



DOWNTOWN STOUFFVILLE

DRAFT HERITAGE CONSERVATION DISTRICT PLAN

Date: Tuesday, September 8, 2026



ACKNOWLEDGEMENTS

The Downtown Stouffville Heritage Conservation District was initiated by the Town of Whitchurch Stouffville based on the findings of the Heritage Conservation District Study completed for the Town of Stouffville in 2022. This HCD Plan is a collaboration between the consultant team, the Town of Whitchurch-Stouffville, Town Council, the Heritage Advisory Committee, Fred Robbins (local historian) and local residents.

The Downtown Stouffville Heritage Conservation District Plan was prepared for the Town of Whitchurch Stouffville by The Biglieri Group and Egis Canada Ltd.

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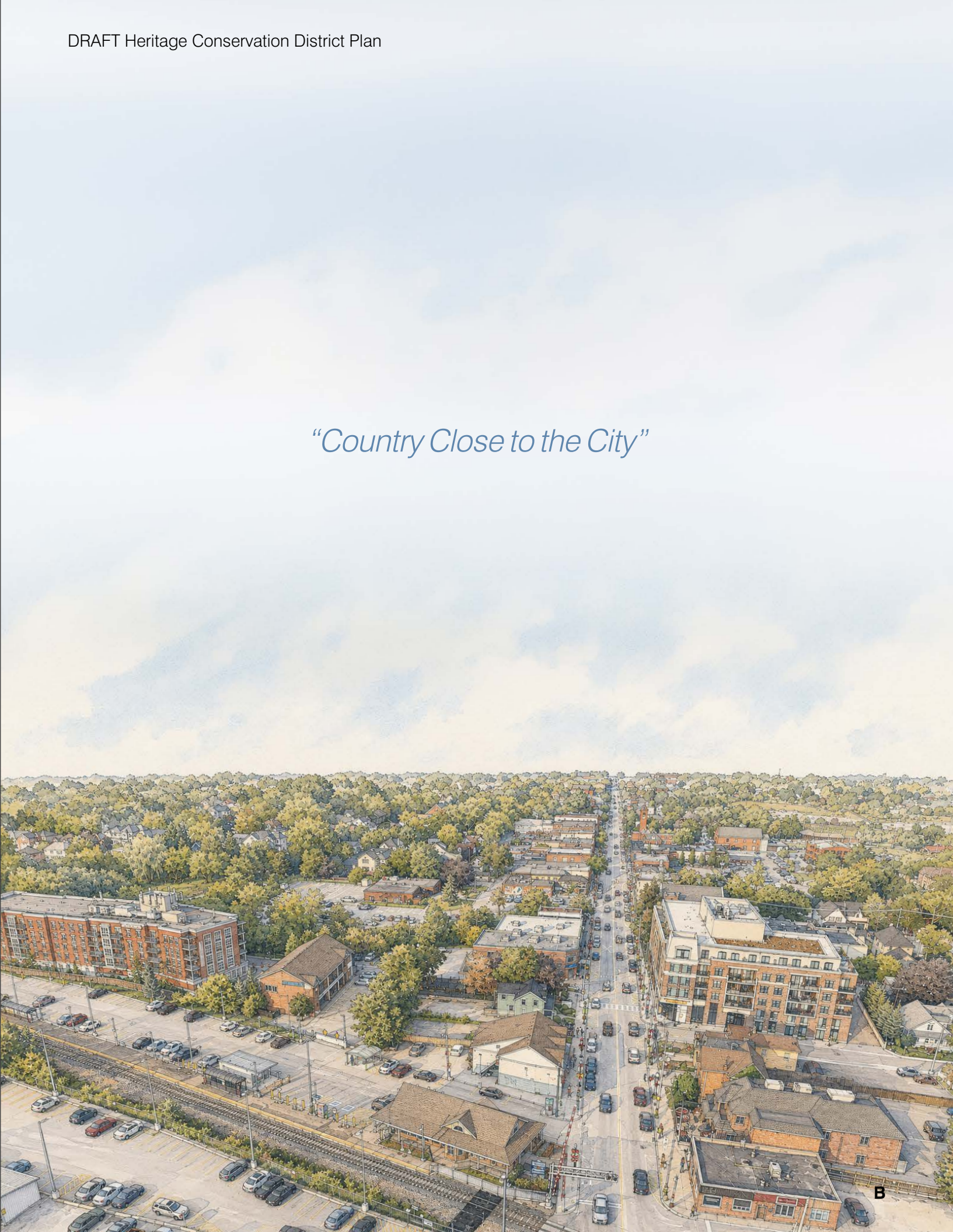
TRADITIONAL ACKNOWLEDGEMENT

“The Town of Whitchurch-Stouffville acknowledges this land is the treaty territory of the Williams Treaty First Nations. It is also the traditional territory of other Anishinaabeg peoples, the Huron-Wendat, and the Haudenosaunee. We also recognize the contributions of all Indigenous peoples to this place and commit to a continued dialogue and greater respect for the land we have come to share. Recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.”

Note that this Plan is intended to be read as a whole. Where a specific policy addresses a particular property type, character area, or circumstance, that policy shall govern over any more general policy of this Plan to the extent of any inconsistency. Where this Plan is silent on a matter, applicants and the Town shall be guided by the general intent of this Plan and by the Standards and Guidelines for the Conservation of Historic Places in Canada.

AI Disclaimer- *This project made use of artificial intelligence tools during its preparation. Select conceptual and illustrative images were generated or refined with AI assistance to help visualize design ideas and streetscape concepts. AI tools were also used at various stages to support drafting and organize background research. All content, analysis, and conclusions were reviewed, verified, and finalized by the project team, who take full responsibility for the accuracy and professional judgment reflected in this document.*

“Country Close to the City”



GLOSSARY

Alteration — Any change to a property, including to restore, renovate, repair, or disturb it. This is the definition of “alter” used in the Ontario Heritage Act. Alteration is distinct from Maintenance: an alteration changes a property’s materials, form, or appearance, and generally requires a Heritage Permit.

Character Area — A geographically defined portion of the District identified in this Plan as having a distinct built form, land use, and setting, and subject to its own Special Policies in addition to the policies that apply District-wide (e.g., the Commercial Core Character Area and the Railway Corridor Character Area).

Contributing Property — A property within the District that has been identified as meeting a minimum of two or more of the prescribed criteria under Ontario Regulation 9/06, and that directly contributes to the cultural heritage value of the District. Contributing properties are subject to a higher standard of conservation than non-contributing properties.

Cultural Heritage Value or Interest (CHVI) — The aesthetic, historic, associative, or contextual value of a property or district for the community, as determined under Ontario Regulation 9/06. CHVI is described for the District as a whole in the Statement of Cultural Heritage Value or Interest (Section 2.2) and is the foundation for identifying the District’s Heritage Attributes.

Delegated Authority — Authority granted by Council to a designated municipal official or committee (typically Town heritage staff) to make certain decisions on behalf of Council, without those decisions requiring a full Council vote. In the context of this Plan, delegated authority most commonly applies to the review and approval of Minor Heritage Permit applications, changes that can be reviewed and approved by Staff rather than requiring Council’s direct decision, while Major Heritage Permit applications and demolitions typically remain matters for Council itself to decide.

Demolition — For the purposes of this Plan, demolition includes the removal, in whole or in part, of a building or structure, and the removal of a heritage attribute identified in Section 2.5, even where the overall building envelope is retained.

Designation — The formal legal recognition of a property (under Part IV of the Ontario Heritage Act) or a district (under Part V) as having cultural heritage value or interest, giving the municipality authority to review and regulate alterations, demolition, and new construction affecting that property or district.

Heritage Advisory Committee — A committee established by the Town under the Ontario Heritage Act to advise Council on matters related to the conservation of the Town’s cultural heritage resources, including the review of Heritage Permit applications.

Heritage Attribute — A specific, physical feature of a property, building, structure, or the District’s landscape or streetscape that embodies its design/physical, historical/associative, or contextual value, as described in Section 2.5 of this Plan. Heritage attributes are the physical things this Plan is intended to protect.

Heritage Conservation District (HCD) — An area designated by a municipality under Part V of the Ontario Heritage Act because it has a concentration of heritage buildings, structures, and other cultural heritage resources connected by history, architectural style, use, setting, or landscape, such that the area as a whole has a distinct identity and cultural heritage value.

Heritage Impact Assessment (HIA) — A study prepared by a qualified heritage professional that describes a property and its heritage attributes, assesses the potential impact of a proposed alteration or development on those attributes, analyzes alternatives, and recommends mitigation measures.

An HIA may be required to support a Heritage Permit or development application, at the discretion of Town staff.

Heritage Permit — The approval required under Section 42 of the Ontario Heritage Act before undertaking an alteration, demolition, or new construction affecting a property within the District, other than work identified as exempt under this Plan.

Maintenance — Routine, cyclical, and non-destructive upkeep of a property that does not change its materials, form, or appearance. Maintenance includes periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing; and in-kind replacement of damaged or deteriorated materials that cannot practically be saved. Maintenance is generally exempt from Heritage Permit requirements.

Non-Contributing Property — A property within the District that did not meet the minimum criteria under Ontario Regulation 9/06 to be determined to be of cultural heritage value or interest. Non-contributing properties remain subject to this Plan but are generally afforded greater flexibility for alteration and new construction than contributing properties.

Protected Heritage Property — A property that is designated under Part IV or Part V of the Ontario Heritage Act, is subject to a heritage conservation easement, or has been identified for potential designation, and that is therefore afforded protection under the Provincial Planning Statement. All properties within the District, whether contributing or non-contributing, are Protected Heritage Properties by virtue of the District’s designation under Part V.

Secondary Building — A detached structure accessory to a principal building on a property, such as a garage, shed, carriage house, or coach house, that is not itself identified as contributing to the property’s cultural heritage value or interest.

Statement of Cultural Heritage Value or Interest (SCHVI) — The formal statement, prepared in the format set out in the Ontario Heritage Tool Kit, that describes the District’s cultural heritage value under the design/physical, historical/associative, and contextual value criteria of Ontario Regulation 9/06 (Section 2.2 of this Plan).

Streetwall — The continuous or near-continuous line of building façades along a street, generally created by buildings constructed at or near the front property line, that defines the enclosure and pedestrian character of a street.

TABLE OF CONTENT

PART I: UNDERSTANDING THE DISTRICT 1

1. Introduction 2

1.1. Downtown Stouffville Heritage Conservation District Background	2
1.2. What is a Heritage Conservation Plan?	3
1.3. How to Use this Plan	5
1.4. Policies and Guidelines: What is the Difference?	8
1.4.1. Guidance for Municipal Staff and Council	8
1.4.2. Guidance for Property Owners and Developers	10

2. District Boundary and Description 11

2.1. Physical and Geographical Overview	11
2.2. Boundary Explanation and Justification	11
2.3. Character Areas	13
2.4. Contributing Status	14
2.5. Statement of Cultural Heritage Value or Interest	15
2.6. Description of Heritage Attributes	17

3. Goals and Objectives of the HCD 21

3.1. General	21
3.2. Private Properties	22
3.3. Public Properties and Infrastructure	22

4. Legislative, Policy Framework and Guiding Documents 23

4.1. Provincial Planning Guidance	24
4.2. Ontario Heritage Act	24
4.3. Federal and Provincial Guiding Documents	25
4.4. Township of Whitchurch-Stouffville Official Plan	27
4.5. Township of Whitchurch-Stouffville Zoning By-law	27
4.6. Block Plan and Site Plan Control	27
4.7. Demolition Control	27
4.8. Property Standards By-law	28
4.9. Urban Design Guidelines	28
4.10. The Role of the Heritage Impact Assessment	28

PART II: PLANNING FOR CHANGE 29

5. District Policies and Guidelines 30

5.1. Contributing Properties: Policies and Guidelines	33
5.1.1. Maintenance	34
5.1.2. Alterations	43
5.1.3. Relocation	54
5.1.4. Demolition	55
5.1.5. Accessibility	56
5.1.6. Energy Conservation and Sustainability in Heritage Buildings	57
5.1.7. Land Use / Conversions	57
5.1.8. Signage	58
5.1.9. Other (Awnings, Patios, Lighting, Mechanical Equipment)	60
5.1.10. Special Policies and Guidelines: Commercial Core Character Area	61
5.1.11. Special Policies and Guidelines: Railway Corridor Character Area	72

5.2. Non-Contributing Properties: Policies and Guidelines	81
5.2.1. Maintenance and Alterations	82
5.2.2. Demolition	83
5.2.3. Signage	83
5.2.4. Other (Awnings, Patios, Lighting, Mechanical Equipment)	85
5.2.5. Landscaping, Trees and Vegetation	86
5.2.6. Parking	86
5.2.7. Special Policies: Commercial Core	86
5.2.8. Special Policies- Railway Corridor	90
5.3. Public Realm / Streetscape	92
5.3.1. Public Street Trees and Boulevards	93
5.3.2. Public Parks and Open Space	93
5.3.3. Public Street Signage	93
5.3.4. Street Furniture	93
5.3.5. Street Lighting	93
5.3.6. Sidewalks	94
5.3.7. Laneways and Bike Lanes/Bike Parking	94
5.3.8. Interpretive Features, Public Art and Memorials/Plaques	94
5.3.9. Public Works / Infrastructure	94
5.3.10. View Corridors	94
5.4. Planning Act Applications and Lot Configuration	97
5.5. Adjacent Lands	99
5.6. Conservation of Archaeological Resources	99
5.7. Transitional Policy	100

PART III: PROCESS & IMPLEMENTATION 101

6. Process and Implementation of the HCD Plan 102

6.1. Process and Implementation of the HCD Plan	102
6.2. Heritage Permit Application Process	102
6.3. When is a Heritage Permit Required?	104
6.4. Heritage Permit Applications	110
6.4.1. General	110
6.4.2. Who can apply?	110
6.4.3. What is included in the Heritage Permit Application Form?	110
6.4.4. What additional information is to be provided with the application form?	110
6.4.5. When is an application considered complete?	111
6.4.6. What happens if alterations requiring a Heritage Permit are completed without approval?	111
6.4.7. What if the Heritage Permit application is refused or includes Terms and Conditions that are not agreeable to the applicant?	112
6.5. Emergency Work	112
6.6. Adjacent Properties	112
6.7. Updating the HCD Plan	113
6.8. Grants and Incentives (Financial Support Tools)	113

BIBLIOGRAPHY 115

LIST OF FIGURES

Figure 1. Downtown Stouffville HCD boundary map	12
Figure 2. Character area map showing the Commercial Core and Railway Corridor boundaries within the overall District	14
Figure 3. Attributes of the Commercial Core streetscape	17
Figure 4. Representative Railway Corridor	20
Figure 5. Commercial roof example	34
Figure 6. Residential roof example	35
Figure 7. Porch/ Verandah Terminology	39
Figure 8. Anatomy of a Storefront	40
Figure 9. Decorative Trim and Details	42
Figure 10. Exterior Form Relative to the Front Facade and Returns	44
Figure 11. Sample Heritage Colours	53
Figure 12. Recommended and not recommended siting/ location, setback and scale of new infill.	63
Figure 13. Contemporary heritage sympathetic infill	64
Figure 14. Traditional heritage sympathetic infill	64
Figure 15. Concept for Rooftop Additions	65
Figure 16. Example of Secondary Building	68
Figure 17. Railway Corridor Character Area	72
Figure 18. Lands Adjacent to GO Station along Railway Corridor	73
Figure 19. Conceptual Design of Development of Lands Adjacent to GO Train Station & Railway Corridor	75
Figure 20. Addition Concept to the rear of 6148 Main Street	77
Figure 21. Secondary Structure Concept to the rear of 6148 Main Street	78
Figure 22. Concept of New Infill Located to the Rear of Existing Building Along Main Street	88

Figure 23. Concept of Secondary Structure Located to the Rear of Existing Building Along Main Street	89
Figure 24. Concept of New Construction within the Railway Corridor	91
Figure 25. Main Street Cross-section	92
Figure 26. View corridor map	95
Figure 27. Historic Commercial Core Streetwall and Dimensionality Associated with Main Street to be Conserved	96



LIST OF TABLES

Table 1. Heritage Permit Requirements - Contributing Properties	106
Table 2. Heritage Permit Requirements - Non-Contributing Buildings	108

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PART I: UNDERSTANDING THE DISTRICT



1. INTRODUCTION

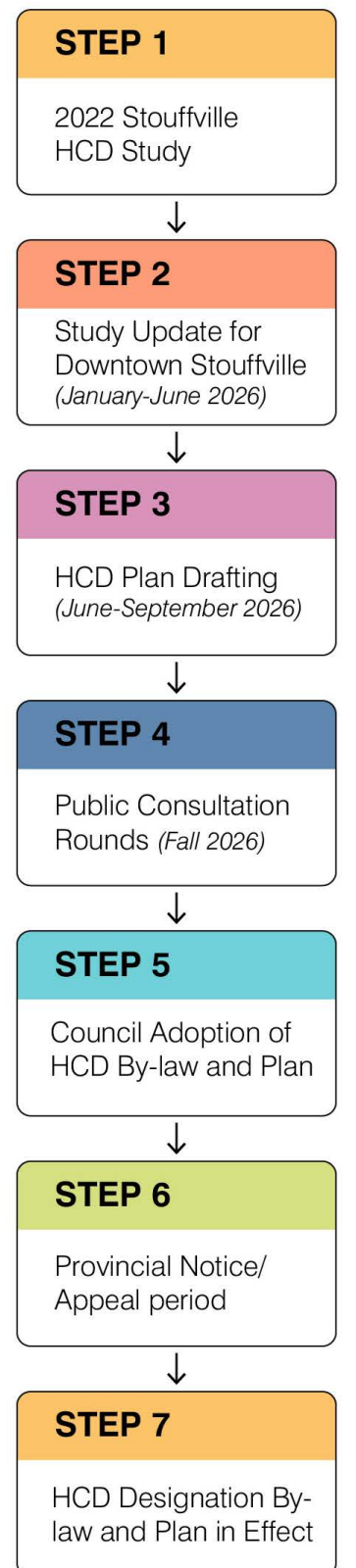
Downtown Stouffville is the historic commercial and civic heart of the Town of Whitchurch-Stouffville. Its late nineteenth-century and early twentieth-century commercial buildings, mature streetscape, and the Metrolinx/GO rail corridor together tell the story of a community that grew into a rail town, and later into a satellite community within the Greater Toronto Area. The designation of Downtown Stouffville as a Heritage Conservation District (“HCD”) under Part V of the Ontario Heritage Act recognizes this history and puts in place a made-in-Stouffville framework to conserve what makes the area unique while allowing it to continue to change, grow and thrive.

