various architectural terms and descriptions. The exhibit below provides a description of façade components of a typical historic commercial building.

7.3 Conservation and Restoration

The conservation and restoration of recognized heritage resources is a critical component in reinforcing the built heritage of Port Perry and one of the central purposes for the creation of this Heritage Conservation District. Many property owners throughout the community have restored their property to reflect its historic occupation without legislative direction or monetary compensation. The past actions of these owners reflects a pride-of-place that is easily understood by the residents and visitors to Port Perry and is a process that is encouraged by this Heritage Conservation District Plan.

7.4 Non-Contributing Buildings

Although the Downtown Port Perry HCD contains a large number of contributing buildings, there are other buildings that have been identified as non-contributing. Many of these buildings are modest commercial or residential properties that have minimal or no heritage value.

For non-contributing buildings there are two general approaches that these buildings may undertake. First, they may be replaced, in which case the Standards for New Construction in Section 9.0 would apply. The second option is that non-contributing buildings could be altered or have additions made to them.

It is important to understand non-complementary buildings are artifacts of their own time and respect should be given to the original design intent when developing plans for additions or alterations. A modernist building can be a contributing element within an HCD if it is conscious of its scale, massing, material selection and complements its neighbouring buildings and the overall street. The goal is not to make non-contributing buildings mimic or imitate heritage buildings, but to make them more sympathetic to the physical elements that contribute to the District.

Description of Typical Historic Commercial Building Facade Components

Willard Block (1890s) (now Royal Bank) Source: Paul Arculus

7.5 Alterations Not Requiring a Permit

Property owners within the District are not required to modify their buildings to meet the objectives of the HCD Standards unless they are undertaking renovations that cannot be defined as minor alterations. The following alterations **DO NOT REQUIRE** a heritage permit pursuant to Section 8:

- Interior alterations that do not alter the exterior appearance;
- Landscape renewal;
- Repairs and maintenance including wood, roof, parapet, masonry windows and door repairs that are not specified in section 8.2; and
- Installation of eavestroughs.

The Ontario Heritage Act is specific in that permits are only required for the alteration of exterior portions of buildings or structures.

7.6 Application of Standards

The following sections provide guidance for the preservation, rehabilitation and restoration of the various types of buildings contained within the District. The Standards should be applied based on the nature of work, as follows:

Section 8.0 provides Guidelines for Alteration to Contributing Buildings; and

Section 9.0 provides Guidelines for New Construction.

North side of Queen Street 1888
Source: Scugog Shores Museum

North side of Queen Street 2009
Source: ERA Architects (2009)

Jones & Son Store (date unknown)
Source: Scugog Shore Museum

Lukes Country Store
Source: ERA Architects (2010)

8.0 Alterations to Contributing Buildings

8.1 Introduction

Change is an integral and natural part of the continuing evolution of the built environment. This HCD encourages continued change as it contributes to the vitality of the District and allows owners to adapt their properties to meet changing requirements and desires. It is the intent of these guidelines to preserve and restore existing contributing buildings, to aid in the development of sensitive and contextual design for new work and to strengthen and support the heritage character of the District.

The following guidelines for Alterations to Contributing Buildings are excerpts from the *Parks Canada Standard and Guidelines for the Conservation of Historic Places in Canada*. The *Standard and Guidelines* are accepted as the current best-practice manual for the preservation of historic places and provides sound, practical guidance to achieve good conservation practice. These excerpts were chosen as they are the most applicable within the context of the HCD. Property owners are encouraged to review the full guidelines which are accessible on-line at www.historicplaces.ca with additional copies available at the Township of Scugog Municipal Office and the Township of Scugog Memorial Library.

8.2 Guidelines

1. Exterior Masonry
Brick, stone, terra cotta, concrete, stucco and mortar

General

- Preserve masonry elements and details such as jointing, tooling and bonding patterns, coatings and colour that are important in defining the overall heritage character of a building;
- Document the form, materials and condition of masonry elements prior to beginning work on a project; and
- Protect and maintain masonry by preventing water penetration and maintaining proper drainage.

Cleaning and Repairing

- Clean masonry using recognized preservation methods and only when necessary;
- Test cleaning methods over a sufficient period of time so that both the immediate and long-range effects are known;
- Use the gentlest methods possible of cleaning masonry such as low-pressure water and detergents, using natural bristle brushes;

- Protect adjacent materials during masonry cleaning;
- Repair and stabilize deteriorated masonry elements by structural reinforcement, weather protection, or correcting unsafe conditions as required until any additional work is undertaken. Repairs should be physically and visually compatible;
- Encourage replacement of missing parts of masonry elements where historic documentation exists; and
- Any new work should match the old in form and detailing.

