



MUNICIPALITY OF NORTH GRENVILLE

HERITAGE DESIGN GUIDELINES



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INTRODUCTION

1.0 LEGISLATIVE AUTHORITY

The Municipality of North Grenville recognizes the contribution and importance of heritage structures, streetscapes, landscape, open spaces and historical and archeological resources have to its cultural identity, community character and built form. These resources are an important component to the quality of life the Municipality strives to provide to its residents.

The Municipality's first Heritage Design Guidelines were developed in 2002 and updated in 2006. The use of these Guidelines was most recently highlighted in the 2013 *Community Strategic Plan*, which recommended in Section 5.2 that the Municipality, "undertake the development of facade and streetscape design guidelines, for North Grenville's downtown core and implement them".

The Municipality's Official Plan formally recognizes the use of design guidelines through policies and goals to promote development that is of a high standard of architectural, landscape and community design throughout the community. Section 10 of the Official Plan provides policies to direct growth and development within the urban service area including urban design principles, the exterior design of buildings, sustainability and energy conservation. The Municipality implements these design strategies through its Site Plan Control approval process.

The entire Municipality is designated as a Site Plan Control Area as described in By-law No. 58-12. This policy was established under Section 41 of the *Planning Act* which is used to control development within the Municipality through the review and approval of development applications which require the submission of detailed plans and drawings. To ensure the proposed development is built as proposed a Site Plan Control Agreement is prepared and registered on the property title. Municipal staff review applications to ensure their conformity with the Official Plan. Policy 12.21 indicates that the Municipality will prepare and adopt design guidelines to implement the policies of the Official Plan through the Site Plan Control process.

Policies in the Official Plan such as 10.10.3(a) and 10.10.7 direct that detailed design guidelines may be prepared for specific areas of the Municipality. These design guidelines may be used to assist in the preparation and review of new development, redevelopment, rehabilitation and renovation proposals, community improvement plans and Heritage Conservation Districts.

In addition the following Sections the Official Plan also authorize the development and use of design guidelines for the following Designated Areas:

- Urban Service Area (Policy 2.7.6)
- Hamlets (Policy 2.7.7)
- Rural Area (Policy 2.7.8 and 8.2[j])
- Downtown Commercial Area (Policy 10.3.7)
- Commercial Areas (Policy 10.4.2)
- Industrial Areas (Policy 10.6.3[e])

The Heritage Design Guidelines for the Municipality of North Grenville have been prepared to implement the policies of the Official Plan specific to protecting the heritage character of in the Municipality. The design features described in the Guidelines will be implemented through the Site Plan Control process for development applications throughout the Municipality.

2.0 DEFINITIONS

Council - shall mean the Council of the Corporation of the Municipality of North Grenville.

Erected – shall mean attached, built, constructed, re-constructed, enlarged, placed or moved.

Lot – shall mean a parcel of land described as a single parcel of land with definite boundaries in a Registered Plan of Subdivision or as a single parcel of land with definite boundaries described in a deed or transfer registered in the Land Registry Office for the County of Grenville pursuant to the *Registry Act* or the *Land Titles Act* and which may be legally conveyed by the owner thereof without obtaining a Consent for severance pursuant to the provisions of the *Planning Act*, R.S.O. 1990 Chapter P.13, as amended.

Municipality – shall mean the Corporation of the Municipality of North Grenville.

Owner – shall mean the registered owner of any property.

Person – shall mean any human being, association, firm, partnership, private club, incorporated company, corporation, agent, or trustee and the heirs, executors, or other legal representative to whom the context can apply according to law.

Street Face – shall mean the façade of the building that faces the street.

3.0 INTREPRETATION AND APPLICATION

- 3.1 In this Guideline, unless the contrary intention appears, words importing the singular number of the masculine gender only, shall include more persons, parties or things of the same kind than one, and females as well as males.
- 3.2 In this Guideline, the word "shall" is construed as being mandatory and not discretionary.
- 3.4 Nothing in this Guideline shall be interpreted in such a manner to exempt any person from complying with any requirement or applicable law that may be in force from time to time within the Municipality or from observing or complying with the requirements of any applicable federal, provincial or County legislation.
- 3.5 The Director of Planning and Development shall be responsible for administration and enforcement of this Guideline.