1.1 Downtown Stouffville Heritage Conservation District Background

The impetus to study Downtown Stouffville as a potential HCD arose from the recognition that the Main Street commercial core, its relationship to the GO rail corridor, and the surrounding early residential and civic buildings together form a cultural heritage landscape of significance to the community. As growth pressures increase in and around the downtown, including the designation of the Stouffville GO station area as a Major Transit Station Area (“MTSA”) under the Town of Whitchurch-Stouffville’s (the “Town”) Official Plan, Council and staff recognized the need for a clear, proactive tool to guide how change occurs in a manner that respects the corridor’s historical character.

In 2022, the Town initiated the Downtown Stouffville Heritage Conservation District Study (the “Study”), which is the first phase in determining the cultural heritage value or interest in an area within a community. The Study examined the history, character and building stock of the study area based on guidance provided in the Ontario Heritage Tool Kit and Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada.

Following Council’s endorsement of the Study on May 16, 2022, the Town undertook the preparation of this Heritage Conservation District Plan (the “Plan” or “HCD Plan”). The Plan builds on, and updates, the background research and boundary recommendations of the 2022 Study to reflect updated provincial regulations, the designation of the area as an MTSA, and feedback received through community consultation. The update to the Study was required to evaluate the study area and determine its boundary.





1.2 What is a Heritage Conservation Plan?

A Heritage Conservation District (HCD) is an area designated by a municipality under Part V of the Ontario Heritage Act (the “OHA”) because it has a concentration of heritage buildings, structures, and other cultural heritage resources connected by history, architectural style, use, setting or landscape, such that the area as a whole has a distinct identity based on cultural heritage value.

Unlike an individual property designation under Part IV of the OHA, which recognizes and protects a single property, an HCD designation recognizes and manages an entire area, including the relationship between buildings, streets, landscapes, view corridors and open spaces that together create a sense of place. An HCD is a form of a Cultural Heritage Landscape which is defined in the Provincial Planning Statement 2024 as:

“a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Cultural heritage landscapes may be properties that have been determined to have cultural heritage value or interest under the Ontario Heritage Act, or have been included on federal and/or international registers, and/or protected through official plan, zoning by-law, or other land use planning mechanisms.”

A guiding document for **Heritage Conservation Districts** is within the **Ontario Heritage Tool Kit (2025)** which identifies similar characteristics of an HCD:

- A cluster of buildings, site, structures, designed landscapes, and natural areas that are linked by their aesthetic, historical, or socio-cultural contexts or by their usage.
- A combination of elements including natural features such as topography, landforms, landscapes, water courses together with built forms such as pathways and street patterns, landmarks, nodes or intersections, approaches and edges.
- A definable visual harmony through such elements as building scale, mass, height, shape, construction materials, proportion, colour, etc., that conveys a distinct sense of time and place.

- A commonality or a heterogeneity, which enables a district to be recognized and distinguishable from its surroundings or from neighbouring areas.

Key Facts

- The process of designating a Heritage Conservation District is divided into two (2) phases: a Study Phase and a Plan Phase;
- The Study determines if a geographical area merits designation under the Ontario Heritage Act (Part V, Subsection 41.(1)) if it meets two or more criteria in O. Reg. 9/06; a boundary is developed as part of the Study. If the study is endorsed by Council, the next step would be to develop an HCD Plan;
- An HCD is established by a municipal by-law following the Plan approval by Council. The Plan (this document) sets out a statement of the district’s cultural heritage value, the attributes that contribute to that value, and policies and guidelines for managing change;
- All properties within the boundary are subject to the HCD Plan, whether or not an individual property is identified as “contributing” to the district’s heritage character; and
- Exterior alterations, new construction, additions and demolition within the district generally require a Heritage Permit issued by the Town in accordance with Section 42 of the Ontario Heritage Act, evaluated against Statement of Cultural Heritage Value or Interest and Heritage Attributes presented in this Plan.

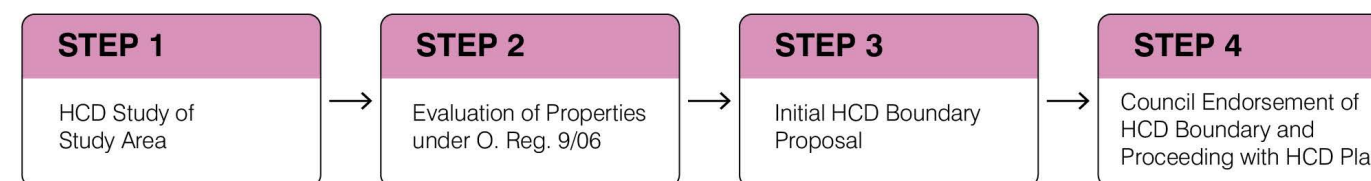
KEY FACT

All properties within the HCD boundary are subject to the HCD Plan, whether or not they are identified as contributing.

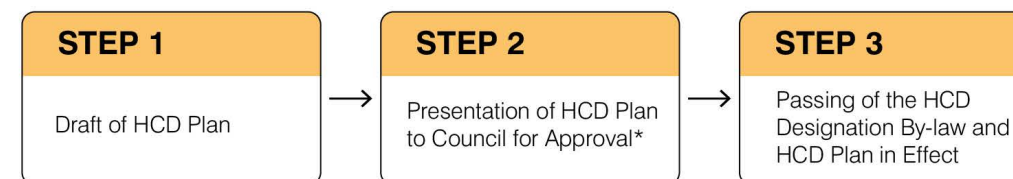
KEY FACT

Exterior alterations, additions, new construction and demolition generally require a Heritage Permit under Section 42 of the Ontario Heritage Act.

Phase I: Study Phase



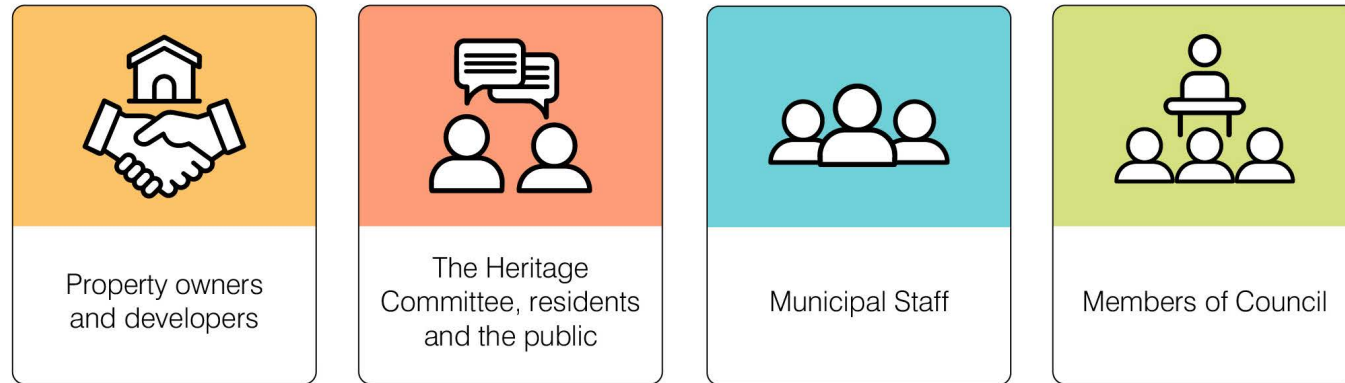
Phase II: Plan Phase



* The passing of the HCD designation by-law is contingent on Council’s approval of the by-law and Plan.

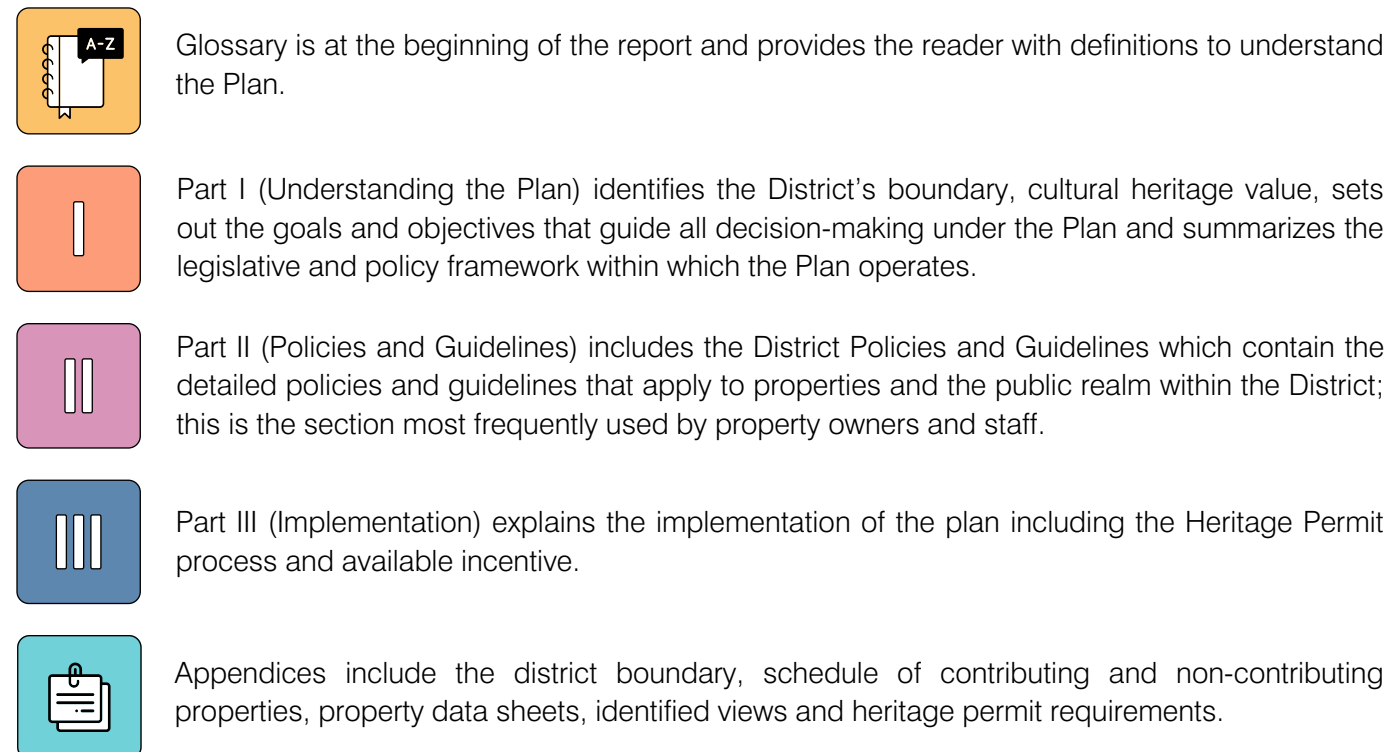
1.3 How to Use this Plan

Who is this Plan for?



- **Property owners and developers**, who need to understand what is expected of them when maintaining, altering, adding to, or redeveloping property within the District
- **The Heritage Advisory Committee, residents and the public**, who have an interest in how Downtown Stouffville's character is conserved over time
- **Municipal staff**, who apply the Plan's policies and guidelines when reviewing Heritage Permit applications, development applications, and capital works
- **Members of Council**, who make final decisions on Heritage Permits, appeals and amendments to this Plan

How is this Plan is organized?



What is the intent of the Plan and what are the benefits?

The intent of this HCD Plan is to conserve the cultural heritage value of Downtown Stouffville. This includes the protection of its heritage buildings, streetscapes, landscape features and views, for current and future generations, while supporting a vibrant, economically healthy, and evolving downtown.

The Plan is not intended to freeze the District in time, prevent all change, or preclude appropriate development and intensification, including development that supports the Downtown Stouffville MTSA. Rather, the Plan provides a clear, predictable framework so that change, whether a storefront sign, a rear addition, or a new mixed-use building, occurs in a manner that respects and reinforces the qualities that give the District its heritage character.

The Ontario Heritage Toolkit (2025) identifies the benefits of a district as follows:



How is the Plan implemented?

Once adopted by Council and the applicable notice and appeal periods under the Ontario Heritage Act have concluded, this Plan is implemented primarily through the Heritage Permit Process. Most exterior alterations, additions, new construction and demolition within the District require a Heritage Permit prior to work commencing. Routine maintenance and a defined list of minor works are exempt from permit requirements (see Part III and Appendix B). The Plan is also implemented through its integration with the Town's Official Plan, Zoning By-law, Site Plan Control, Urban Design Guidelines, and other municipal tools.

What is the legal status and authority of the Plan within the context of the Town's policy documents?

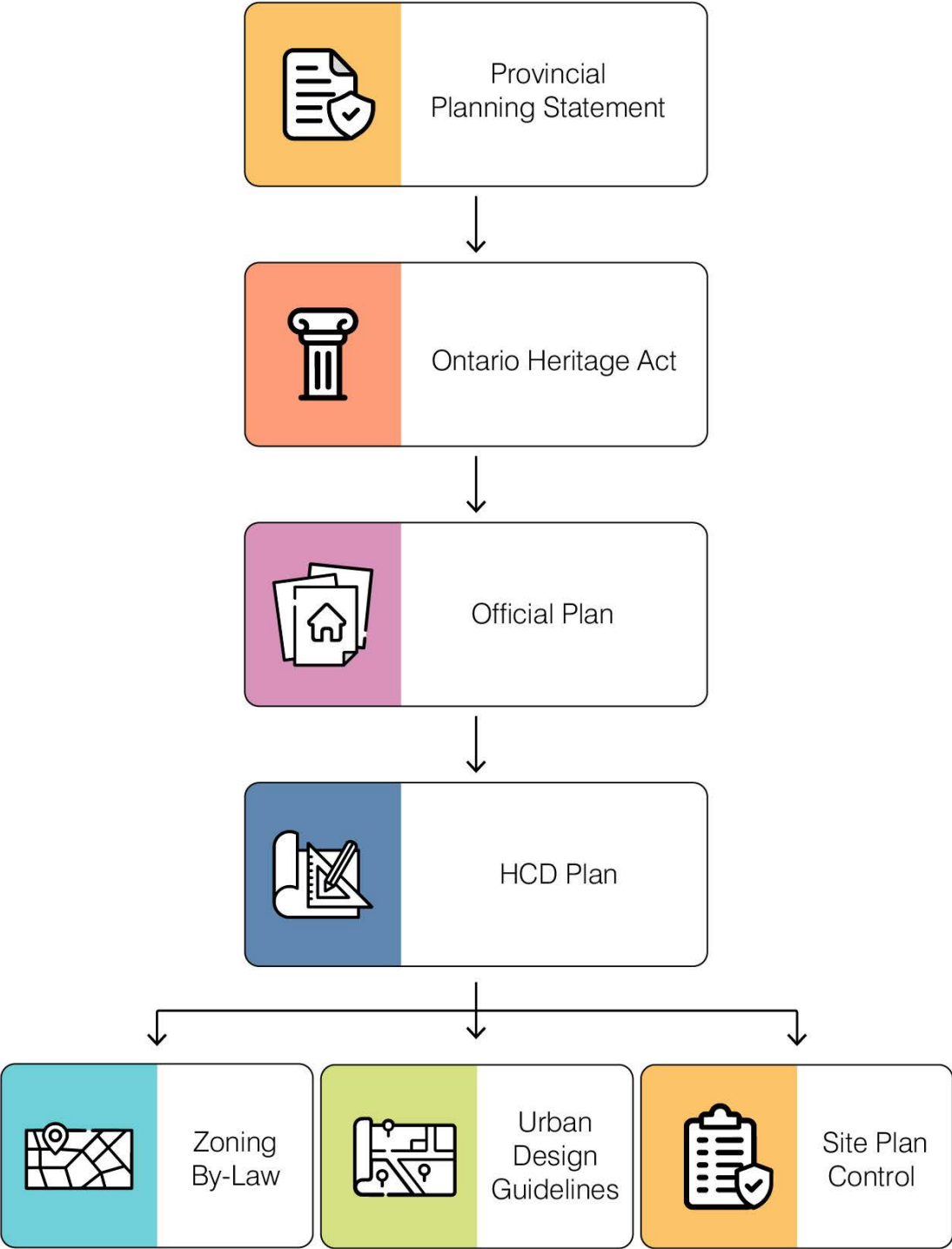
Once adopted, the HCD Plan carries significant legal weight. Under Section 41.1(5) of the Ontario Heritage Act, where a municipality has passed a by-law designating a heritage conservation district, the municipality must ensure its decisions and actions are consistent with the HCD Plan. In practice, this means:

If a municipality passes a by-law designating a heritage conservation district, the municipality shall ensure that its decisions and any actions that it takes are consistent with the heritage conservation district plan.