Paint and Stucco

- If repainting brick, only remove the deteriorated paint to the next sound layer using the gentlest method possible (e.g. hand scraping) prior to repainting;
- Repaint brick with colours that are historically appropriate to the building and District; and
- Applying new paint or stucco to contributing buildings is prohibited.

2. Architectural Metals

Cast iron, steel, pressed metal, copper, aluminum and zinc elements

General

- Preserve architectural metal elements that are important in defining the overall heritage value of a building;
- Document the forms, material and condition of architectural metal elements prior to beginning work; and
- Protect and maintain architectural metals from corrosion by preventing water penetration and by maintaining proper drainage.

Cleaning and Repairing

- Identify the type of metal prior to any cleaning and test to ensure that gentlest cleaning method possible is being selected;
- Clean architectural metals when appropriate to remove corrosion prior to repainting or applying other protective coatings;
- Use the gentlest cleaning methods possible for all architectural metals;
- Protect adjacent materials during cleaning so as to avoid damage;
- Repaint, if historically appropriate with colours that are appropriate to the building or District;

- Repair and stabilize deteriorated architectural metal elements by structural reinforcement, weather protection, or correcting unsafe conditions as required until any additional work is undertaken. Repairs should be physically and visually compatible;
- Replace in kind extensively deteriorated or missing parts of architectural metal elements where historic documentation merits;
- If an architectural metal feature is completely missing, it may be replaced with a new design that is compatible with the style, era and character of the historic place; or a replica based on physical and documentary evidence; and
- Any new work should match the old in form and detailing.

3. Roofs

General

- Preserve roofs and their functional and decorative elements that are important in defining the overall heritage value of a building;
- Document the form, materials and condition of roof elements prior to beginning new work;
- Protect and maintain roofs by cleaning and maintaining the gutters and downspouts and replacing deteriorated flashing in kind.

Cleaning and Repairing

- Repair and stabilize deteriorated roofs and roof elements by structural reinforcement, weather protection, or correcting unsafe condition as required until additional work is undertaken;
- Replace in kind extensively deteriorated or missing parts of roofs where there are surviving historical examples;
- Any new work should match old in form and detailing; and
- Sensitively rehabilitate a roof if the overall condition determines that more than preservation is required.

4. Windows

General

- Preserve windows and their functional and decorative components such as frames, sashes, muntins, glazing, sills, heads, hoodmoulds, paneled or decorated jambs and mouldings and exterior shutters that are important in defining the overall heritage value of a building; and

- Conserve original wood windows unless structurally impossible.
- Replicate or provide a reasonable facsimile of any original window that cannot feasibly be preserved or conserved.
- Document the location, form, style, materials and method of operation of windows and their elements prior to beginning new work.

Cleaning and Repairing

- Conduct an in-depth survey of the conditions of windows early in the planning process so that repair and upgrading methods and possible replacement options can be fully explored;
- Protect and maintain the wood and architectural metals that comprise the window frames, sashes, muntins and surrounds though appropriate surface treatments including cleaning, rust removal, limited pain removal and re-application of protective coatings in kind;
- Make windows weather tight and improve their overall efficiency by re-puttying and replacing or installing weather-stripping;
- Retain sound window and window elements or deteriorated window and window elements that can be repaired;
- Repair and stabilize deteriorated windows and window elements by structural reinforcement, weather protection or correcting unsafe conditions as required;
- Repairs to windows should be physically and visually compatible;
- Replace in kind extensively deteriorated or missing parts of windows where there are surviving historical examples;
- Replace in kind an entire windows that are too deteriorated to repair using the same sash and pane configuration and other design details; and
- Design and install new windows when historic windows are completely missing. The design may be based on a design that is compatible with the style, era and character of the historic place; or a replica based on physical and documentary evidence.

5. Doors, Entrances, Porches and Verandahs

General

- Preserve doors, entrances, porches and verandahs and their functional and decorative features such as doors, fanlights, sidelights pilasters, entablatures, columns, balustrades and stairs which are important in defining the overall heritage value of a building;
- Document the form, material and conditions of entrances and porches prior to beginning

new work;

- Protect and maintain the masonry, wood and architectural features that comprise entrances and porches through appropriate surface treatments such as cleaning, rust removal, limited paint removal and reapplication of protective coatings; and
- Retain sound entrances and porch elements or deteriorated porch elements that can be repaired.