DESIGN GUIDELINES

4.0 PHYSICAL SUPPORTS FOR THE BUILT ENVIRONMENT

- 4.1 The Municipality of North Grenville will assume a leadership role in the revitalization process. These Design Guidelines shall apply to the downtown core of the former Town of Kemptville and the main streets of the Municipality's Hamlets, as well as to any other property deemed to be of cultural heritage value to the Municipality.
- 4.2. A design concept of each main street area will be determined in consultation with local residents, businesses and community groups.
- 4.3 The Municipality will continue to invest in main street areas by:
- a) providing street furnishings such as benches and garbage receptacles.
 - b) maintaining the publicly owned building stock in keeping with historic integrity of the areas in which they are located.

5.0 ARCHITECTURAL ASSETS

- 5.1 The Municipality may implement and enforce demolition control areas within the Municipal boundary.
- 5.2 The Property Standards By-laws will be strictly enforced to prevent deterioration of the building stock, with particular attention being paid to buildings on the Municipality's *Inventory of Heritage Buildings*.

- 5.3 Revitalization and protection of the architectural assets will focus primarily, but not exclusively, on the portion of a building that impacts the Street Face.

6.0 APPROACH TO ARCHITECTURAL HERITAGE

6.1 Heritage Structures

- 6.1.1 The Municipality will develop a plan of action for Heritage Conservation in consultation with the community.
- 6.1.2 Each structure will be individually evaluated to determine the type and level of protection that would be appropriate.
- 6.1.3 In order to achieve the identified goal of revitalization for a specific structure, the goal will be for minimum intervention, reconstruction, restoration, renovation, rehabilitation or retention.
- 6.1.4 The Municipality will assist building owners and business operators by providing advice on proposed alterations at the planning stage.
- 6.1.5 Building owners and business operators within designated areas will be encouraged to return the front facades of buildings to the period in which the building was originally constructed (i.e. early 20th century in Downtown Kemptville, and late 19th century for the hamlets)
- 6.1.6 Building owners will be encouraged to have their properties designated under the Ontario Heritage Act to protect them for now and in the future.
- 6.1.7 The Municipality will continue to designate its publicly owned buildings under the Ontario Heritage Act to protect them both now and in the future.

6.2 Non Heritage Structures

Existing buildings within the designated areas, which are built outside of the deemed design period, will be regarded as representative of the period in which they were built. They will not be required to undergo extensive changes to mask their period characteristics. However the buildings will be required to comply with applicable by-laws and guidelines.

6.3 Infill Structures

The Municipality will implement site plan and demolition control within the designated areas in order to ensure that new infill structures are compatible with the surrounding historic buildings in terms of size, scale, massing, height, setback, materials and colours.

6.4 Colour Palette

- 6.4.1 The choice of exterior colours will be restricted to historic colour palettes available from paint manufacturers.
- 6.4.2 Owners of designated heritage structures will be encouraged to undertake microscopic paint analysis in order to determine the original paint colours used on the building.
- 6.4.3 The Municipality's Heritage Advisory Committee will work with building owners to assist them in making appropriate choices from historic colour palettes.
- 6.4.4 The choice of appropriate paint colours will be implemented through the site plan approval process.

7.0 STREETScape

7.1 Roads and Parking

- 7.1.1 Traffic calming measures, such as curbed bump-outs, meandering street design, contrasting coloured and textured cross-walk materials will be used. Planters with trees, shrubs and flowers will also be installed.
- 7.1.2 Coloured and textured concrete which mimics the look of the tan and beige St. Malo Pavers used in Rotary Park will be used as streetscape materials.
- 7.1.3 Pedestrian access points to the off-street parking areas will be established along Prescott Street in downtown Kemptville and will have appropriate lighting, signage and maintenance provisions.

7.2 Lighting

- 7.2.1 Street lighting will be designed to enhance the heritage character of areas within the Municipality, while fulfilling all of the technical safety requirements.
- 7.2.2 All street light fixtures will be equipped with deflectors on the building side to attenuate light penetration to second and third floors, and will have deflectors on the crown to maximize the amount of light directed to ground level, and minimize the amount of ambient light.
- 7.2.3 Historic style lighting will be installed within the villages and hamlets appropriate to the architectural period (lantern style presently used in the subdivisions).