HIGHLIGHTS

In the event of a conflict between this Plan and other municipal by-laws and guiding documents, the policies of this HCD Plan takes precedence.

This Plan works alongside, and is intended to be read together with, the Town’s Official Plan and Zoning By-law, which remain the primary tools for regulating land use, height, density and other planning matters not addressed by this Plan. Where the Official Plan contains heritage conservation policies applicable to the District, this HCD Plan provides the detailed direction that implements those policies.



Note: The HCD Plan works within the policy framework established by provincial and municipal documents and guides the implementation of heritage conservation in the District.

1.4 Policies and Guidelines: What is the Difference?

This Plan uses two types of direction: Policies and Guidelines. Understanding the difference is essential to using this Plan correctly.

	Policies	Guidelines
Language used	“shall,” “must,” “will”	“should,” “encourage,” “consider,” “may”
What it means	A mandatory requirement. An application that does not conform to a Policy will generally not be approved, unless a variance is justified and supported through the Heritage Permit process.	A recommended approach to achieving the intent of the related Policy. Guidelines provide flexibility to respond to a property’s specific circumstances while still conserving heritage value.
How it is used	Used by staff and Council as the primary test for approving, refusing or conditionally approving a Heritage Permit application.	Used by staff, Council, property owners and their design professionals to determine the best way to meet a Policy, and to inform design development.

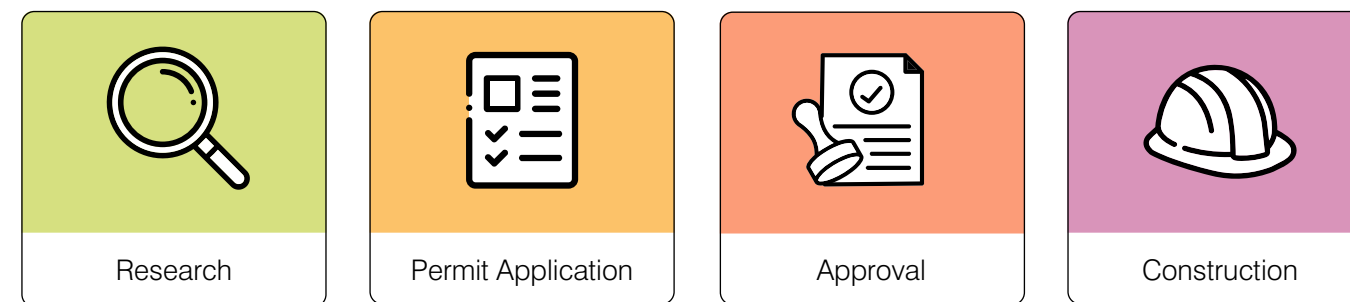
1.4.1 Guidance for Municipal Staff and Council

This Plan is intended to be interpreted according to its overall intent, not applied as a rigid checklist divorced from context. Staff and Council should keep the following in mind:



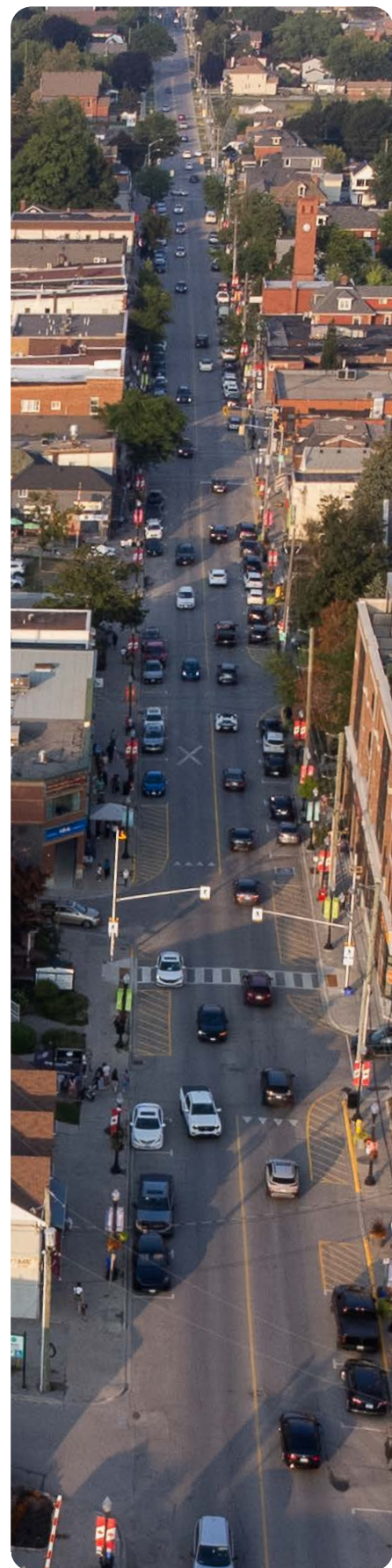
- **Interpret with intent, not just the letter of the policy.** Every property and application is different. Staff and Council should apply the Policies and Guidelines of this Plan in a manner that achieves the underlying conservation objective, using professional judgment where a literal reading would produce an outcome contrary to that objective.
- **Understand what actually requires a Heritage Permit.** Not all work requires a permit. Staff should refer applicants to the Exempt Alterations list in Appendix B before requiring a full application. Where a property owner submits a Notice of Receipt for exempt work, staff should process and acknowledge it promptly.
- **Follow proper procedure and process heritage permit applications in a timely manner.** The Ontario Heritage Act sets out timelines within which the Town must make a decision on a Heritage Permit application (see Part III), after which a permit may be deemed approved. Staff should track application timelines carefully and communicate proactively with applicants.
- **Be transparent and consistent from first contact.** The Town should provide a clear, consistent process for every property owner's first point of contact regarding a potential alteration, ideally through an informal pre-consultation meeting before a formal Heritage Permit application is submitted. Staff should be knowledgeable about, and clearly communicate, what supplementary information (such as a Heritage Impact Assessment) may be required and why.
- **Address unauthorized work consistently and fairly.** Section 6.0 (All Properties: Enforcement) and Section 7.0 set out the Town's approach where alterations occur without the required Heritage Permit, including restoration and compliance options.
- **Support the District, not just regulate it.** Staff and Council are encouraged to actively support financial incentive programs, tourism and cultural events, and other initiatives that celebrate and promote the Downtown and its businesses (see Section 8.3).
- **Help owners find the right professionals.** The Town should develop and maintain a list of qualified cultural heritage specialists (architects, heritage consultants, conservators, and tradespeople experienced in historic materials) to help connect property owners with appropriately qualified professionals for permit applications and construction work.

1.4.2 Guidance for Property Owners and Developers



If you own or are developing property within the Downtown Stouffville Heritage Conservation District, this Plan directly affects you. Key things to know:

- **Your obligations and rights.** As a property owner within the District, you are responsible for maintaining your property in a manner consistent with this Plan and the Town's Property Standards By-law, and for obtaining a Heritage Permit before undertaking alterations, additions, new construction or demolition that is not exempt. You also have rights, including the right to receive a decision within the timelines set out in the Ontario Heritage Act, and the right to appeal certain decisions (see Part III). Where the Town does not make a decision within the prescribed timeline, the application may be deemed approved by default, underscoring the importance of complete, timely application review.
- **Start by understanding the context (Contributing vs. Non-contributing).** Before finalizing development plans, review this Plan, particularly whether your property is contributing or non-contributing. Non-contributing properties will have policies and guidelines that may differ from contributing properties. Non-contributing properties can have more flexibility within the context of alterations and new construction. It is critical to confirm the status of your property (see Appendix A) and applicable policies and guidelines in Part II.
- **Confirm requirements with Staff early.** Contact the Town's heritage planning staff before finalizing designs to confirm what type of Heritage Permit is required, whether supplementary studies (such as a Heritage Impact Assessment) will be needed, and, if so, the qualifications required of the professional who prepares them. Staff can direct you to a Town's list of qualified cultural heritage specialists.
- **Approaching alterations, demolition and new construction.** Different types of work are subject to different levels of review, as summarized in the tables Appendix B. In general: routine maintenance in-kind is exempt; alterations to heritage attributes require a Heritage Permit; demolition (in whole or in part) is subject to the strongest level of review under Section 6.0; and new construction is expected to conform to the Special Policies for the applicable character area.
- **What happens if you complete changes without permission?** Undertaking work that requires a Heritage Permit without first obtaining one is a contravention of the Ontario Heritage Act and may result in enforcement action, including orders to halt work, restore the property to its prior condition, and prosecution with fines.
- **Difference in Process between Part IV (Individual) and Part V Designations (District):** Designation under Part V of the Ontario Heritage Act is not the same as being designation individually under Part IV of the Ontario Heritage Act. The intent is that the properties collectively create a broader cultural heritage landscape. They are also regulated under a different section of the Ontario Heritage Act.



2. DISTRICT BOUNDARY AND DESCRIPTION

2.1 Physical and Geographical Overview

The Downtown Stouffville HCD is centred on Main Street between Edward Street and Park Drive, and includes the lands historically associated with the commercial core, the GO/Metrolinx rail corridor that runs through the community, and portions of the surrounding streets that retain early residential and institutional buildings connected to the growth of the downtown.

2.2 Boundary Explanation and Justification

The boundary originally endorsed by Council in May of 2022 stretched between Albert Street to the west and Stouffer Street to the east. The boundary was expanded to later include two (2) additional properties to the north along Edward Street (33 and 47 Edward Street).

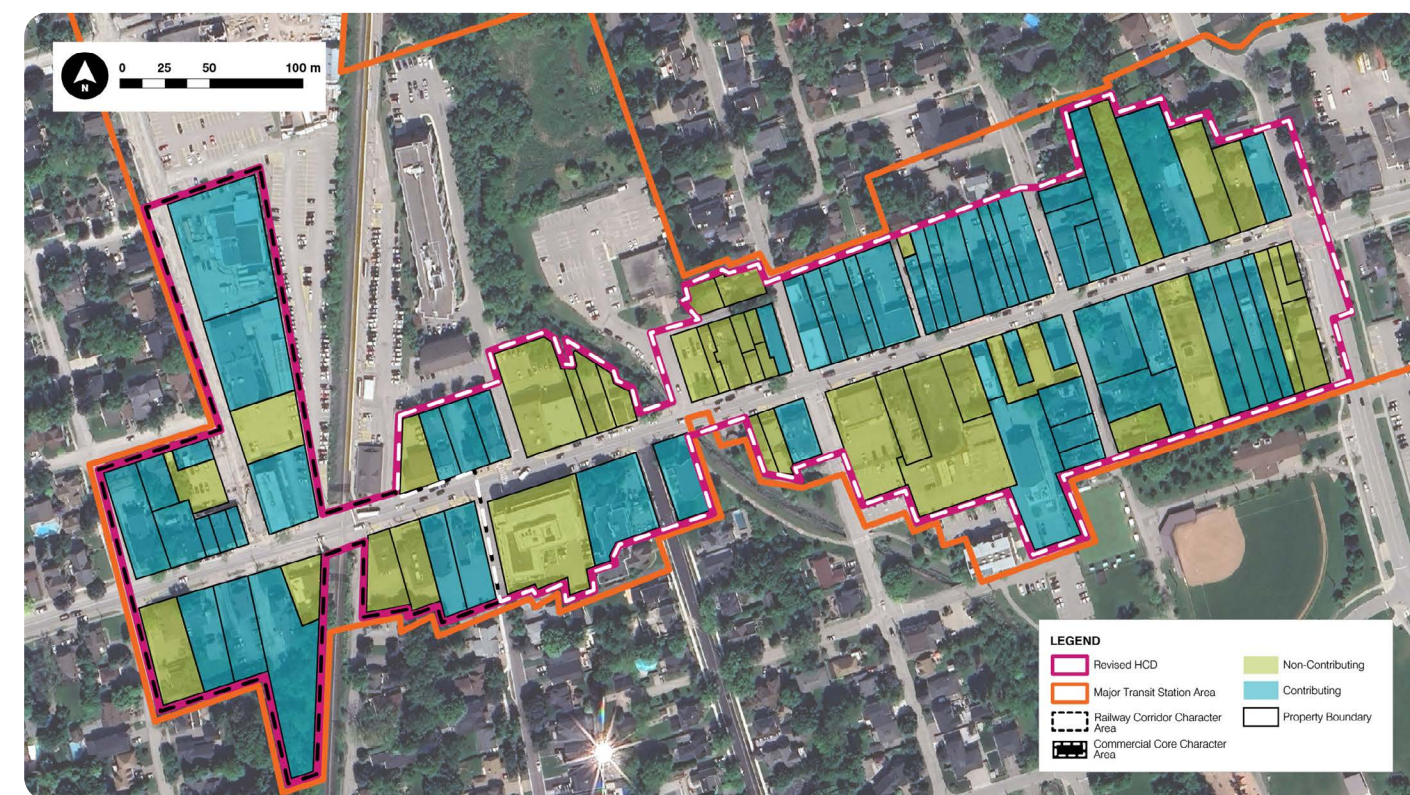
As part of the development of the HCD Plan, an update to the Study was required to evaluate the Study Area and confirm the HCD Boundary. The evaluation of the cultural heritage value of an HCD is guided by Section 3.7.4 in the Town of Whitchurch-Stouffville Official Plan (2025), which provides municipal direction for Heritage Conservation Districts, as well as the Ontario Heritage Tool Kit (2025), which outlines provincial guidance for designating heritage conservation districts under Part V of the Ontario Heritage Act. The Downtown Stouffville HCD Study and its update evaluated the District against each of the criteria prescribed under O. Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest, as amended. Section 3 of Ontario Regulation 9/06 states that at least 25% of properties within the defined boundary of a heritage conservation district must meet two or more of the nine criteria related to physical/ design (Criteria i-iii), historical/ associative (Criteria iv-vi), and contextual value (Criteria vii-ix).

Following the completion of fieldwork in April of 2026 and the high-level evaluation of 149 Properties (135 buildings and 14 vacant/ surface parking areas) contained in the original Study, it was determined that many of the properties located east of Park Street were considered non-contributing resources resulting in a limitation to a distinct grouping required as part of an HCD. As a result, it was recommended that in order to centralize a higher concentration of cultural heritage resources while balancing the

planning objectives of the downtown, that the eastern end of the endorsed boundary, past Park Street, be omitted. The update resulted in the omission of 53 properties east of Park Street; properties identified as meeting two or more of the prescribed criteria and determined to be of cultural heritage value were provided as Part IV candidates to the Town for long-term conservation.

The updated boundary generally follows the rear property lines of buildings fronting Main Street, extending westwards to Edward Street and eastwards to Park Drive to capture the full extent of the historic commercial core and its immediate context, including the rail corridor. This updated boundary includes 96 properties; at the time of the drafting of this Plan, there are 89 buildings and structures and 7 vacant/ surface parking areas.

Figure 1. Downtown Stouffville HCD boundary map



Please note that certain lands within the general study area have been excluded from the final boundary, including:

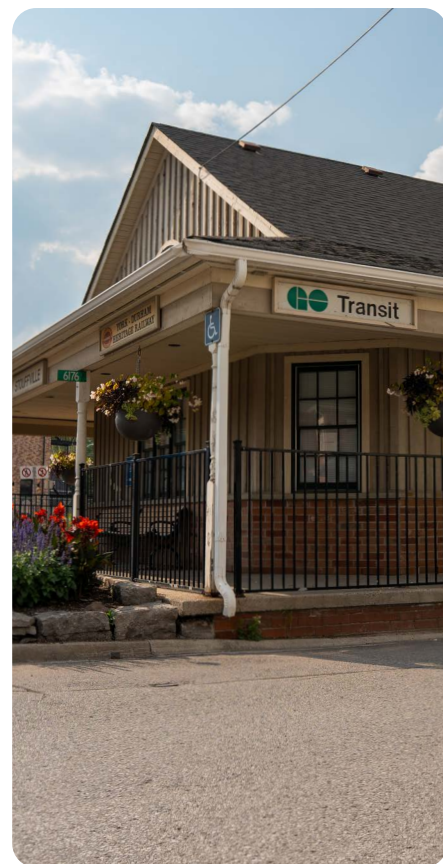
- Lands under the ownership and jurisdiction of the **Toronto and Region Conservation Authority (TRCA)**, such as public park and open space lands, are subject to separate conservation and regulatory frameworks; and
- Operational rail lands under the jurisdiction of **Metrolinx**, which fall under federal and provincial transportation regulation and are managed through separate agreements; while these lands are excluded from the designated boundary, they remain an essential part of the District's setting, history and views.