Cleaning and Repair

- Repair and stabilize deteriorated entrances and porch elements by structural reinforcement, weather protection, or correcting unsafe condition as required until additional work is undertaken;
- Replace in kind extensively deteriorated or missing parts of entrance or porch elements where there are surviving historical examples;
- Any new work should match old in form and detailing;
- Replace in kind an entire entrance or porch that is too deteriorated to repair; and
- Design and construct new entrances or porches when historic entrances or porch is completely missing. It may be a new design that is compatible with the sty, era and character of the historic place; or a replica based on physical and documentary evidence.

Alterations and Additions for New Use

- Design enclosures or screening for character defining porches on secondary elevations when required by the new use in a manner that preserved the character of the building. This can include using large sheets of glass and recessing the enclosure wall behind existing scrollwork, posts or balustrades; and
- Design and install additional entrances or porches on non-character-defining elevations when required for the new use in a manner that preserves the character of the building.

6. Storefronts

General

- Preserve original storefronts and their functional and decorative features such as display windows, doors, transoms, cornices, corner posts, awnings, kneewall heights, signage bands, and signs that are important in defining the overall value of the building;
- Document the form, material and condition of storefronts prior to beginning new work. The careful removal of non-character defining cladding or other cover-ups may reveal an earlier storefront beneath;

- Stabilize and protect storefronts against arson and vandalism before work begins by boarding up windows and installing alarm systems; and
- Protect and maintain wood, masonry and architectural features that comprise storefronts through appropriate treatments such as cleaning, rust removal, limited pain removal and re-application of protective coatings.

Repair

- Retain sound storefronts and storefront elements or deteriorated storefront and storefront elements that can be repaired;
- Retain character-defining signs and awnings that are sound or could be repaired;
- Repair and stabilize deteriorated storefront elements by structural reinforcement, weather protection, or correcting unsafe conditions as required, until any additional work is undertaken;
- Repairs should be physically and visually compatible;
- Replace in kind extensively deteriorated or missing parts of storefronts where there are surviving historical examples;
- Any new work should match the old in form and detail;
- Replace in kind an entire storefront that is too deteriorated to repair if the overall form and detailing are still evident using the physical evidence as a model; and
- Recreating features or an entire storefront is appropriate when features of or the historic storefront is completely missing. The design of the storefront may be a new design that is compatible with the style, era and character of the historic place or a replica based on physical and documentary evidence.

Cawker Brothers Meat Market and Edward H. Purdy General Store (late 1880s)
Source: Scugog Shores Museum

Courtice & Jeffery's Harness Shop (1912)
Source: Scugog Shores Museum

9.0 New Construction

9.1 Introduction

The small town character and picturesque beauty of Port Perry is one of the key factors driving the continued success of the downtown core. One of the goals of this plan is to encourage the continued development of the downtown and ensure that new development contributes to the heritage character that has led to its success.

These Guidelines are to be applied to New Construction as it occurs throughout the District on vacant lots, so that new construction is consistent with the identified character of the District. Understanding the impact on adjacent buildings is an important element in developing plans for new buildings, but equally important is considering the overall impact on the streetscape.

The property owner must also have regard for the policies of the Township of Scugog Official Plan in considering new construction projects.

9.2 Guidelines

1. General

- Existing heritage character of the District shall be preserved;
- The context surrounding any proposed new construction shall be documented prior to beginning design work to understand the heritage character of adjacent buildings;
- If the New Construction is to replace a signficant heritage resource that has been destroyed, the replacement should reproduce the exterior appearance of the prior building to the greatest extent possible based on historic documentation;
- New buildings shall be constructed using the best practices and design of their own era. Key elements to compatibility are:
    - Scale and Massing
    - Material
    - Setback
    - Building Height and Height of storefront
    - Bay width
    - Vertical proportioning
    - Projections
    - Parapet height and
    - Roof profile.

- New construction shall use designs that are compatible with the adjacent buildings and general streetscape in:
  - Design and layout;
  - Proportion of void (window) to solid (walls);
  - Location of windows and doors;
  - Bay width;
  - Recessed entrances;
  - Quality of material; and
  - Architectural detail.

2. Orientation and Alignment

- Orientation of new buildings shall match the dominant orientation of the street on which they are to be sited;
- Recessed entries, projecting entries and columned entries shall be compatible with the overall streetscape characteristics;
- Alignments present on the front façade of neighbouring buildings shall be reflected in the new adjacent construction to contribute to the cohesive nature of the block; and
- Window casings, lintels, signage bands, eaves, gutters and parapets of commercial buildings shall have similar alignment to neighbouring buildings.