7.3 Street Furnishings

- 7.3.1 The design theme for street furnishings established by Street Smarts and subsequent Downtown Revitalization Committees in Kemptville will be continued (i.e. wrought iron reminiscent of the 1910 - 1920 period).
- 7.3.2 Themed benches, waste containers and planters will be placed strategically within the downtown core area.
- 7.3.3 The use of materials which are outside of the design concept will be avoided.
- 7.3.4 The installation of themed street furnishings will be extended to other designated areas within the municipality, particularly Burritts Rapids.

7.4 Soft Landscaping

- 7.4.1 All reasonable efforts will be made to restore/maintain the tree-scape of the design period within designated areas, while being cognisant of invasive species and the impact on building foundations and public infrastructure.
- 7.4.2 The use of decorative hanging baskets will be extended to the villages and hamlets.

8.0 NON PHYSICAL SUPPORTS

The Municipality of North Grenville will continue to implement by-laws and develop policies and programs to support revitalization. Among other measures, the Municipality will consider the following actions:

- 8.1 Formally adopt the North Grenville *Inventory of Historic Buildings* as a guiding document for the Municipality's Heritage Advisory Committee.
- 8.2 Continue to designate municipally owned buildings and landscapes under the Ontario Heritage Act.
- 8.3 Implement demolition control within selected areas of the community, and extend the use of site plan control to protect heritage properties.
- 8.4 Provide support for the Rideau-Sanders-Prescott Community Improvement Area.
- 8.5 Consider the designation of the Hamlets of Burritts Rapids, Bishops Mills, Oxford Mills and Heckston as Heritage Conservation Districts under the Ontario Heritage Act.
- 8.6 Promote funding programs available through other levels of government such as the North Grenville Community Development Corporation.
- 8.7 Consider adoption of a tax relief program for properties designated under the Ontario Heritage Act.

9.0 SIGNAGE

9.1 Definitions

For the purposes of this Section of the Design Guideline, the following definitions shall apply:

Alteration – shall mean any change to a sign structure or sign face excepting the changing of copy in compliance with this by-law or the replacement of similar parts for maintenance purposes.

Copy – shall mean the graphic content of a sign surface in either permanent or removable letter, pictorial, symbolic, or numeric form.

Day Light Triangle – shall mean a triangle area formed within a corner lot by the intersecting street lines or the projections thereof and a straight line

connecting them 6.0 meters from their point of intersection. A corner lot is a lot situate at the intersection of, and abutting, two streets, or parts of the same street, the adjacent sides of which street or streets (or in the case of a curved corner, the tangents of which) contain an angle of not more than 135 degrees.

Sign – shall mean any surface, structure and other component parts, which is used or capable of being used as a visual medium or display to attract attention to a specific subject matter for identification, information or advertising purposes and includes an advertising device. Without limiting the generality of the above, the definition of sign includes, but is not limited to, the following types of signs:

- a) **Electronic Messaging Display Sign** – shall mean a sign which is electronically controlled and which displays information in a pre-arranged sequence.
- b) **Fascia (Wall) Sign** – shall mean a sign which is attached and parallel to the surface of an exterior wall of a building or structure and includes a horizontal sign attached and parallel to the perimeter surface of a canopy.
- c) **Flashing Sign** – shall mean a sign which contains an intermittent or flashing light source, or which includes the illusion of intermittent or flashing light by means of illumination or an externally mounted light source, but does not include an automatic changing sign or electronically controlled message board.
- d) **Projecting Sign** – shall mean a sign attached or affixed perpendicular to or at an angle of greater than 5 degrees from the surface of a façade of a building.
- e) **Sandwich-board Sign** - shall mean a temporary A-frame sign which is any portable sign, triangular in shape, designed with no less than two sides of similar length forming its apex allowing it to stand freely on the ground and is placed out at the beginning of the business day and taken in at the end of the business day.

Sign Clearance – shall mean the vertical distance from grade directly below the sign to the bottom of the lowest attached component of the sign.