2.3 Character Areas

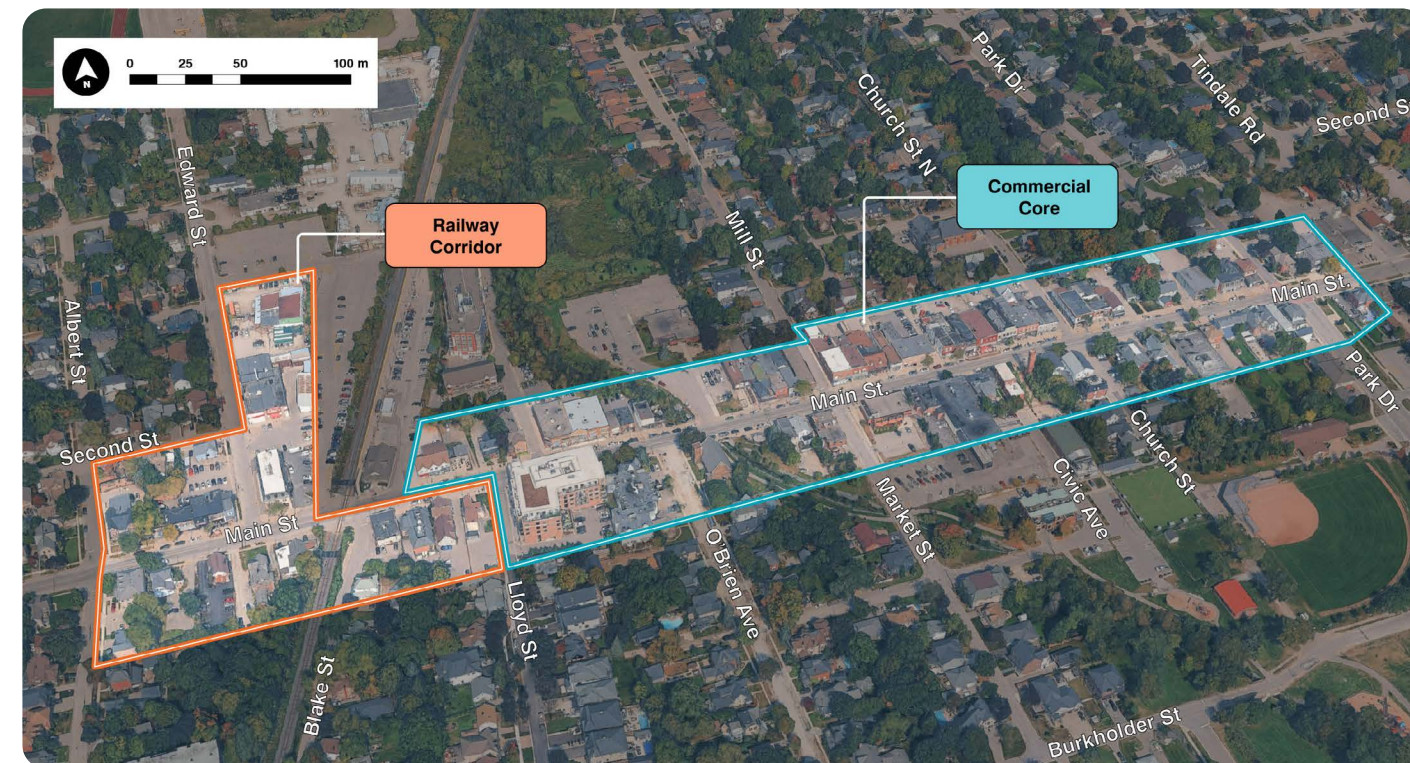
Given the differences in built form, land use and setting across the District, this Plan identifies two character areas within the HCD Boundary, each of which is subject to its own Special Policies in Part II, in addition to the policies that apply District-wide:

- 1. Commercial Core Character Area** — the historic Main Street commercial spine, characterized by a continuous or near-continuous street wall of two- and three-storey commercial buildings with ground-floor storefronts and in some cases, second storey residential units, built close to or at the front (Main Street facing) property line; this area encompasses properties along Main Street between Lloyd Street and Park Drive. The Commercial Core is defined by its continuous or near-continuous masonry street wall, fine-grained storefront rhythm (typically 6 to 8 metres per bay), consistent two-to-three storey heights, and a high degree of surviving upper-storey window and cornice detail. Ground floors historically housed retail and service commercial uses, with upper floors used for offices, meeting halls, or residential apartments.



- 2. Railway Corridor Character Area** — the lands adjacent to and historically shaped by the GO/Metrolinx rail line, including former rail-related buildings, industrial and service properties, and land more recently identified for transit-oriented intensification as part of the Stouffville MTSA. This area is west of Lloyd Street extending westwards to Edward Street. The Railway Corridor is defined by a markedly different, more utilitarian and industrial character: larger building footprints and simpler massing associated with rail-related use and service/warehouse functions, a looser and less continuous relationship to the street compared to the Commercial Core, and a direct physical and visual relationship to the rail line itself, including the historic rail crossing on Main Street. Surviving contributing structures in this character area are comparatively few, meaning that non-contributing sites here represent both the greatest development opportunity and the greatest sensitivity in terms of protecting remaining attributes and views, a balance addressed directly in the Special Policies of Section 5.3.3.

Figure 2. **Character area map showing the Commercial Core and Railway Corridor boundaries within the overall District**



2.4 Contributing Status

Every property within the District boundary is subject to this Plan and will be designated under Part V of the Ontario Heritage Act, whether or not it has been identified as a “contributing” property. This Plan currently uses a **binary classification system**:

- **Contributing properties** are properties that have been identified as meeting a minimum of two (2) or more of the prescribed criteria under Part IV of the Ontario Heritage Act (O. Reg. 9/06), and directly contribute to the cultural heritage value of the District and require a higher standard of conservation.
- **Non-contributing properties** are properties that did not meet the minimum criteria under the prescribed criteria (1 or none) to be determined to be of cultural heritage value or interest.

Following an O. Reg. 9/06 of the Ontario Heritage Act evaluation of the HCD based on the revised boundary, it was determined that there is a total of 55 of the 96 properties (57.29%) that met two or more criteria under O. Reg. 9/06; the properties that met the minimum criteria were determined to be Contributing Properties. The results of the heritage evaluation of the Study Area demonstrate that at least 25% of the properties within the HCD Study Area satisfy more than two criteria of O. Reg. 9/06. Of the 98 properties within the HCD, 55 are considered Contributing Properties. The full schedule of contributing and non-contributing properties, including municipal address, roll number, and a brief statement of why each contributing property was identified as such, is provided in tabular format in **Appendix A: Property Profiles and Contributing Status Table**.

2.5 Statement of Cultural Heritage Value or Interest

The following Statement of Cultural Heritage Value or Interest (SCHVI) has been prepared in the format set out in the 2025 Ontario Heritage Tool Kit, and reflects the criteria of O. Reg. 9/06 (as amended by O. Reg. 569/22) identified as being met by the District in Section 2.2.

Description of Historic Place

The Downtown Stouffville Heritage Conservation District comprises of the Main Street commercial core located in the community of Stouffville, in the Town of Whitchurch-Stouffville, Ontario. The HCD includes properties fronting Main Street from Edward Street to the west to Park Drive to the east and some lands adjacent to the GO/Metrolinx rail corridor. The District includes a collection of residential, commercial and industrial properties and landscape features that contribute to this streetscape as a historical throughfare through Stouffville's Downtown core.

Statement of Cultural Heritage Value or Interest

The Stouffville Heritage Conservation District has cultural heritage value because it represents the historical evolution of Stouffville from an early milling settlement to a thriving commercial, industrial, and civic centre during the nineteenth and early twentieth centuries. The district encompasses the historic Main Street commercial core, associated residential neighbourhoods, and the railway corridor that collectively illustrate the community's development and identity.

The district has design and physical value as a representative collection of buildings and cultural heritage resources reflecting patterns of nineteenth- and early twentieth-century settlement, commercial growth, industrial expansion, and residential development. The built environment includes representative examples of issuing neoclassical and georgian per heritage attributes list. A significant proportion of buildings were constructed between 1871 and 1930 and are characterized by brick

masonry construction, decorative brick detailing, and parapet rooflines. The district's historic commercial core is distinguished by its concentration of two- and two-and-one-half-storey late nineteenth- and early twentieth-century buildings constructed at or near the lot line, creating a continuous commercial streetwall that contributes to the traditional character of Main Street. The district also contains surviving industrial buildings and structures associated with the railway corridor that represent the historic relationship between transportation, manufacturing, warehousing, and commerce that shaped Stouffville's physical development.

The district has historical and associative value through its direct association with the commercial, industrial, civic, and social development of Stouffville. The area is connected to Abraham Stouffer, whose grist mill established the nucleus around which the community developed, and to subsequent generations of the Stouffer family who contributed to the community's growth. The district is also associated with builders, contractors, business owners, professionals, and civic leaders who played significant roles in shaping Stouffville, including Fred Betz, Richard Barnes, Matthew Flint, William Todd, William J. Mertens, George Collard, Robert J. Daley, Frederick W. Silvester, William B. Sanders, Fanny Wilson, John McNeil, Joseph Todd, John Urquhart, F.L. Button, Archibald Samuel Leaney, and members of the pioneering Shankel family. The district further reflects important themes in the community's development, including agriculture, milling, grain processing, manufacturing, transportation, commerce, and municipal governance.

The district is also associated with institutions, businesses, and places that historically contributed to Stouffville's civic, cultural, religious, and economic

life, including the former post office, Daley's Hall, the Queen's Hotel, the Carnegie Library, the Anglican Church, the Standard Bank and later the Bank of Commerce, the Stouffville Planing Mill, Schell Lumber, the former Tin Motel, the Marble Works, and other commercial blocks and industrial enterprises that served the community. The railway corridor is particularly significant for its association with the arrival of the Toronto and Nipissing Railway in 1871 and the industrial growth that followed. Warehouses, lumber yards, mills, grain-related industries, and businesses supporting railway travel and commerce developed in proximity to the railway, creating an economic relationship that contributed significantly to the prosperity of the downtown commercial core.

The district has contextual value because its buildings, landscapes, streetscapes, and spatial relationships define, maintain, and support the historic character of Stouffville. The historic commercial core is characterized by a cohesive collection of late nineteenth- and early twentieth-century commercial buildings that share a consistent two-storey scale, predominately zero front-yard setbacks, pedestrian-oriented form, and flat or parapet rooflines. Together, these characteristics create the continuous commercial streetwall that defines the historic character of Main Street and reflects the traditional development pattern of an Ontario small-town downtown. The railway corridor maintains and supports this character through its historic industrial buildings and lands, which illustrate the functional relationship between rail transportation, industry, and commerce. Adjacent residential neighbourhoods further contribute to the district's heritage value by demonstrating the historic relationship between places of employment, commerce, community institutions, and residential settlement.

The district also has contextual value as its it physically, functionally, visually, and historically linked through a network of interconnected heritage resources. Historic commercial properties, institutional buildings,

residential areas, and railway-associated industrial sites collectively illustrate Stouffville's development from the nineteenth century onward. The continuous Main Street streetwall visually and functionally links the commercial core, while the railway corridor demonstrates the economic and historical connections that supported the community's growth. Prominent landmarks, including the Clock Tower and the Mansion House Hotel, maintain important visual and historical relationships within the district. The Clock Tower serves as a recognizable landmark and visual focal point within the downtown streetscape, while the Mansion House Hotel retains its historical and visual association with the railway station area and former railway-industrial precinct. Together, these resources contribute to a coherent cultural heritage landscape that reinforces the district's distinct identity and conveys the historical development of Stouffville as a commercial, industrial, civic, and residential community.



2.6 Description of Heritage Attributes

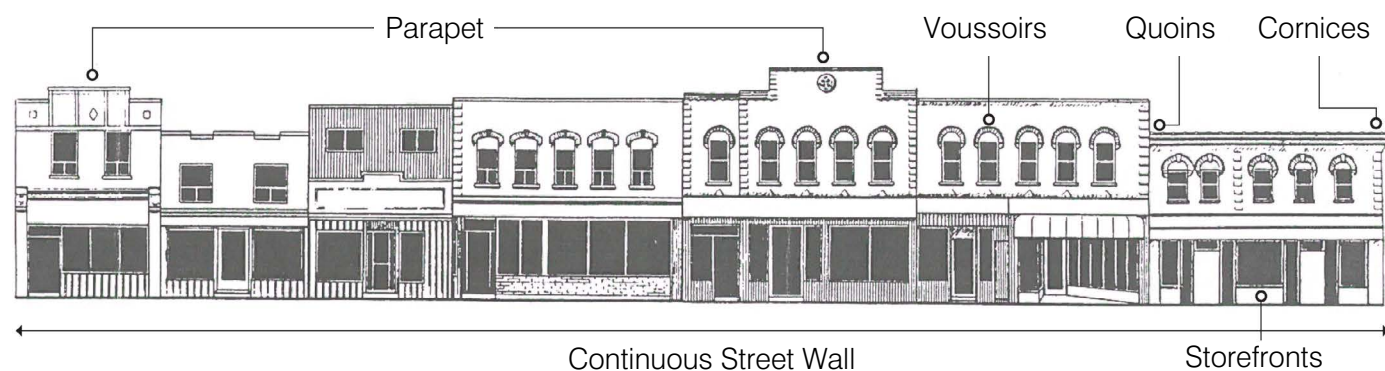
The heritage attributes that embody the design/physical, historical/associative, and contextual value of the District are described in Section 2.5, below, organized by criterion consistent Ontario Regulation 385/21:

Commercial Core Character Area

The following are heritage attributes of the HCD which contribute to the design/physical value of the HCD:

- The concentration of buildings representing the evolution of Stouffville between the mid-nineteenth and early twentieth centuries and collection of contributing commercial, institutional, and residential buildings that establish the historic main street character.
- Representative examples of Neoclassical, Georgian, Gothic Revival, Second Empire, Late Victorian, Italianate, Renaissance Revival, Queen Anne Revival, Colonial Revival, Edwardian Classical.
- The continuous and near-continuous commercial streetwall along Main Street extending from west of Mill/Market Street to Church Street;
- Buildings generally constructed at or near the front property line creating a zero-metre front yard setback and the historic rhythm of commercial storefronts, typically consisting of narrow building frontages and bays of approximately 6 to 8 metres in width;
- Consistent building heights of two to two-and-one-half storeys relative to the front façade and returns, and the predominately low-rise character of buildings fewer than three storeys in height as viewed along the Main Street corridor;
- Predominantly brick masonry construction, including red brick façades and decorative brick detailing and surviving cornices, parapets, decorative brickwork, window hoods, lintels, sills, pilasters, architectural details described as heritage attributes of a contributing property.

Figure 3. **Attributes of the Commercial Core streetscape**



The following heritage attributes of the HCD that contribute to the historical associative value of the HCD include:

- Contributing commercial blocks historically associated with business owners, professionals, civic leaders, builders, and merchants who contributed to Stouffville's development, including surviving buildings associated with, William J. Mertens and George Collard (Mertens Block); Robert J. Daley (Daley's Block); The Silvester family (Silvester Block); and Fanny Wilson (Wilson's Block) and other extant commercial blocks associated with significant local businesses and business owners;
- Buildings associated with institutions significant to the civic, cultural, religious, and commercial development of Stouffville including the Anglican Church, Daley's Hall, the Queen's Hotel, the Carnegie Library, the Anglican Church, the Standard Bank and later the Bank of Commerce, the Stouffville Planing Mill, Schell Lumber, the former Tin Motel, the Marble Works, and other commercial blocks and industrial enterprises that served the community.



Heritage attributes that convey the contextual value of the HCD include:

- The physical and visual continuity of the Main Street commercial streetwall;
- The historic alignment, orientation, scale, and massing of buildings facing Main Street;
- Gateway views into the historic commercial core from east and west along Main Street which emphasize the continuous commercial streetwall and consistent roofline associated with the front façades and returns of the commercial buildings and views to and from the Clock Tower as a prominent visual landmark and orientation feature;
- Surviving historical markers that interpret and reinforce the heritage character of the district, including:
 - + The civic cairn and commemorative plaque at Civic Square;
 - + The "Founding of Stouffville" plaque and flagpole at Main Street.
- Landmark properties, including:
 - + Places of worship such as the former Stouffville Baptist Church (6273 Main Street);
 - + Civic and institutional buildings such as the Old Town Hall (now Nineteen on the Park), the Clock Tower and Civic Square (19 Civic Avenue), the former Carnegie Library (6328 Main Street), and the former Canada Post building (6297 Main Street), now owned by the Town and leased to the Silver Jubilee Club; and
 - + Prominent commercial buildings, including the former Mansion House Hotel, now "The Junction" at 6162 Main Street.