3. Architectural Design

- Facing material shall be smooth brick or wood siding using colours that are similar to those found in heritage buildings within the District;
- Paint colours that are historically appropriate to the heritage character of the District shall be used; and,
- While buildings should reflect the design of their own era, they shall also reflect the pattern of existing buildings and employ features and elements that are historically appropriate for the District including:
  - Large display windows;
  - High divided transom located at top of display windows;
  - Lettered signs on a narrow facia above window glazing;
  - Panelled knee walls;
  - Hanging sign cantilevered from façade of building perpendicular to street;
  - Retractable canvas awnings; and
  - Recessed entries with glazed transom.

Looking East along Queen Street (1890s)
Source: Scugog Shores Museum

Looking East along Queen Street (2010)
Source: ERA Architects Inc.

Looking West from Queen and Perry Streets
Source: Scugog Shores Museum

Looking West from Queen and Perry Streets
Source: ERA Architects (2010)

PART 3: IMPLEMENTATION

10.0 Heritage Permit Approval Process

10.1 Introduction

Part V, Section 42 of the Ontario Heritage Act states that "no person, shall in the area defined by the by-law (which defines the Heritage Conservation District) erect, demolish or remove any building or structure, or alter the external portions therefore, without a permit." Once the designating by-law is passed, the Township will need to implement a process to issue these permits. The following is a brief description of this process.

10.2 When No Heritage Permit is Required

No permit is required for the type of alterations noted in Section 7.5. Although a permit is not required in these instances, property owners are encouraged to conform to the spirit and intent of the Heritage Character Statement for the Downtown Port Perry HCD.

10.3 When a Heritage Permit is Required

Application Process

For alterations or construction requiring a building permit under the Ontario Building Code, information requested in the Building Permit Application is all that is required, unless additional site-specific information is requested by the Township to consider the application.

For alterations not requiring a building permit, the owner must obtain a specific Heritage Permit from the Township.

In all cases, the appropriate documentation needs to be provided. Documentation could include: historic photographs, historic maps, aerial photographs, historic fire insurance maps, etc.

Pre-consultation and Delegation of Approval

Permit applicants are encouraged to meet with Municipal staff regarding the proposed work prior to making an application. This will ensure applicants are aware of the specific requirements applying to their property.

In most cases, permit approval will be provided by staff through a delegation by Council.

Approval by Council

When a Heritage Permit Application does not, in the view of Municipal staff, comply with the District Guidelines or when it involves the demolition of a structure in the Heritage Conservation District, Township Council will decide on the application. In making its decision, Council will be

provided with the advice of Municipal staff and the Heritage Scugog Committee.

Appealing Council's Decision

Section 42(6) of the Ontario Heritage Act provides an appeal process. The applicant for a Heritage Permit may appeal the decision of Council on terms and conditions for alterations or new construction to the Ontario Municipal Board.

The Canadian Bank of Commerce (1890s)
Source: Scugog Shores Museum

TD Bank
Source: ERA Architects (2010)