9.2 General Sign Provisions

9.2.1 This Guideline shall not apply to:

- a) signs within an enclosed structure, except window signs;
- b) signs installed by or on behalf of the Municipality, United Counties of Leeds and Grenville, the Province of Ontario or the Government of Canada, and any local boards or commissions;
- c) plaques placed by historical agencies of the Municipality, United Counties of Leeds and Grenville, the Province of Ontario or the Government of Canada;
- d) election proclamations or notices under any Election Act;
- e) Elections signs for candidates of federal, provincial and municipality elections;
- f) Real estate signs; and
- g) charitable fund-raising events.

9.2.2 Signs shall not be erected or displayed upon any property without the written consent of the owner of such property.

9.2.3 No person shall erect, display, alter, cause or permit to be erected, displayed or altered any sign within the designated areas, except in accordance with the Heritage Design Guidelines.

9.2.4 Signs shall not:

- a) obstruct pedestrian or vehicle traffic;
- b) obscure clear visibility of normal approaching pedestrian or vehicular traffic;
- c) be erected or displayed so as to be, by nature of the colour, shape or location thereof, confused with any traffic control sign, signal or device, or obscure the visibility or effectiveness of a traffic control sign, signal or device;
- d) be located within the Day Light Triangle as defined herein, so as to obstruct visibility;
- e) be flashing signs;
- f) be Electronic Messaging Display signs or signs with mechanically moving parts;
- g) be located within any road allowance, without the express written approval the appropriate road authority; or
- h) contain images or messages which may be considered

offensive.

- 9.2.5 No person shall attach or affix or cause to be attached or affixed in any manner, any hand-bill, flyer, notice or advertisement to any utility pole, transformer, construction fence, tree, bench, waste receptacle or any property owned by a public utility, local board, any level of government or the property of any third party, without the express written consent of the property owner. A copy of such written consent must be filed with the Municipality's By-law Enforcement Division prior to posting of such handbills, etc.
- 9.2.6 Signs shall not obstruct any fire escape, fire exit, standpipe, fire hydrant and fire access route.
- 9.2.7 Where there is a need for electrical power to be provided for a sign, the sign shall comply with the regulations for the local electrical inspection authority. Electrical wires accessory to signs are prohibited on the surface of parking lots, driveways and walkways.
- 9.2.8 Signs shall not project or encroach over or onto any road allowance or any other public property except as otherwise permitted by the Municipality.
- 9.2.9 Signs shall comply with, and be constructed and installed in accordance with the applicable provisions of the Ontario Building Code, the Municipality's Sign By-law No. 77-15 (as amended from time to time) and all other applicable law.
- 9.2.10 Unless otherwise noted in this Guideline, signs shall not be luminous, illuminated or back-lit. Lights used to illuminate a sign shall be installed directly above flat signs or to the side of projecting sign and shall be arranged to direct light away from adjacent premises and streets.
- 9.2.11 One sign shall be permitted per lot, provided all other provisions listed herein, can be satisfied.
- 9.2.12 No sign shall be installed such that the side farthest away from the building to which it is attached is more than 2.0 metres (6.6 feet).
- 9.2.13 No sign shall be installed such that the sign clearance is less than 3.0 metres (9.8 feet).

- 9.2.14 Lettering on all signs shall not exceed 50 cm (20 inches) in height.
- 9.2.15 Mobile, non permanent signs with illuminated or changeable lettering are not permitted.
- 9.2.16 Every sign in the Municipality shall be maintained in good structural condition at all times. All signs shall be clean and neatly painted, including all metal parts and supports. If any sign does not conform in any respect with the provisions of this Guideline, or any other By-law or Code applicable thereto, the Municipal By-law Enforcement Officer may give written notice to the owner of the sign. Such notice shall require that the sign be repaired, removed or brought into compliance with the Guideline and/or any other applicable law, within a period of time not exceeding fourteen (14) days. If in the opinion of the Municipal By-law Enforcement Officer any sign is in an unsafe condition, the Municipal By-law Enforcement Officer shall take immediate action pursuant to the Ontario Building Code. The cost of removal, repair, transportation and/or storage of any sign, may be recoverable from the owner by the Municipality in like manner as municipal taxes, pursuant to the provisions of the *Municipal Act*.