Railway Corridor Character Area

The following are heritage attributes of the HCD which contribute to the design/physical value of the HCD:

- The historic railway corridor, alignment and visual presence and its direct physical relationship to adjacent industrial, commercial, and service properties;
- Larger building footprints and utilitarian building forms associated with industrial and railway-related functions for contributing buildings;
- Brick and industrial masonry construction associated with late nineteenth- and early twentieth-century industrial development;

The following heritage attributes of the HCD that contribute to the historical associative value of the HCD include:

- Properties associated with the arrival of the Toronto and Nipissing Railway in 1871 and the subsequent industrial expansion of Stouffville and buildings and sites associated with the movement, storage, importation, and exportation of goods through the railway network;
- Surviving industrial buildings historically associated with manufacturing, warehousing, lumber processing, milling, grain handling, agricultural supply, and commercial distribution activities;
- Buildings associated with businesses that supported railway travel, industrial activity, and commerce such as Stouffville Planing Mill and Schell Lumber;
- Surviving resources associated with the grain, flour, feed, seed, lumber, and manufacturing industries that historically contributed to Stouffville's economic development.

Heritage attributes that convey the contextual value of the HCD include:

- The historical relationship between the railway corridor and the former Mansion House Hotel (6162 Main Street), reflecting the historic relationship between the railway station area, travellers, and the railway-industrial precinct;
- Surviving industrial, warehouse, manufacturing, processing, storage, and railway-supportive buildings;
- Schell Lumber and associated industrial properties that illustrate the historic relationship between industry and rail transportation and surviving industrial buildings at 33 Edward Street, 47 Edward Street;
- The collective grouping of railway-related industrial buildings that define, maintain, and support the historic industrial character of the district.

Figure 4. **Representative Railway Corridor**



Please note that in addition to the heritage attributes described in this section, individual heritage attributes are identified for Contributing Properties within their corresponding Property Data Sheets.

3. GOALS AND OBJECTIVES OF THE HCD

Goals are broad, long-term outcomes that this Plan is intended to achieve. Objectives are the more specific, measurable actions that put those goals into practice. Together, the goals and objectives set out below provide the foundation against which the policies and guidelines in Part II have been developed, and against which future amendments to this Plan should be tested.

3.1 General

Goals:

- To conserve the cultural heritage value of the Downtown Stouffville HCD, by protecting the heritage attributes identified in Section 2.4, for the benefit of current and future generations;
- To foster community pride, identity and celebration of Downtown Stouffville's heritage through conservation, interpretation, and public programming;
- To provide a streamlined, transparent and predictable process for property owners, developers, staff and Council, so that this Plan is easy to understand and use;
- To achieve a balance between heritage conservation and appropriate intensification, recognizing the District's role within the Downtown Stouffville Major Transit Station Area (MTSA); and
- To support a healthy, economically vibrant downtown that continues to attract residents, businesses and visitors.

Objectives:

- To use the Heritage Permit process to ensure that authentic heritage fabric on contributing properties is retained, repaired and conserved wherever feasible, and only replaced where retention is not viable;
- To provide clear direction, including diagrams and illustrated examples, so that property owners and their design professionals can understand what is expected before they invest in design work;
- To identify where and how new development, including mid to high rise intensification supportive of MTSA density targets, can be accommodated on non-contributing properties and appropriately-scaled sites within the District without eroding the attributes identified in Section 2.4;
- To review and streamline municipal processes (informal pre-consultation, application requirements, and permit timelines) to reduce delay and uncertainty for property owners;
- To support wayfinding, interpretive signage, and public art that celebrates the District's history; and
- To monitor and periodically report on the implementation of this Plan, and to update the Plan.

3.2 Private Properties

Objectives for the conservation of cultural heritage resources on private property:

- To conserve the heritage attributes of contributing properties, including built form, materials, and heritage attributes, through appropriate maintenance, repair and, where necessary, in-kind replacement;
- To ensure that alterations to contributing properties are compatible with, and do not compromise, the heritage attributes;
- To guide additions and new construction on both contributing and non-contributing properties so that they are compatible in scale, massing, materials and siting with the surrounding heritage context, while allowing contemporary architectural expression consistent with the principle of legibility;
- To support the adaptive reuse of contributing buildings for new commercial, residential, or mixed uses, recognizing that continued active use is one of the most effective tools for long-term conservation; and
- To provide property owners with information about financial incentives, technical resources, and qualified professionals to support conservation work. This could be in the form of property tax reductions which are used within municipalities in Southwestern Ontario.

3.3 Public Properties and Infrastructure

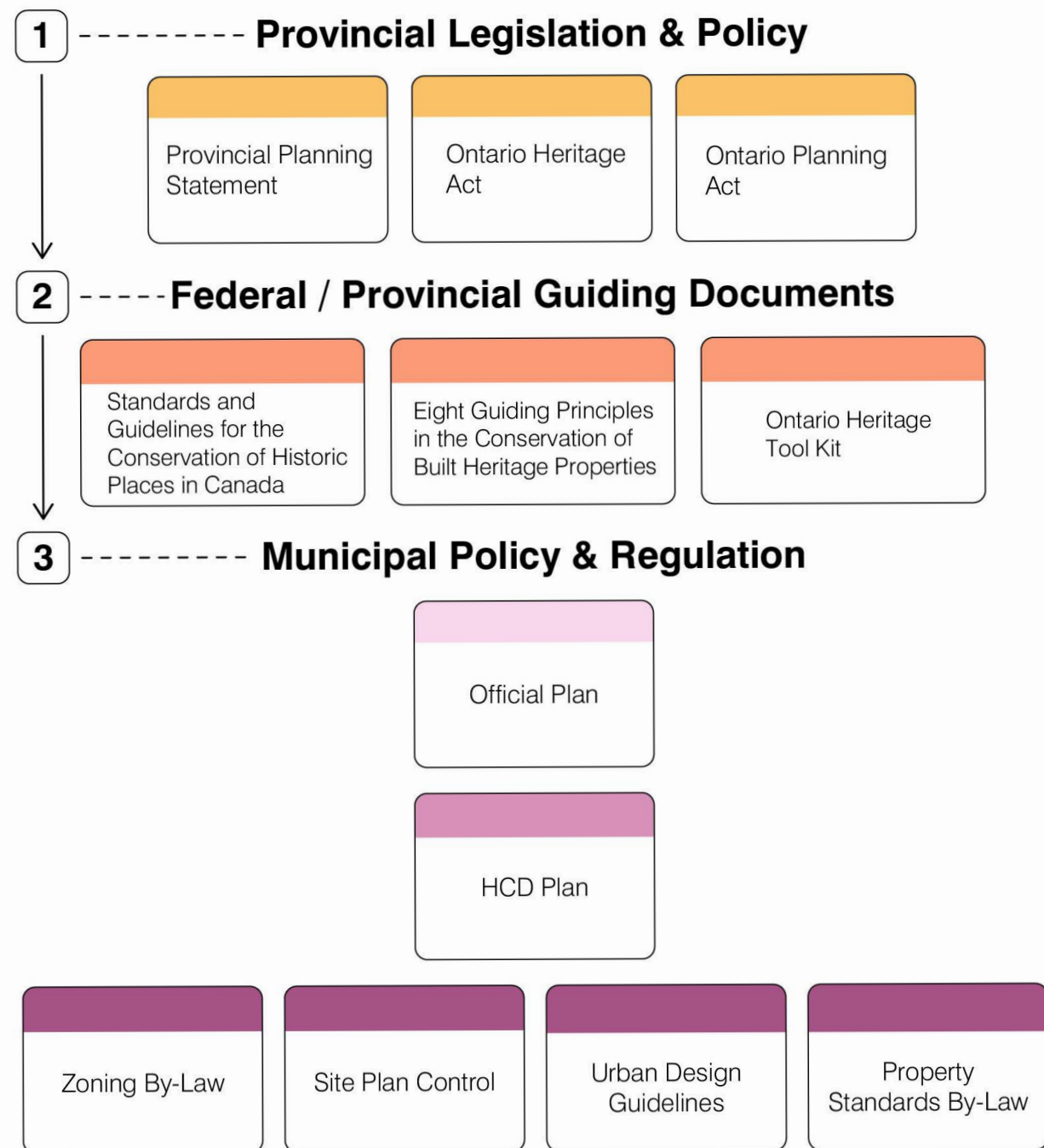
Objectives for the conservation of cultural heritage resources within the public realm:

- To conserve and enhance the character of the public realm, streets, sidewalks, boulevards, street trees, lighting, furniture, and public spaces, as a key component of the District's cultural heritage value;
- To ensure that infrastructure renewal, streetscape improvements are undertaken in a manner consistent with the policies and guidelines in Part II;
- To protect and enhance identified view corridors within the District, including views along Main Street and toward District landmarks;
- To support wayfinding and interpretive elements (plaques, public art, historical markers) that help residents and visitors understand and appreciate the District's history; and
- To coordinate the implementation of streetscape and public realm policies between this Plan, the Town's Urban Design Guidelines, and Capital Works planning.



4. LEGISLATIVE, POLICY FRAMEWORK AND GUIDING DOCUMENTS

This Plan does not operate in isolation. It is one part of a layered framework of provincial legislation, provincial and federal guidance documents, and municipal policy that together shape how heritage conservation and development decisions are made in Downtown Stouffville. This section summarizes the key components of that framework and explains how they relate to this Plan.



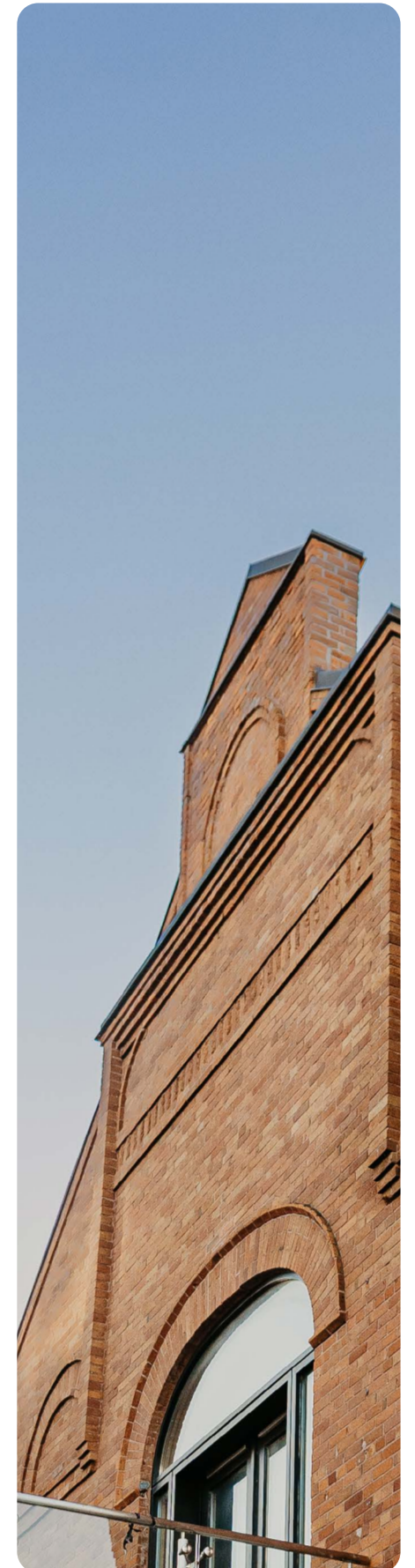
4.1 Provincial Planning Guidance

The Provincial Planning Statement, 2024 (PPS) provides province-wide policy direction on matters of provincial interest related to land use planning, including the conservation of cultural heritage and archaeological resources. Section 4 of the PPS directs that significant built heritage resources and significant cultural heritage landscapes, a category that includes designated Heritage Conservation Districts, shall be conserved as these properties are considered Protected Heritage Properties under the PPS. Planning authorities are directed to identify, protect and conserve these resources. Development and site alteration on lands adjacent to protected heritage properties are to be assessed to ensure the heritage attributes are conserved. All decisions made under this Plan, and by the Town more broadly, must be consistent with the PPS.

4.2 Ontario Heritage Act

The Ontario Heritage Act (OHA) is the primary provincial legislation governing the conservation of Ontario's cultural heritage resources, and is the legal basis for this Plan. Key provisions relevant to this Plan include:

- **Part IV** of the Act enables individual property designation, discussed further in Section 6.0;
- **Part V** of the Act enables municipalities to designate Heritage Conservation Districts, and requires that a designating by-law be supported by an HCD Plan (Section 41.1);
- **Section 41.1(5)** requires that municipal decisions and actions be consistent with an adopted HCD Plan, as discussed in Section 1.3;
- **Section 42** sets out the requirement to obtain a Heritage Permit before altering a property within a designated HCD, and the process and timelines the municipality must follow in reviewing an application, discussed further in Section 8.1; and
- **Ontario Regulation 9/06**, as amended by Ontario Regulation 569/22, prescribes the criteria used to evaluate cultural heritage value or interest referenced in Section 2.0.



4.3 Federal and Provincial Guiding Documents

While the Ontario Heritage Act provides the legal authority for this Plan, the technical conservation policies and guidelines in Section 6.0 have been developed in accordance with federally and provincially recognized best-practice documents.

Standards and Guidelines for the Conservation of Historic Places in Canada

The Standards and Guidelines for the Conservation of Historic Places in Canada (the “S&Gs”), published by Parks Canada, is the pan-Canadian benchmark for heritage conservation practice. It sets out a unified set of conservation principles intended to guide sound decision-making when planning, intervening on, and using historic places, and is organized around three treatment approaches: preservation, rehabilitation, and restoration, supported by a set of General Standards that apply regardless of the treatment chosen. In brief, the General Standards direct that an intervention should:

- Conserve the heritage value and character-defining elements of a historic place, and avoid removal, replacement or substantial alteration of intact or repairable elements;
- Conserve changes to a historic place that, over time, have themselves become character-defining;
- Conserve heritage value and character-defining elements when improving the functional performance of a place (for example, for accessibility or energy efficiency), and remove such interventions if they are no longer required, without damage to character-defining elements;
- Find a use for a historic place that requires minimal or no change to its character-defining elements;
- Protect and, where appropriate, stabilize a historic place until any subsequent intervention is undertaken;
- Evaluate the existing condition of character-defining elements before undertaking an intervention, and use the gentlest means possible;
- Maintain character-defining elements on an ongoing basis, repairing them using recognized conservation methods, and replacing only extensively deteriorated or missing parts where a surviving prototype exists;
- Make any necessary intervention physically and visually compatible with, and identifiable from, the historic place, and document the intervention for future reference; and
- Repair, rather than replace, character-defining elements, replacing only where deterioration or loss is too severe to repair and sufficient physical evidence exists to guide an accurate replacement.

This Plan’s policies and guidelines for maintenance, alterations, additions and new construction in Part II apply the intent of these Standards to the specific building types and conditions found within Downtown Stouffville.

Ontario Heritage Trust: Eight Guiding Principles

The Ontario Heritage Trust’s Eight Guiding Principles in the Conservation of Historical Properties provide an intellectual framework, grounded in international conservation charters developed over the past century, for evaluating proposed interventions to a heritage property. The eight principles, applied throughout this Plan, are:

- 1. Respect for documentary evidence** — restoration work should be grounded in historical documentation (photographs, drawings, physical evidence), not conjecture;
- 2. Respect for original location** — buildings should not be relocated unless there is no other means of conserving them, since a building’s site is integral to its heritage value;
- 3. Respect for historical material** — original materials and finishes should be repaired or conserved rather than replaced, except where truly necessary;
- 4. Respect for original fabric** — where replacement is necessary, it should be undertaken with like materials, restoring the resource to its prior condition without compromising its integrity;
- 5. Respect for the building’s history** — restoration should not favour one historical period at the expense of erasing later, legitimate additions to a building’s history;
- 6. Reversibility** — where feasible, alterations should be capable of being reversed, preserving evidence of earlier design and technique for future conservation;
- 7. Legibility** — new work should be identifiable as being of its own time, so that the distinction between historic and new fabric remains clear; and
- 8. Maintenance** — regular, ongoing maintenance is the most effective and least costly means of conservation, reducing the need for major intervention in the future.

These eight principles, together with the S&Gs, provide the conservation rationale underlying every policy and guideline in Section 6.0 of this Plan.

Ontario Heritage Tool Kit

The Ontario Heritage Tool Kit (2025), prepared by the Province, provides guidance to municipalities on the identification, evaluation, designation and management of cultural heritage resources, including the recommended format for Statements of Cultural Heritage Value or Interest used in Section 2.4 of this Plan and the provincial guiding document for Heritage Conservation District Plans.