APPENDICES

Appendix I

Historical Development of Port Perry

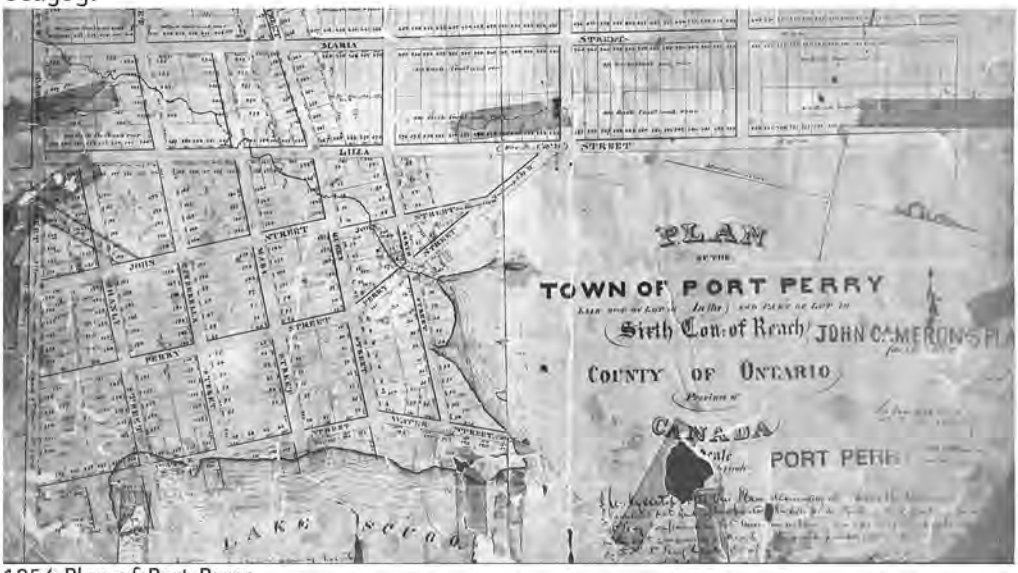
Historical Development of Port Perry

Introduction

Port Perry is a town that is defined by its picturesque lakeside setting, subtle rolling topography, rich farmland and strong sense of community. The town rests beside Lake Scugog which was created in 1834 when William Purdy dammed the Scugog River at Lindsay to construct a grist mill. The creation of Lake Scugog effectively destroyed the native fishing areas and rice fields that originally dotted the lake, but it did create new opportunities for the development of commerce and new transportation routes. It was the entrepreneur and politician Peter Perry who first realized the commercial potential of the area and set about purchasing a large tract of land located on the shores of Lake Scugog to found a new town.

In the 1830s Perry acquired land at the present site of Whitby with the intention of forming a port in competition with York (Toronto) and Kingston. Using his political connections, he persuaded the government to first establish a customs office there and later, a large breakwater and harbour facility. After losing his Assembly seat in 1836, Perry devoted his energy to his Port Whitby project and by the 1840s had grown Whitby into the third busiest port on Lake Ontario's north shore.

Peter Perry understood that to grow the port would require the establishment of an overland route connecting Lake Ontario to the hinterland. As water routes were ideal, a connection to Lake Scugog was the most preferable option. What Perry envisaged ultimately was a rail connection, however the initial step was the construction of a new private plank road from Whitby to the settlement of Manchester and then eastwards to the then undeveloped shores of Lake Scugog.



1854 Plan of Port Perry
Source: Scugog Shores Museum

In 1845, Perry purchased property along the eastern shoreline of Lake Scugog and completed a survey plan of a town to be located there. Perry's 1854 town plan laid out a grid plan that connected the town to Lake Scugog and established a strong connection with the road to Manchester (Image 1). The main road, which Perry named Queen Street, served as the main street of the new town. Water Street was to service mills and the docks along the shore. North Street marked the northern limit of the settlement and the south was bounded by Casimir Street (now Scugog Street).

Early Commercial Businesses

The new community adopted the name Port Perry in 1852 and it was incorporated as a village in 1871. During this formative period trade in lumber from the surrounding area and grain from the newly opened fields fueled the town's development.

By 1845, the lumber trade had already allowed the neighbouring town of Lindsay to prosper. Perry's new town quickly adopted this industry and within three years, three sawmills were operating on the waterfront, cutting logs towed in from around the lake and shipping rough timber and finished barrels south to the port at Whitby.

Trade in grain also served to kick-start the town. The grain trading firm, Cotton and Rowe financed the first steam vessel based at Port Perry that served to connect communities of the 'back lakes'. James Rowe, of Cotton and Rowe, purchased Perry's 'Centre line' road in 1853 and was instrumental in founding the Port Whitby and Lake Huron Railway Company.

View of Port Perry (1870s)
Source: Private Art Collection

Currie's Grain Elevator (1877)
Source: Scugog Shores Museum

The most enduring legacy of the grain trade is perhaps the Currie Grain Elevator located at 139 Queen Street (Image 3). This 58-foot high building was constructed in 1873 by George Currie, one of the many entrepreneurs who moved from nearby Prince Albert to Port Perry as anticipation of the railroads arrival grew. The excitement around the railways led to the erection of significant public buildings including the Town Hall at 302 Queen Street and the Union School at Queen Street and Rosa Street. In 1996, the Town Hall was recognized by the Historic Sites and Monuments Board as being a site of national historic significance in the history of the town. In addition to the new public buildings, the town experienced a surge in the development of large private residences located throughout the town, many of which still exist today.

North Side of Queen Street (1897)
Source: Scugog Choral Society

The arrival of the railway came about after much delay and difficulty. The Port Whitby and Port Perry Railroad was inaugurated on November 15, 1871. Regular daily service started the following year. While it marked a milestone for the community and the fulfillment of Perry's vision, the railway faced difficulty from the onset. The rail bed was poorly constructed and the finances of the company unstable. The railway was sold in 1873 to new investors who saw the advantage of extending the line north to the hub at Lindsay. As goods and holiday passengers would now pass by Port Perry, steam boat services were consequently reduced. Port Perry's sawmill industry, hit by the depression of 1875, also became less significant, as it no longer served more then the local market. In 1881, the town's population peaked at 1,800, a level to which it did not recover until 1952.