9.3 General Sign Design Guidelines

- 9.3.1 All signs within the downtown core of Kemptville and Hamlet areas will reflect an 'historic' appearance. Therefore, the following types of signs are deemed not to be in keeping with the historic character, and shall not be permitted:
- a) Flashing signs
 - b) Neon signs
 - c) Pylon signs
 - d) Illuminated boxes / signs
 - e) Illuminated awnings
 - f) Permanent banners.
- 9.3.2 Approved materials to be used in the construction of signs include:
- a) Wood
 - b) Iron
 - c) Stained glass

- d) stone
- e) slate
- f) Modern materials which give the appearance of wood.

9.3.3 The Municipality's Heritage Advisory Committee may be consulted prior to approval of any proposed sign designs within the designated areas.

9.3.4 All signs shall not be erected or constructed until the appearance, shape, colour, design and content have been approved by the Municipality, and all other necessary approvals have been obtained, which may include the road authority approval.

9.4 Commercial Signage

9.4.1 Fascia Signs (Figure 5)

Fascia signs may be erected for each place of business provided they:

- a) do not extend beyond the extremity of the façade on which it is mounted to;
- b) do not extend beyond a point which is a maximum of 2 metres (6.56 feet) above the roof-line of a building.
- c) do not project more than 0.46 metres (18 inches) from the surface wall to which it is attached;
- d) do not project over Municipal property except in compliance with Section 32 of By-law 77-15.
- e) have a minimum clearance of 3 metres (10 feet).
- f) are parallel to the surface of the wall to which it is attached it.
- g) are no longer than the horizontal measurement of the wall or building facade to which they are attached.

9.4.2 Projecting Signs (Figure 6)

Signs attached perpendicular to the wall of a building and which overhang a sidewalk or other pedestrian walkway may be erected in accordance to the following:

- a) the sign does not project more than 1.22 metres (4 feet) beyond the wall surface of a building; or
- b) the sign does not project beyond the limit of the property line of the lot;

- c) maximum area of the sign shall not exceed 1.5 sq. metres (16 sq ft.)
- d) the sign should be firmly anchored to a building face
- e) the sign shall not be closer to any sidewalk than 3.0 metres (10 feet)
- f) no located above the second floor of any building
- g) no projecting sign shall be constructed as a swing sign.

9.4.3 Sandwich Board Signs (Figure 3)

- a) Sandwich Board signs shall not:
 - i. be placed out prior to 7:00 am and after 11:00 pm;
 - ii. have a foot spread that exceeds 1 metres (3.3 feet);
 - iii. exceed 0.9 m (3 feet) in height;
 - iv. exceed 0.6 m (2 feet) in width.
- b) Sandwich Board signs are permitted in accordance to the following provisions:
 - i. when located on any sidewalk, at least two persons can walk abreast of each other with sufficient room for a third person to pass the other two without any one person having to step off the sidewalk.
 - ii. must maintain a minimum of 1.5 meters (5 feet) clearance between the sign and any building or fixed object, and must not interfere with road or sidewalk maintenance operations.
 - iii. may be located on any grassy area between the sidewalk and parking allowance on the near side nearest to the road edge provided it does not interfere with the movement of vehicles.
 - iv. may only be located on or immediately adjacent to the property, to which it relates.
 - v. proof of liability insurance for sandwich-board signs on third party property must be provided.
 - vi. only one sandwich board is permitted per business.

9.4.4 Individual Lettering Signs (Figure 1)

Individual non-illuminated letters used to create a sign or logo are permitted provided:

- a) all letters are securely anchored to the building.

- b) the letters are fabricated from one or the following materials; cast metal, aluminum, bronze, flat cut-out metal, formed plastic, injection molded, sign foam carved, or wood carved.

9.4.5 Window Lettering (Figure 5)

Window lettering and graphics are permitted provided the design conforms to the historical theme, and in accordance with the following:

- a) painted lettering and graphics shall be used as temporary signs only.
- b) neon colours in paint or vinyl are not permitted for window lettering.
- c) vinyl window graphics are permitted on either front or back side of windows.
- d) gold leaf is permitted on either the front or back of windows.