4.4 Township of Whitchurch-Stouffville Official Plan

The Town's Official Plan establishes the policy framework for land use, growth management and heritage conservation across the municipality. Relevant heritage policies include those that:

- Recognize Downtown Stouffville as a heritage resource area and direct the preparation and implementation of an HCD Plan;
- Require that development adjacent to designated heritage properties and districts be evaluated for potential impact on heritage attributes, generally through a Heritage Impact Assessment;
- Identify Downtown Stouffville as [part of/adjacent to] the Stouffville GO MTSA and set out density and intensification objectives for the area, to be read together with the conservation objectives of this Plan; and
- Direct that where a conflict exists between general Official Plan policies and a Council-adopted HCD Plan, the HCD Plan governs heritage-related matters within the District, consistent with Section 41.1(5) of the Ontario Heritage Act.

4.5 Township of Whitchurch-Stouffville Zoning By-law

[Pending finalization of the updated Zoning By-law.] The Zoning By-law implements the Official Plan through site-specific regulations for permitted uses, height, density, setbacks and parking. Within the District, the applicable zone categories currently include the CM1 (Commercial Main Street) designation along the Main Street commercial spine, and Neighbourhood residential zones on the District's periphery. This HCD Plan's policies and guidelines operate in addition to, and are not a substitute for, the applicable zoning regulations; where a proposal requires both a Heritage Permit and a zoning approval (such as a minor variance or zoning by-law amendment), both processes must be satisfied. The Town should review the Zoning By-law upon adoption of this Plan to identify and address any provisions that may be inconsistent with the District's conservation objectives, particularly within the MTSA area.

4.6 Block Plan and Site Plan Control

Larger development proposals within the District, particularly on non-contributing sites within the Railway Corridor and Commercial Core character areas, may be subject to Block Plan and/or Site Plan Control review in addition to the Heritage Permit process. Site Plan Control provides the Town with design review authority over matters such as building siting, landscaping, servicing and pedestrian circulation. Where a proposal is subject to both Site Plan Control and a Heritage Permit, the Town should coordinate the two reviews so that heritage conservation objectives are addressed early in design development, rather than as a late-stage condition of approval.

4.7 Demolition Control

Demolition of buildings within the District, whether contributing or non-contributing, is subject to both the Heritage Permit requirements of the Ontario Heritage Act (see Section 6.0) and any applicable municipal Demolition Control

By-law passed under the Planning Act, which may impose additional requirements, such as conditions related to timely redevelopment of the resulting vacant lot. Where both regimes apply, the more restrictive requirement governs.

4.8 Property Standards By-law

The Town's Property Standards By-law establishes minimum maintenance standards for all properties in the municipality, including those within the District. Routine maintenance and repair carried out to meet Property Standards obligations is generally exempt from Heritage Permit requirements, provided it is undertaken in-kind and does not constitute an alteration to a heritage attribute. The Town's Property Standard By-law does provide provisions for the protection of heritage properties which addresses minimum maintenance standards, repair and replacement of heritage attributes, clearing and leveling of heritage properties, vacant heritage properties. Note that the policies in the HCD Plan supersede the provisions in the by-law.

4.9 Urban Design Guidelines

The Town's Urban Design Guidelines (UDG) provide broader direction on built form, streetscape design, and public realm quality across the municipality, including within Major Transit Station Areas. Within the District, the UDG and this HCD Plan are intended to work in tandem: where the two documents overlap (for example, on matters of streetscape design or building articulation), the more detailed and heritage-specific direction of this HCD Plan governs for properties and public realm elements within the District boundary, while the UDG continues to provide broader design direction for matters not specifically addressed here.

4.10 The Role of the Heritage Impact Assessment

A Heritage Impact Assessment (HIA) is referenced throughout this Plan as a supplementary study that may be required in support of a Heritage Permit or development application. An HIA is prepared by a qualified heritage professional and typically includes: a description of the property and its heritage attributes; an assessment of the proposed development or alteration against those attributes; an analysis of alternatives considered; and recommended mitigation measures. Town staff will confirm, through pre-consultation, whether an HIA is required for a given application, and, if so, the specific scope of the study, having regard to the scale of the proposed work and its potential to affect the attributes identified in Section 2.4.

Not every Heritage Permit application requires an HIA. As a general guide, an HIA is more likely to be required for demolition, relocation, new construction or additions on or adjacent to contributing properties, and development on lands adjacent to the District. Routine maintenance, in-kind repair, and minor alterations addressed through the Notice of Receipt process do not require an HIA. It is encouraged that the Town compile a list of qualified cultural heritage specialists which should be the first resource property owners consult when an HIA is required.

PART II: PLANNING FOR CHANGE



5. DISTRICT POLICIES AND GUIDELINES

This section contains the detailed Policies and Guidelines that apply within the Downtown Stouffville Heritage Conservation District. As explained in Section 1.3, Policies use “shall” language and are mandatory; Guidelines use “should,” “consider,” or “encourage” language and provide recommended approaches to meeting the intent of the related Policy.

	Policies	Guidelines
Language used	“shall,” “must,” “will”	“should,” “encourage,” “consider,” “may”
What it means	A mandatory requirement. An application that does not conform to a Policy will generally not be approved, unless a variance is justified and supported through the Heritage Permit process.	A recommended approach to achieving the intent of the related Policy. Guidelines provide flexibility to respond to a property’s specific circumstances while still conserving heritage value.
How it is used	Used by staff and Council as the primary test for approving, refusing or conditionally approving a Heritage Permit application.	Used by staff, Council, property owners and their design professionals to determine the best way to meet a Policy, and to inform design development.

The Policies and Guidelines are organized into the following sections:

- 5.1 Contributing Properties
- 5.2 Non-Contributing Properties
- 5.3 Public Realm
- 5.4 Planning Act Applications and Lot Configuration
- 5.5 Adjacent Lands
- 5.6 Conservation of Archaeological Resources
- 5.7 Transitional Policy

Sections 5.1 (Contributing) and 5.2 (Non-contributing) include general policies and guidelines followed by Special Policies for the Commercial Core and Railway Corridor character areas.

Purpose

The policies and guidelines in this section are the primary tool used by the Town to review Heritage Permit applications (see Part III) and to guide property owners, developers and their design professionals in planning compatible change.

How are the Policies and Guidelines implemented?

The policies and guidelines in this Plan are enforced through two complementary mechanisms.

- First, the Heritage Permit process, required under Section 42 of the Ontario Heritage Act for alterations, demolition, or removal of a heritage attribute within the District, ensures that proposed changes are reviewed against this Plan's policies before work proceeds. The Heritage Permit process and Heritage Permit Requirements Table (see Appendix C- Heritage Permit Requirements) are discussed in Part III of this Plan.
- Second, the Ontario Heritage Act separately provides authority, under Section 45.1, for a municipality to establish minimum maintenance standards for heritage attributes within a Heritage Conservation District through a building standards by-law; the Town has enacted such a by-law, which sets out minimum maintenance obligations for contributing properties and provides an enforcement mechanism distinct from the Heritage Permit process.

Together, these two mechanisms address both proactive change (through the Heritage Permit process) and ongoing upkeep (through minimum maintenance standards), helping to prevent both inappropriate alteration and demolition by neglect.

Maintenance versus Alteration

It important for an owner to know the difference between maintenance (which is generally exempt from heritage permits) and alterations (which may require the submission of a heritage permit application. They are defined as follows:

MAINTENANCE

Maintenance is the routine, cyclical, and in-kind upkeep of a heritage building that does not change its materials, form, or appearance, such as cleaning, minor repair, refinishing, and replacement of deteriorated material with the same material in the same manner, and is generally exempt from Heritage Permit requirements.

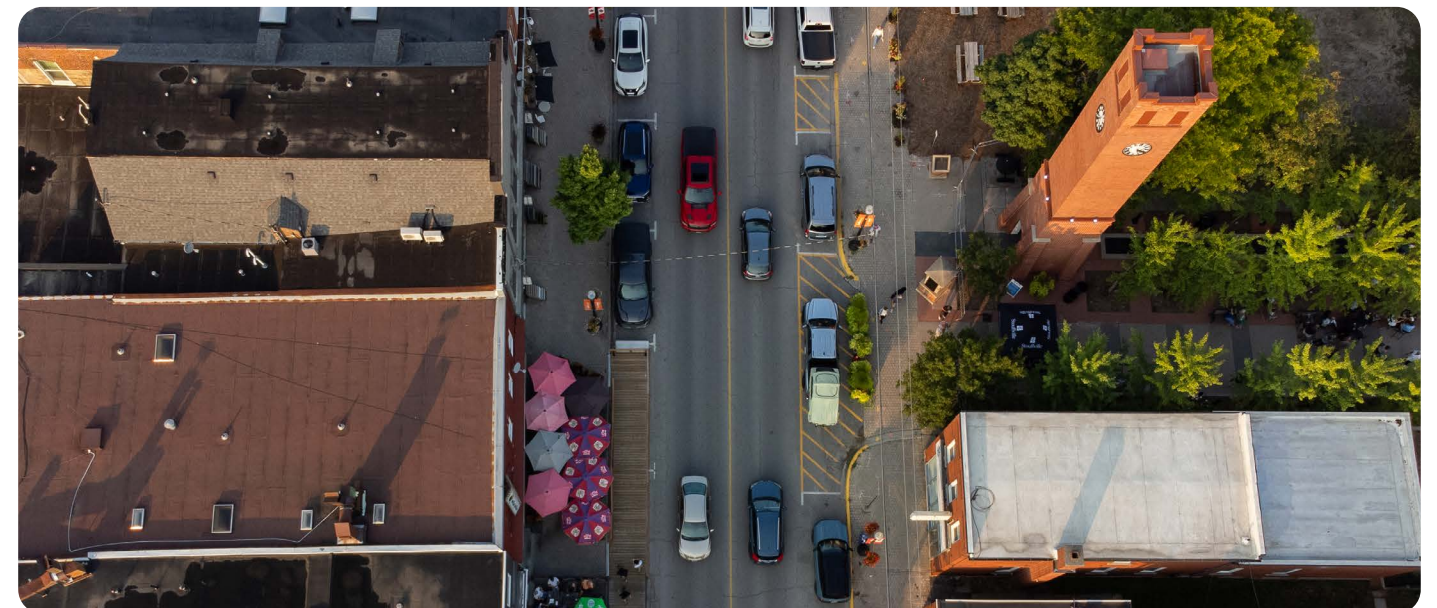
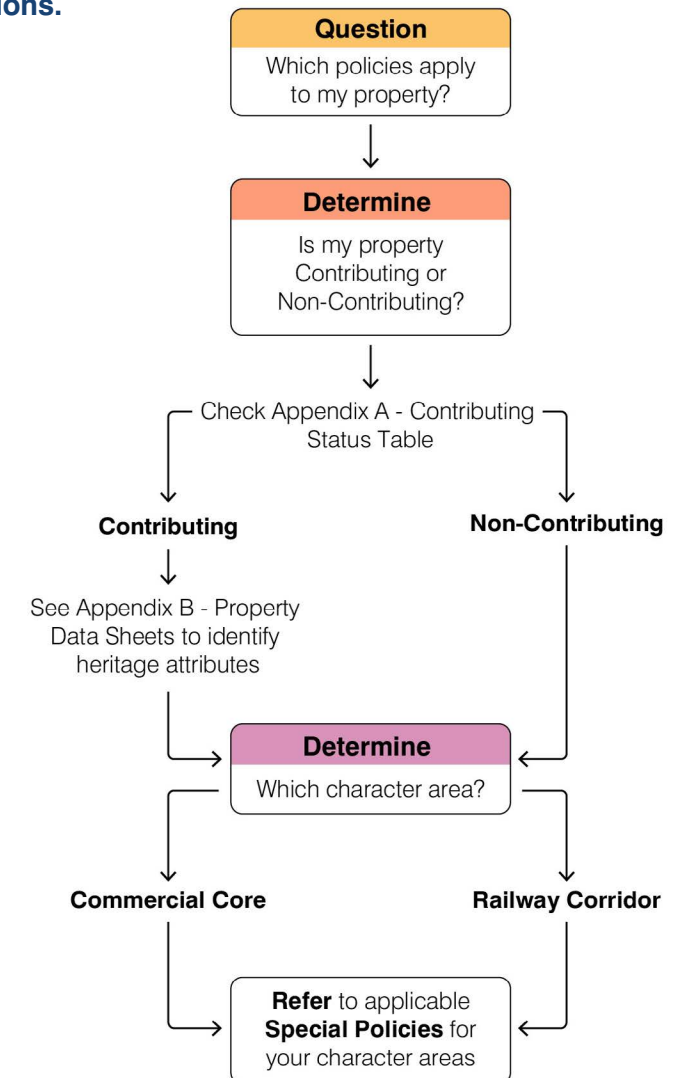
ALTERATION

Alterations are changes to a heritage building's materials, form, or appearance including restoration, renovation, repair beyond in-kind maintenance, or disturbance of a heritage attribute and generally require a Heritage Permit under the Ontario Heritage Act.

Contributing and Non-Contributing status: Implications.

A property's contributing status (see **Appendix A- Contributing Status Table**) determines which set of policies and guidelines applies to it. Contributing properties are subject to a higher level of scrutiny intended to conserve their heritage attributes; non-contributing properties are subject to a lighter-touch set of policies focused on ensuring compatibility with the District, while allowing greater design flexibility, including for new construction. Owners must first identify their property's status using the Contributing Status Table in Appendix A.

Contributing properties are subject to the full conservation standards of the Plan, reflecting their identified cultural heritage value and heritage attributes (as identified in **Appendix B- Property Data Sheets**), while non-contributing properties are subject to a more flexible framework that supports compatible growth and redevelopment while maintaining the overall character of the District. In addition, specific policies and guidelines are provided for properties located within the Commercial Core and Railway Corridor Character Areas, recognizing the distinct heritage attributes of these areas.



5.1 Contributing Properties: Policies and Guidelines

The following policies and guidelines apply to all properties identified as contributing to the cultural heritage value of the District (see Appendix A- Contributing Status Table). They are organized into General policies and guidelines, which apply to contributing properties throughout the District, followed by Special Policies specific to the Commercial Core and Railway Corridor character areas.



5.1.1 Maintenance

Regular maintenance is the most effective and least costly form of conservation and, where undertaken in-kind, is generally exempt from Heritage Permit requirements (see **Appendix C- Heritage Permit Requirements**). This section distinguishes maintenance which is the ongoing, in-kind upkeep of a building, from alterations, which involve a change to a building's materials, form or appearance and are addressed in Section 5.1.2.

Maintenance obligations are enforced through the Town's Property Standards By-law which includes a section that speaks to Heritage Properties. Where the two overlap, owners should refer to both this Plan and that By-law.

HIGHLIGHT

Property Standards apply to all properties, however, the maintenance reviewed in this section is particular to contributing properties which contain heritage fabric and have identified individual heritage attributes (see **Appendix B- Property Data Sheets** to understand the heritage attributes of the contributing property).

Deferred maintenance is one of the most common and most preventable causes of heritage fabric loss. For example, a small amount of water infiltration left unaddressed at a cornice or window sill can, within a few years, lead to structural repair or even the loss of heritage attributes. For this reason, this Plan encourages owners to think of maintenance not as an occasional obligation but as an ongoing, low-cost practice, ideally supported by a simple annual inspection routine covering the elements addressed below.

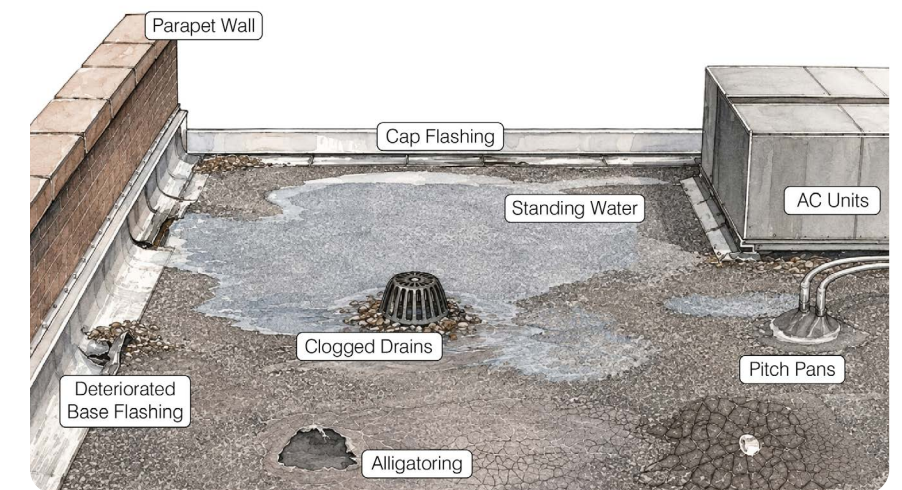
The following policies and guidelines are based on the Standards and Guidelines for the Conservation of Historic Places in Canada.

5.1.1.1 Roof and Roof Accessories

Policies:

- Roofs and roof accessories (chimneys, cornices, parapets, dormers, eaves, and flashing) shall be maintained on an ongoing basis to prevent water infiltration and deterioration of the roof structure and adjacent related heritage attributes.