Port Whitby and Port Perry Railway (1880s)
Source: Scugog Shores Museum

The economic challenges did not spoil the optimism of the people who established themselves in the village port. The town was supported by established families who formed firm social and business relationships. The Paxton's, for example, were Loyalists who moved from Whitby in the 1840s. George and Thomas Paxton constructed a lumber mill on the waterfront in 1852 and Thomas later represented Port Perry in the Ontario Legislature. Their sister, Elizabeth, married James Bigilow, who established one of the first businesses in the town, set up the first post office, and with the Paxton brothers, operated various lumber and milling businesses. Another example of resolve is Samuel Stoutt. After escaping slavery in the United States, Stoutt settled here in 1866. He established Port Perry's first town band and gained wide respect as a band leader and multi-talented musician.

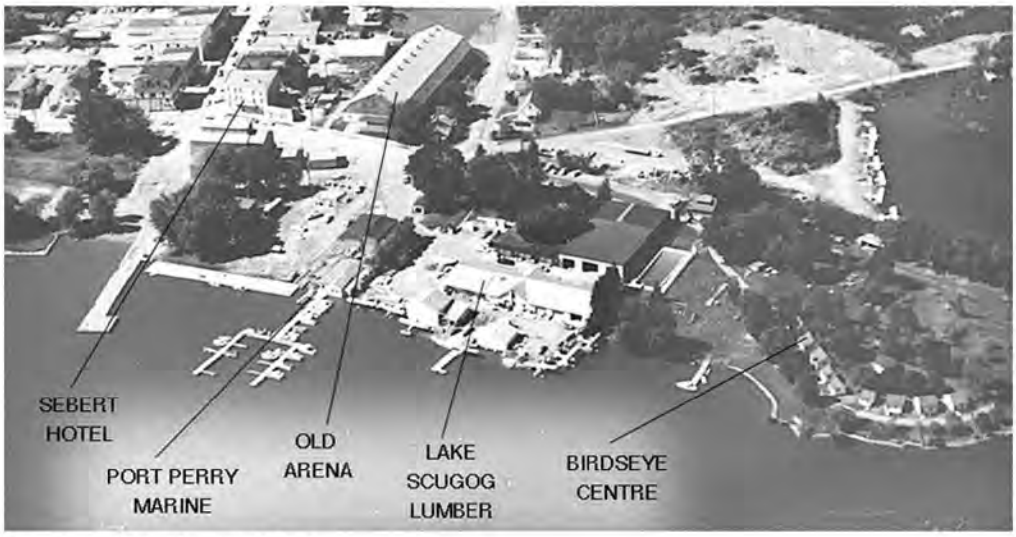
Fires of 1883 and 1884

Port Perry was struck by two major fires in 1883 and 1884. The 1884 disaster caused immense damage and was an especially hard blow to the town still recovering from the fire in the preceding year. Following the fires of the 1880s, a reporter from the Toronto Mail visiting Port Perry wrote: "Within a few months of a day that saw Port Perry in ruins and ashes, the town was rebuilding in a style of architectural beauty and good taste never dreamed of prior to its destruction, and certainly not to be found elsewhere in the province in any town of double or even quadruple its size" (The Toronto Mail, October 2, 1886). While the town's basic layout, location and character was the result of its early development, much of its downtown's characteristic architecture was a product of reconstruction after these great fires. The Currie Mill, is the only downtown buildings that survived fires of the 1883 and 1884.

Queen Street After the Fire (1884)
Source: Scugog Shores Museum

Post-War Transformation

Between the First and Second World Wars, Port Perry grew very little. However, by the 1950s recreation and tourism replaced the vestiges of the industrial waterfront. In an aerial picture of the shorefront taken in the 1950s, The Birdseye Centre holiday cottages are seen at the end of Water Street. These were set up in 1932 and remained there until 1969, when the Township acquired the site for a public park. The popularity of recreational boating is also evident by the pair of docks extending from Port Perry Marine. South of Queen Street, the shoreline has reverted to parkland after the rail tracks was removed in 1941. Notably, the most prominent building in the image is not a commercial building, but Port Perry's hockey arena that stood at Water and North Streets from 1951 to 1980.



Port Perry Waterfront (1950s)
Source: Scugog Shores Museum

Between the 1950s and 1980s the focus of the community shifted beyond the historic core. A series of auto-oriented strip malls along Water Street and the Highway 7A corridor broke from the pattern of storefront businesses in the downtown.

Also, beginning in the late 1960s, a number of subdivision developments attracted new residents to the community, but introduced a street pattern of courts and cul de sacs that contrasted with the town's established street grid. Reflecting this influx of new urbanization, the province created a new regional level of government in 1974. The government also streamlined the municipalities in the north of Durham Region and amalgamated Reach Township and Cartwright Township together to form the new Township of Scugog with Port Perry as its administration centre.