9.4.6 Menu Boards (Figure 4)

Menu boards may be placed on the exposed face of a building or structure adjacent to the entrance of an eating establishment to display the menu or special(s) of the day, subject to the following provisions:

- a) menu boards shall be an enclosed case with a glass type door.
- b) the menu board and case should not be larger than 0.56 square meters.

9.4.7 Awnings (Figure 2)

- a) The use of awnings as signage within the designated areas shall be permitted provided no part of any awning shall be closer to the surface of any sidewalk than 3 metres (10 feet) nor extend more than 1.22 metres (4 feet) beyond the wall surface of a building.
- b) Only triangular or retractable awnings with scalloped or corbelled edges will be permitted. Existing awnings that do not comply with these provisions of the Guideline or for which no permit has been issued on the Signs By-law are not "grandfathered".
- c) All awnings should be compatible with those of the design

- d) period, in terms of colour, style and material.
- d) Retractable awnings are permitted.

9.5 Municipal Signage

- 9.5.1 The Municipality will replace street signs, signage to public parking and municipal facilities within the designated areas with signage that is compatible with the design concept.
- 9.5.2 Directional signage to the main streets of towns, villages and hamlets from major arterial routes such as County Road 43 and Highway 416 will be replaced and augmented with heritage style signage.
- 9.5.3 Gateway signage indicating entry to Old Town Kemptville will be created at the junction of County Road 43 at Rideau / Sanders street and Van Buren Street at Prescott Street.

9.6 Murals

- 9.6.1 The Municipality will encourage a program of creating murals on both privately and publicly owned properties within designated areas within the Municipality.
- 9.6.2 Murals must depict advertising in an historical manner.
- 9.6.3 If the mural is not for advertising purposes, it must depict an event or business advertisement from Kemptville's past.

9.7 Banners

- 9.7.1 Banners may be erected and maintained subject to the following provisions:
 - a) All canvas / nylon banners are to be temporary signs at any given time,
 - b) The banner shall be firmly anchored to a building face or other stable structure,
 - c) The banner may project over a Municipal sidewalk or highway from one side of the road allowance to the other with approval,
 - d) No banner shall be put in place for more than thirty (30) days preceding the event it advertises and it shall be removed within one (1) calendar day following the event.

9.8 Plaques

- 9.8.1 All plaques are to be engraved on exterior materials only and mounted flush on a building or structure.
- 9.8.2 Cast iron and sandblasted stone such as slate or marble are also acceptable materials.

DRAFT

APPENDIX A

Examples of Sign Types

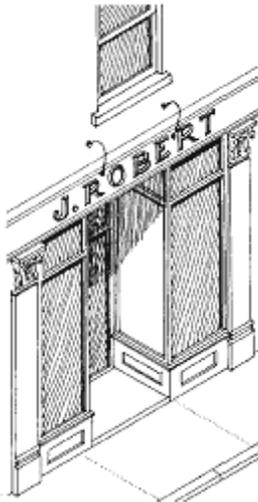


Figure 1: Individual Lettering Sign

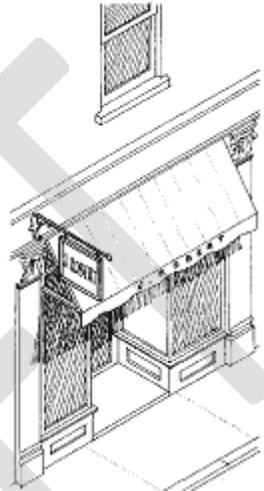


Figure 2: Awning Sign

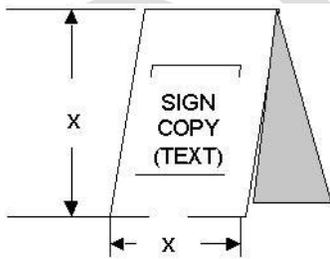


Figure 3: Sandwich-Board Sign

SERVICES OFFERED	
Shampoo & set	\$10.00
Hair cut	13.00
Style cut	17.50
Mens cut	6.00
Perm	38.00
SPECIALTIES	
Tints	\$25.00
Blow dry	4.50
Frosting	23.50
Color rinse	9.00

Figure 4: Menu Board Sign