Figure 5. Commercial roof example



Guidelines:

- Regular inspection and clearing of gutters and downspouts is encouraged to prevent water damage to masonry and wood-framed cornices, and to ensure downspouts continue to direct water away from the building's foundation.
- Wet inspections should check that gutters are not overflowing, that downspouts are directing water away from the building, and that the attic interior is free of leaks or damp areas. Dry inspections should focus on areas most susceptible to leaks: pitch changes, valleys, and joints between roofing and other materials such as siding, flashing, and chimneys and should note any standing water or visibly deteriorating material.
- Overhanging branches and vegetation growing near the roof or chimney should be trimmed to prevent physical damage and reduce moisture retention.
- Any cracked, clogged, or damaged gutters, downspouts, or flashing observed during inspection should be addressed promptly to prevent water damage from spreading to structural elements.
- Uneven snow-melt patterns, icicles, or ice damming should be monitored, as they often indicate inadequate attic insulation or ventilation that can accelerate deterioration of roofing materials over time.

Figure 6. **Residential roof example**



5.1.1.2 Exterior Walls

This section includes policies and guidelines for exterior walls, and includes several that are directly relevant to brick masonry walls as these make up the majority of the composition of buildings within the District.

Policies:

- Masonry, wood, and other original wall materials shall be maintained through routine monitoring and cleaning using the gentlest means possible.
- Painted masonry surfaces shall be monitored on an ongoing basis for peeling, blistering, or moisture damage.
- The source of moisture-related deterioration shall be identified and addressed before any cleaning or maintenance work is undertaken.
- New mortar used for repointing shall match the historic mortar in strength, composition, colour, and joint profile and tooling. New mortar shall always be softer and more permeable than the surrounding masonry units, never harder; hard portland-cement-based mortars are not permitted on historic lime-based masonry, as they trap moisture and accelerate deterioration of the surrounding brick or stone.

Guidelines:

- Masonry surfaces should be inspected periodically for early signs of deterioration, including cracking, spalling, efflorescence, or staining, so that minor issues can be identified before they progress. Before any repointing or masonry repair is undertaken, the source of moisture infiltration or structural movement contributing to the deterioration shall be identified and addressed, to prevent recurrence of the damage.

- Property owners should avoid pressure washing, sandblasting, chemical cleaners, or other abrasive cleaning methods on masonry; where cleaning is necessary, water cleaning at low pressure (beginning with a garden hose and progressing only as needed) is the gentlest and generally most appropriate method.

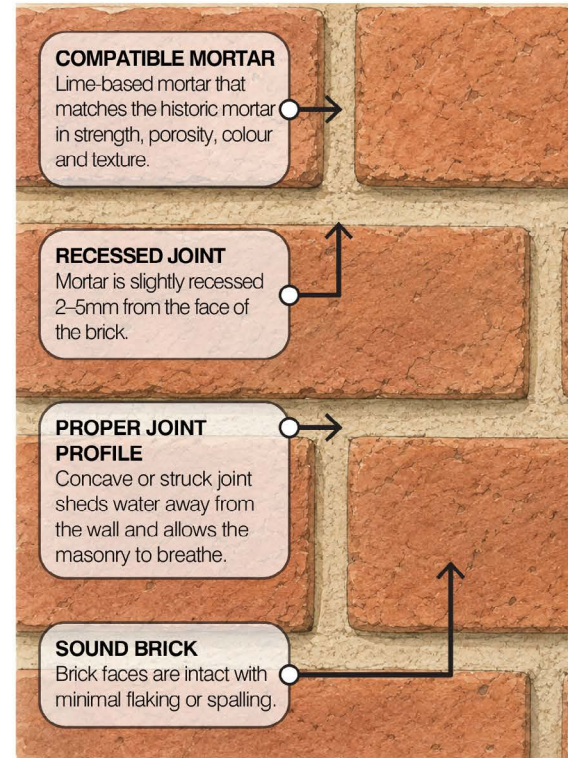
- Cleaning should always begin at the base of a wall and proceed upward, with surfaces below the area being cleaned kept wet to prevent streaking. Masonry cleaning should not be undertaken in cold weather or when there is a risk of frost within several days following the work, as trapped moisture can cause masonry units to crack or spall.
- Painted surfaces should be monitored for peeling or moisture damage, which can indicate a need for repair to the underlying material rather than simply repainting.
- Application of a new surface coating, sealant, or waterproofing treatment to previously uncoated masonry is not permitted, as it can trap moisture within the wall assembly and accelerate deterioration.
- Vegetation, staining, and biological growth (moss, plant material) on masonry surfaces should be monitored and addressed promptly, as prolonged retention of moisture and organic material can accelerate deterioration.

- Property owners are encouraged to retain a mason or heritage professional experienced (preferably member of the Canadian Association of Heritage Professionals, "CAHP") with historic materials to assess masonry condition periodically, particularly for chimneys and other elements with continual exposure to the elements.

- g. Existing sound historic mortar shall be retained. Repointing shall be limited to what is necessary to address deteriorated, cracked, or missing mortar and to achieve a durable, weather-tight, and visually consistent repair; unnecessary removal of sound mortar is not permitted. The extent and method of repointing shall be determined based on the condition of the masonry and the professional judgment of the contractor or conservation professional undertaking the work, and shall avoid damage to adjacent masonry units.
- h. Replacement of an individual masonry unit should match the original in size, colour, texture, and finish; on a wall face visible from a public street or laneway, a closely matching, compatible material is required, appropriately reflecting the character, dimensions, colour, texture, and appearance of the existing masonry. On elevations that are not visible from a public street, laneway, or other public vantage point, a compatible but less closely matching material may be considered. Where the source, colour, or finish of an original brick or stone cannot be closely matched, salvaged or reclaimed period-appropriate material is preferred over new manufactured units.
- i. Property owners are encouraged to retain records (photographs, mortar analysis results, material sources) of any masonry repair for future reference and to inform subsequent conservation work on the property.

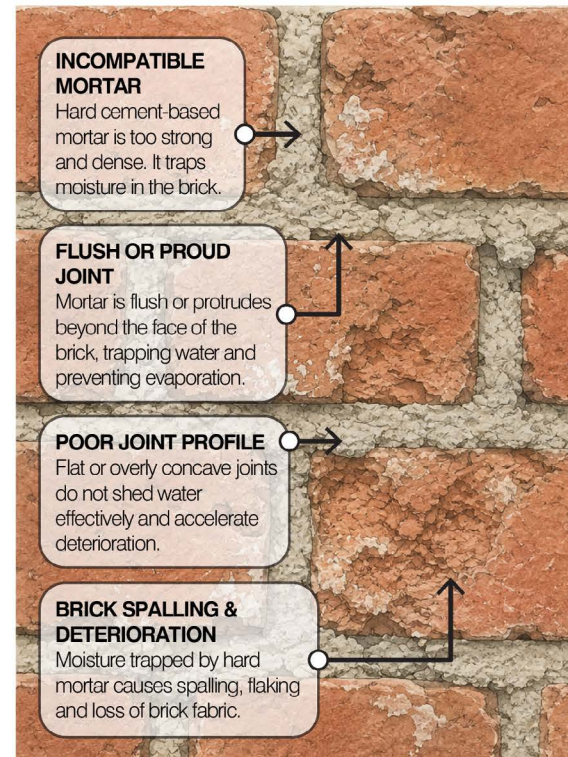
APPROPRIATE REPOINTING

Protects the Brick. Respects the Heritage.



INAPPROPRIATE REPOINTING

Damages the Brick. Compromises the Heritage.



5.1.1.3 Doors, Windows and Shutters

Many of the original window and door frames in the District have been replaced. The following provides policies and guidelines for original historic door and window frames. See section 5.1.2.3 for policies and guidelines related to new/ replacement windows and doors.

Policies:

- a. Owners are encouraged to repair original window sashes and frames rather than replace them. Replacement may be considered where it is impractical or infeasible to repair the sash or frame, provided the replacement is compatible with, and conserves the heritage character and appearance of, the original window or door.

Guidelines:

- a. Doors, windows, and shutters should be inspected at minimum once annually to identify moisture penetration, deterioration, or damage before it affects structural or heritage attributes. The source of moisture-related deterioration shall be identified and addressed as part of routine maintenance.
- b. Original doors, windows, and shutters are encouraged to be maintained through regular painting/sealing, hardware lubrication, and repair of glazing putty and weatherstripping.
- c. Windows and doors should be inspected periodically for: sills properly sloped to drain water away from the building; condition of glazing and putty; properly caulked joints; condensation; open and clear weep/vent holes; and signs of air or water infiltration.
- d. Where exterior storm windows and doors are used, owners are encouraged to remove storms during warmer months (replacing storm doors with screen doors) to allow the primary window or door to dry out and to prevent trapped condensation.

5.1.1.4 Porches/ Verandahs

These policies and guidelines apply to properties that include a porch or verandah as a heritage attribute. Porches and verandahs are primarily composed of wood in the District and therefore, the conservation of this material is critical to this feature's overall maintenance.

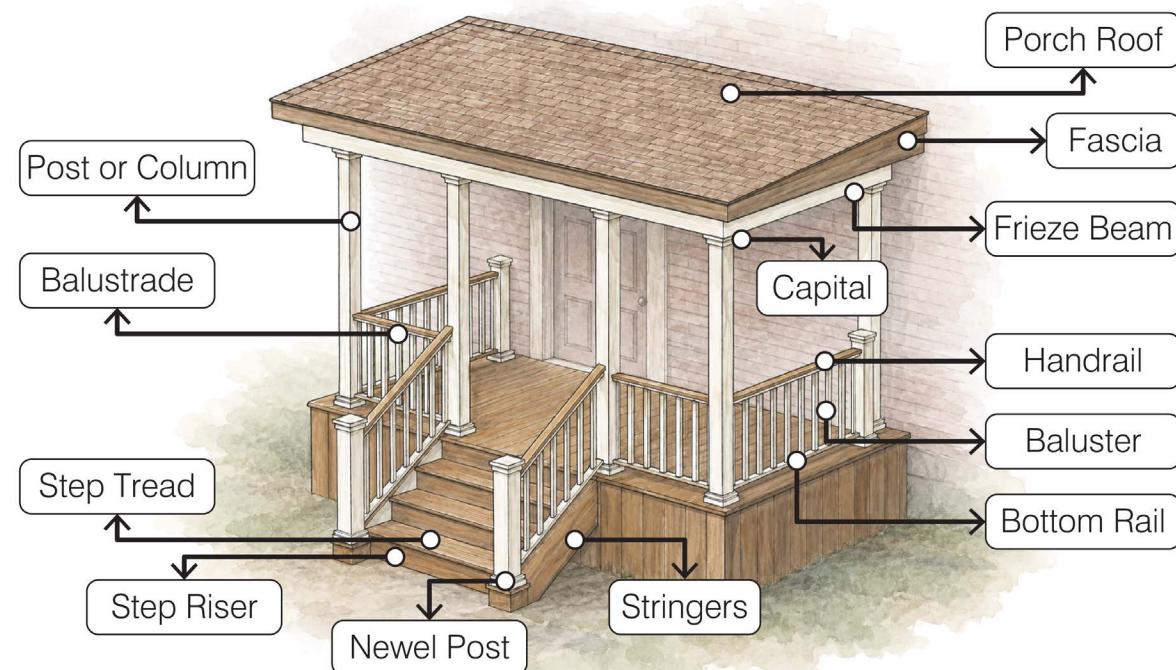
Policies:

- a. Original porch elements shall be maintained through regular painting/sealing, hardware lubrication, and repair of minor wood rot.
- b. Overgrown vegetation growing on or in contact with wooden elements associated with a porch or verandah shall be removed, as it can trap moisture and accelerate decay.

Guidelines:

- Porches should be inspected at minimum once annually to identify moisture penetration, deterioration, or damage before it affects structural or heritage attributes. The source of moisture-related deterioration shall be identified and addressed as part of routine maintenance.
- Porch inspections should include inspection of: wood steps, posts, and the porch underside for decay or insect activity; column and post bases for rot; flooring and steps for cracking, deterioration, and proper slope away from the building; joints where the porch meets the house or roof; masonry and mortar for deterioration; roofing and flashing for damage or moisture staining; gutters and downspouts for proper function; and painted surfaces for peeling, blistering, or cracking.
- Loose joints in columns, balustrades, railings, and other porch woodwork should be tightened and re-caulked promptly when identified, to prevent water infiltration and further deterioration.
- Porch columns, balustrades and brackets should be repainted whenever the rest of the building is painted, or more frequently if condition warrants.
- Gutters, downspouts, and porch roof flashing should be maintained to ensure water is directed away from the porch structure and the main building.

Figure 7. **Porch/ Verandah Terminology**



5.1.1.5 Storefronts / Continuous Commercial Street Wall

The District predominantly has a commercial land use and many of the contributing properties include historic storefront and/or contributing to the commercial street wall in the downtown. Therefore, the maintenance of this feature is particularly important in maintaining the historic aesthetic of the downtown.

Policies:

- Storefront assemblies (display windows, transoms, bulkheads, entrance doors, and structural framing) on contributing commercial buildings shall be maintained to preserve the continuous, active commercial street wall that is a defining attribute of the Commercial Core.
- Where a storefront is temporarily vacant, the property shall be protected and, where necessary, stabilized to prevent deterioration until it is re-occupied or another intervention is undertaken.
- Any intervention to a storefront assembly shall use the gentlest means possible and shall prioritize maintenance and repair of existing heritage attributes over replacement. Replacement of an entire intact storefront assembly is discouraged where repair or replacement of individual components would achieve a comparable result, but may be considered where it is demonstrated to provide a more coherent, durable, or architecturally appropriate outcome than incremental replacement, provided the heritage character and appearance of the storefront is conserved.

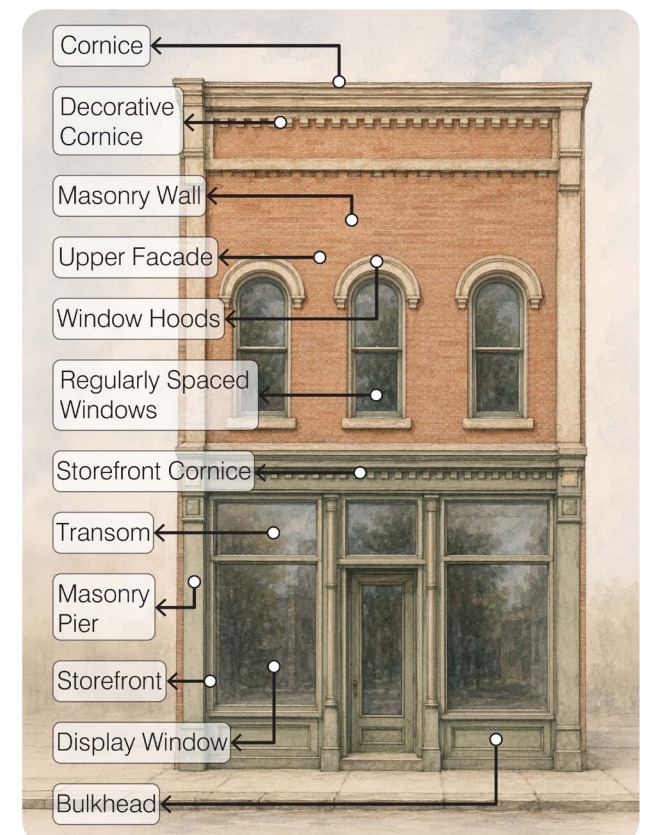
Guidelines:

- Vacant storefronts should be maintained in visually active condition (for example, through window displays or temporary art installation) rather than covered with opaque board-up materials. Where board-up or temporary protective measures are unavoidable, such

measures should be planned and monitored by the Owner and Town and should avoid permanent alteration or concealment of the storefront's display windows, transoms, kickplates, or entrance surrounds.

- The bulkhead (the panel below the display window) should be retained and repaired using materials that match the original (wood, masonry, or metal panel); replacement of a bulkhead with unrelated materials such as brick veneer, artificial stone, or vinyl and aluminum siding is discouraged.
- Where a cornice or fascia board separates the storefront from the upper storeys, this horizontal division should be maintained and kept visible, as it historically framed the storefront sign and reinforces the read of the street wall as a sequence of individual storefronts.

Figure 8. **Anatomy of a Storefront**



5.1.1.6 Foundations

Policies:

- Foundation walls, footings, and associated drainage systems shall be maintained in good repair to prevent water infiltration, dampness, and structural settlement.
- Grading around a heritage building shall direct surface water away from the foundation; property owners are encouraged to maintain functioning gutters, downspouts, and drainage systems (e.g., storm drains, dry wells) as the primary means of controlling foundation dampness.
- Repair of foundation walls is encouraged over replacement. Replacement of sound original foundation material shall be avoided where unnecessary, but may be considered where reasonably demonstrated to be an appropriate technical solution, having regard to structural, waterproofing, lifecycle, constructability, or cost considerations.