Port Perry Plaza (1976)
Source: Scugog Shores Museum

Revival of the Historical Town Centre

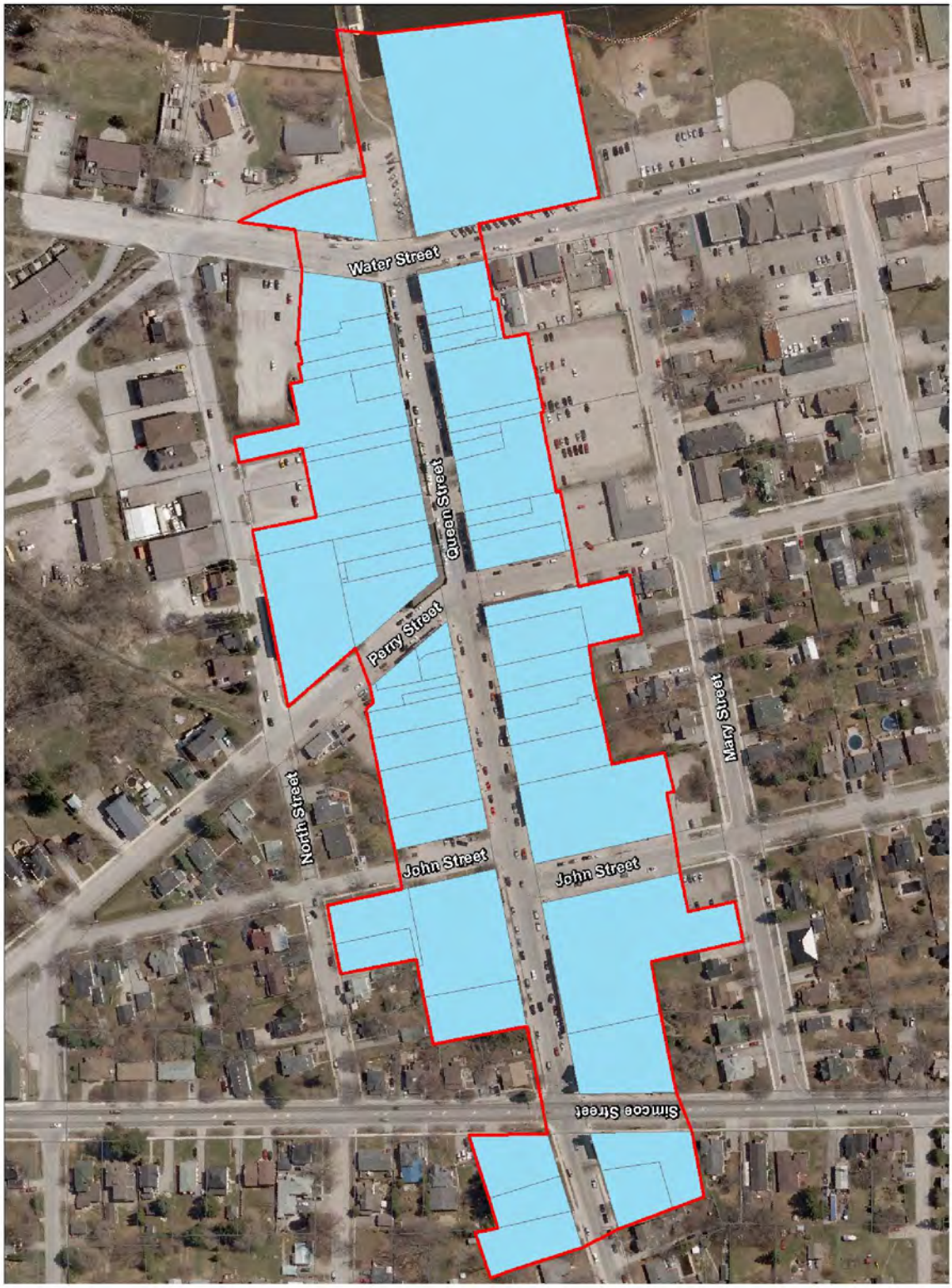
The legacy of the 19th century commercial centre provided a firm foundation for reviving Port Perry's downtown. As local historian and publisher J. Peter Hvidsten has observed, Port Perry's historic downtown is now recognized as important for maintaining the community's cultural identity:

> While much has changed, the one common link that bridges the century, is the attractive buildings along Queen Street constructed following the devastating fire of 1884. Most of these buildings are still standing, and after years of neglect, many have been restored to their former magnificence. Today, the town is a mecca for tourism as visitors enjoy strolling along the attractively refurbished main street lined with unique stores and visiting Palmer Park along the lakefront for picnics, boating and fishing...One of Port Perry's oldest structures, Town Hall 1873, still provides needed space for the cultural interests of the community... The old feed mill at the east end of Queen St. is a constant reminder of our heritage; the attractive brick buildings lining the main street and the elaborate architecture of older homes found on tree-lined streets indicates a prosperous past. (J. Peter Hvidsten, 1999)

Today, Port Perry is recognized as a special historic community that has been relatively untouched by development within the Greater Toronto Area (GTA). while future gowth prospects are somewhat limited by policy and physical considerations, as new development occurs, it will be important to reinforce the strengths that have contributed to its economic, social and cultural wealth. Peter Perry would likely be very proud of the town that bears his name.

Appendix II

HCD Boundary Area and Addresses


Water Street
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John Street
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Simcoe Street

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Appendix III

List of Contributing and Non-Contributing Buildings

List of Contributing and Non-Contributing Buildings in Downtown Port Perry Heritage Conservation District

#	Street	Currently Known As	Contributing	Non-Contributing	Vacant Property
Queen Street		road allowance	X		
139	Queen Street	Old Mill Property	X		
145	Queen Street	CIBC	X		
144-146	Queen Street	Remax/POE Design	X		
151-157	Queen Street	Francesco's/The Christmas Nook	X		
154	Queen Street	Village Décor Shoppe	X		
156-158	Queen Street	Tribal Voices	X		
159-161	Queen Street	Captain George's		X	
160	Queen Street	Bob's Barber Shop	X		
165	Queen Street	TD Canada Trust	X		
168-172	Queen Street	Brock's	X		
173	Queen Street	Willow Books		X	
175	Queen Street	Home Hardware	X		
174-178	Queen Street	Brock's	X		
177	Queen Street	The Wee Tartan Shop	X		
179-191	Queen Street	Tweed & Hickory/The Front Porch Bistro/Turquoise/Nature Focus	X		
180	Queen Street	Queen Street Commons	X		
182-184	Queen Street	The Nutty Chocolatier	X		
186	Queen Street	Dana's Goldsmithing	X		
193-197	Queen Street	Emmerson's Insurance/Perry Ann	X		
192	Queen Street	Canada Post	X		
199-203	Queen Street	Luke's Country Store	X		
200-202	Queen Street	Meta 4 Contemporary Craft	X		
204-206	Queen Street	Hank's Pastries	X		
205-207	Queen Street	Luke's Country Store	X		
208-210	Queen Street	Royal Bank	X		
209	Queen Street	Port Perry Pharmacy	X		
216	Queen Street	Wagg's Funeral Home	X		
217-221	Queen Street	Piano Café/Piano Inn/Jillian's	X		
223-227	Queen Street	Petit Images/Silverside of Dana's	X		
226	Queen Street	George Smith Law Office	X		
230	Queen Street	Russell's Delectables (Mueller)	X		
229-235	Queen Street	Anja of Sweden/The Framer's Gallery/Adorn Fine Furnishings	X		
237	Queen Street	F.M. Finds Country Inspired Décor	X		
238	Queen Street	Port Perry Dental Offices		X	
239-241	Queen Street	All About Me/The Kids Cupboard		X	
240-248	Queen Street	Inspirations	X		
249-251	Queen Street	Magik/Herrington's Quality Butche	X		
250	Queen Street	David Powell Accountant	X		
253-255	Queen Street	Caviar and Cobwebs	X		
257-263	Queen Street	Menzies Salon & Spa/For The Love of Jo Coffee House/Set the Table		X	
268	Queen Street	Shoppers Drug Mart		X	
269	Queen Street	Grenadier Militaria (War Memorial	X		
273	Queen Street	Reflection Park	X		
278	Queen Street	Sobey's		X	
279	Queen Street	Jester's Court	X		
294	Queen Street	Port Perry United Church	X		
302	Queen Street	Town Hall 1873	X		
305	Queen Street	Everlasting Memories	X		
319	Queen Street	St. John's Presbyterian Church	X		
320	Queen Street	Masonic Hall	X		

John Street		road allowance	X		
North Street					
266-274	North Street	Church of the Ascention Anglican	X		
Perry Street		road allowance	X		
141-153	Perry Street	Over Her Shoulder/Ooh-La-La! Lingerie/Kellett's Variety	X		
174	Perry Street	H&R Block	X		
175	Perry Street	Books Galore		X	
176	Perry Street	Yellow House	X		
181	Perry Street	Municipal Offices	X		
Water Street		road allowance	X		
175	Water Street	Palmer Park	X		