Guidelines:

- Where structural movement or settlement is suspected, an assessment by a qualified structural engineer or heritage conservation professional should be undertaken prior to any remedial work, and findings shall inform the scope of intervention.
- Foundations should be inspected annually, and after periods of heavy rain, for signs of moisture (efflorescence, staining, musty odour, peeling paint), movement (new or reopened cracks, unaligned doors or windows, bulging walls), and deterioration of parging or mortar.
- Parging and foundation coatings should match the historic finish where one is documented, in both material and profile; the application of new parging over previously exposed stone or brick foundations is discouraged, as it obscures original material and can trap moisture against the masonry.
- Where mortar repair or repointing is required, new mortar should match the strength, composition, colour, and joint profile of the historic mortar. Mortar that is harder than the original masonry should be avoided, as it can accelerate deterioration of the surrounding stone or brick.
- On exposed and visible portions of a foundation wall, replacement stone or brick should match the size, colour, and texture of the surrounding original material; on portions of the foundation that are not visible, exact material matching is less critical.
- Waterproof coatings, sealers, and interior waterproofing treatments should be used cautiously, as their effectiveness can be limited and improperly applied products may trap moisture within the wall assembly. Owners are encouraged to consult a specialist before undertaking major waterproofing interventions (e.g., exterior excavation and membrane installation, interior drain and sump systems).

5.1.1.7 Decorative Trim and Details

The majority of these details are composed of wood, therefore the conservation of wood products are directly inherent in the following policies and guidelines.

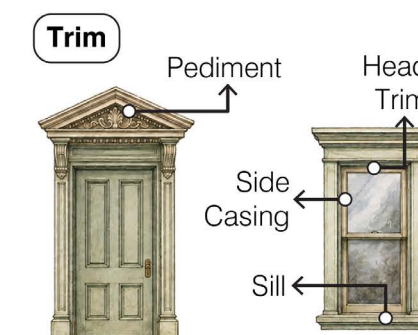
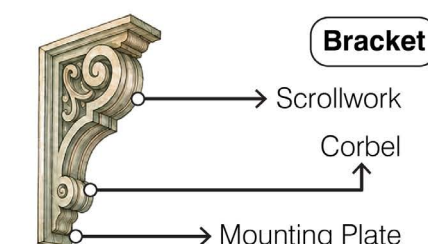
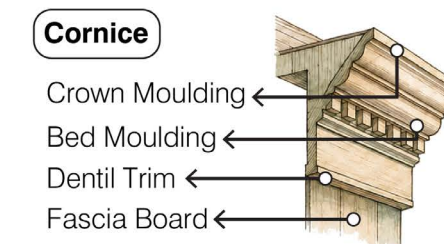
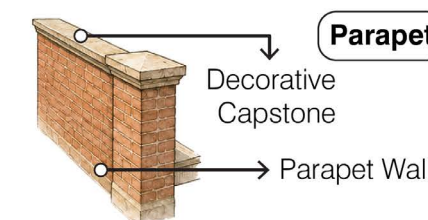
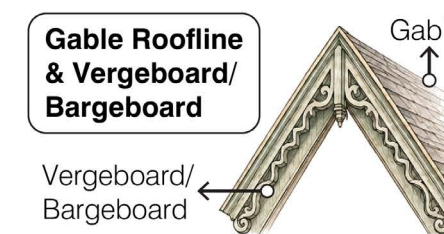
Policies:

- Decorative trim, cornices, brackets, siding, and applied ornament shall be maintained and repaired in-kind, retaining original profiles, detailing, and grain pattern.
- Wood elements shall be maintained through the ongoing maintenance of exterior paint, caulking, and flashing, and prompt correction of sources of moisture, to prevent the decay and insect infestation that are the leading causes of deterioration in heritage woodwork.

Guidelines:

- Where decorative elements show minor deterioration, missing paint, or minor damage, in-kind repair using matching materials and profiles is encouraged over full replacement.
- Owners are encouraged to identify and correct the underlying causes of wood deterioration, including faulty flashing, leaking gutters, deteriorated caulking, plant material growing too close to wood surfaces, and insect infestation, before undertaking cosmetic repairs, as these sources will otherwise cause repeat damage.
- Exterior paint on wood elements should be maintained in good condition and repaired rather than fully stripped, as intact paint protects the underlying wood from moisture and preserves the authenticity of the surface; where wood features are traditionally left unpainted (e.g., beam ends, outriggers), a chemical preservative is recommended instead.
- Where a decorative element is too deteriorated for surface repair, wood splicing ("piecing-in") is encouraged: the deteriorated portion should be carefully removed and replaced with new wood of a similar grain pattern, while remaining identifiable on close inspection to document the intervention for future reference. For smaller areas of deterioration, epoxy consolidation may be used to stabilize and fill damaged wood, with missing decorative profiles replicated using hand-held moulds where appropriate.

Figure 9. **Decorative Trim and Details**



5.1.1.8 Paint and Colour

The following policies are specific to painting as a form of maintenance such as repainting features in the same or a closely matching colour. Repainting in a new colour, or painting a previously unpainted surface, constitutes an alteration and is addressed in Section 5.1.2.9.

Policies:

- Repainting of previously painted surface with a similar paint and colour as a form of maintenance shall be exempt from Heritage Permit requirements as routine maintenance.

Guidelines

- Graffiti removal should be undertaken by a trained professional using a method appropriate to the surface and paint type; painting over graffiti is discouraged, as it can damage the architectural character and material of the building.



5.1.2 Alterations

This section provides policies and guidelines for alterations to contributing buildings. As a general principle, alterations should conserve heritage attributes identified for contributing properties (see Appendix B- Property Data Sheets). Property owners should consult with Town Staff to determine which alterations are considered to be exempt, minor or major alterations (see Part III).

5.1.2.1 Roofs and Roof Accessories

Policies:

- Original roof form, including roofline and slope, shall be retained wherever feasible; where replacement is necessary, the form, shall match the original.
- New rooftop mechanical equipment shall be located to minimize visibility from the public realm and shall be screened where visibility cannot be avoided.

Guidelines:

- Where an original roof still remains but is proposed for alteration and the original roofing material is no longer available, a compatible substitute matching the appearance of the original is encouraged over dissimilar materials such as asphalt shingles on a visible commercial cornice

5.1.2.2 Exterior Walls and Form

This section includes general policies related to exterior form of heritage building. Specific policies and guidelines particular to each character area are included in Section 5.1.11 or 5.1.12 (Special Policies) and should be consulted in conjunction with this section.

Policies:

- The overall exterior form relative to the front façade and returns and associated roofline present along Main Street of a contributing building shall be retained.
- Alterations shall retain and repair original masonry wherever feasible;
- Where in-kind replacement of masonry units is required, new units shall match the original in size, colour, texture, and bond pattern, and shall be set with mortar matching the original in composition, colour, joint width and profile.
- Painting of previously unpainted masonry, and application of waterproof coatings or sealants, is not permitted, consistent with Section 5.2.1.9.

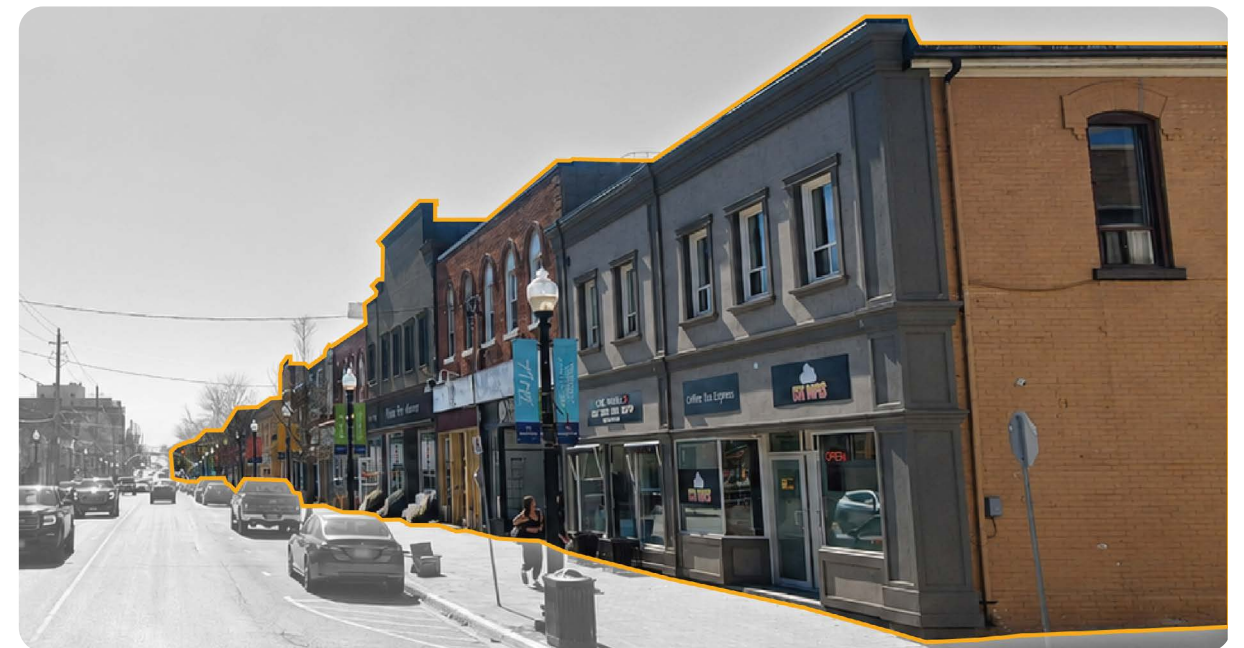
Guidelines:

- Any intervention affecting exterior form should minimize unnecessary impacts to identified heritage attributes, undertaking an approach that achieves a stable, functional, and code-compliant building while protecting heritage

value; interventions are not required to represent the absolute minimum physical change where a broader intervention can be demonstrated to produce a superior functional, architectural, structural, or conservation outcome. Any new addition or related new construction should be designed, where feasible, so that the essential form and integrity of the historic building would not be impaired if the new work were removed in the future.

- Repair of an existing roofline, wall plane, or other element of the building envelope should be prioritized over replacement or reconfiguration.
- Interventions needed to preserve exterior form (e.g., structural stabilization, roof repair) should be made physically and visually compatible with the historic building and, where they constitute new work, should remain identifiable on close inspection.
- Rooftop additions, mechanical equipment, and similar interventions should be set back from the primary roofline and street-facing elevations where feasible, to minimize their impact on the building's silhouette as viewed from the public realm.

Figure 10. Exterior Form Relative to the Front



Facade and Returns

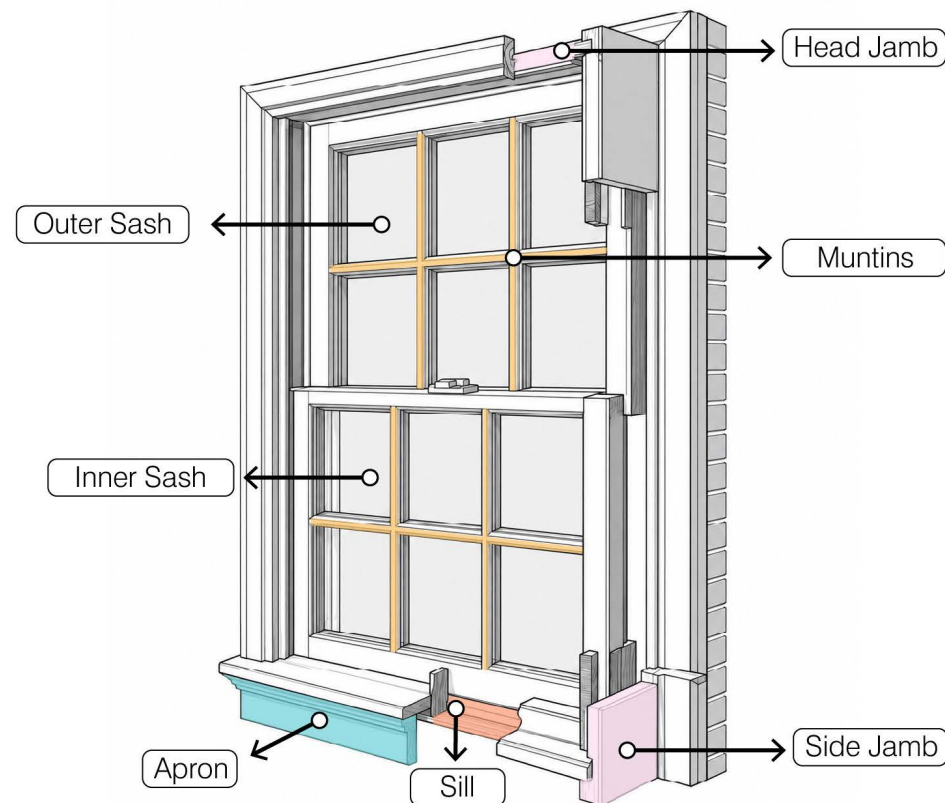
5.1.2.3 Windows and Doors

Policies:

- Original window and door openings, sash configurations, materials, and proportions on contributing buildings shall be retained. Replacement windows, where necessary due to deterioration beyond repair, shall match the original in material, profile, muntin pattern, and glazing configuration.
- Where a window is being replaced on an elevation with identified heritage attributes and the original material is not being used, the replacement shall accurately replicate the profile, dimensions, muntin pattern, sightlines, and finish of the original window, and shall not be permitted where it would visibly diminish the appearance or heritage character of the elevation. This standard applies regardless of the replacement material; property owners should be aware that few, if any, vinyl or aluminum products currently meet it, given the depth, proportions, and detailing typical of historic wood windows.

Guidelines:

- Where an entire window has deteriorated beyond repair, wood or well-detailed fibreglass replacement matching the original profile is preferred over vinyl or standard aluminum sliders.



5.1.2.4 Entrances

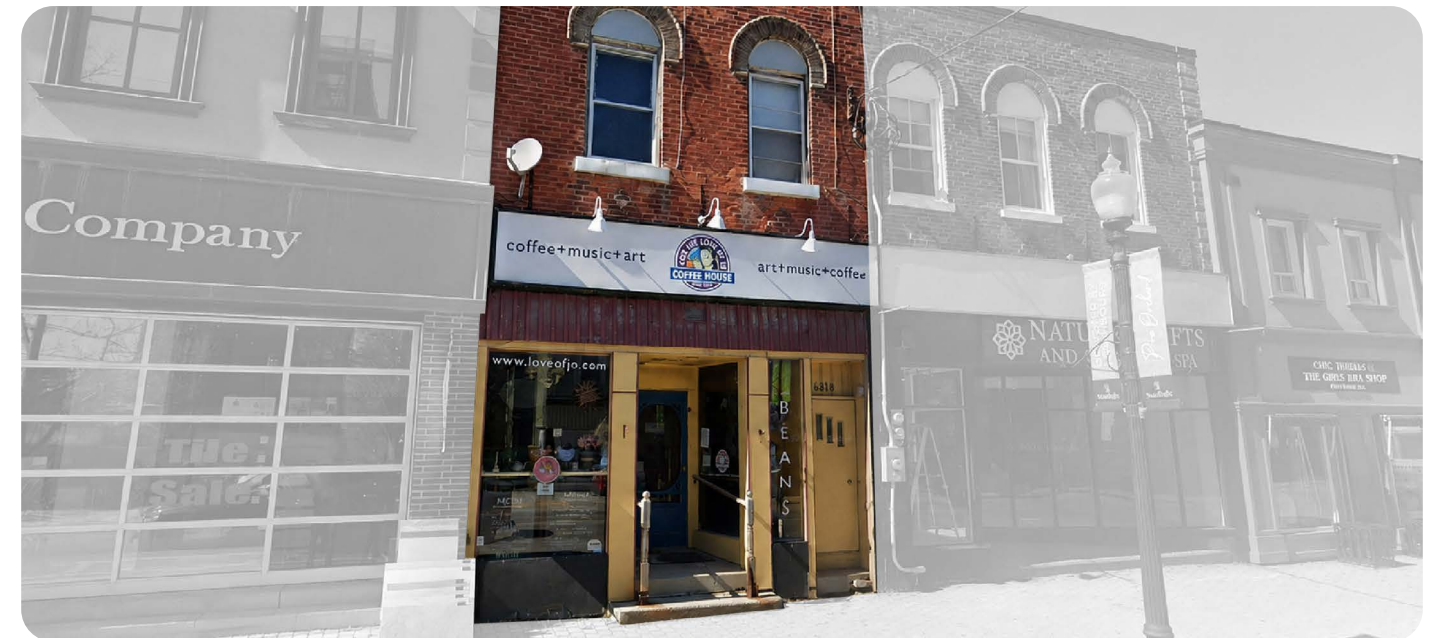
Policies and guidelines pertaining to entrances have the most relevance to the historic storefronts along Main Street. The historic design and placement of entrances are important features contributing to the aesthetic of the downtown.

Policies:

- The location, scale, and detailing of original entrances on street facing façades shall be retained.
- Where accessibility, life safety, or other code-driven modifications to an entrance are required (e.g., ramps, outward-swinging doors, automatic door operators), such interventions shall be designed to achieve the highest level of accessibility with the lowest level of impact on the entrance, in accordance with the accessibility guidance in the Standards and Guidelines for the Conservation of Historic Places in Canada.
- Infilling of a recessed entrance on a street facing façade, shall not be permitted, except where necessary for code-required egress or accessibility, and then only using the gentlest means and least visually intrusive design.

Guidelines:

- Where there is a recessed entrance, the depth and proportions of the recess should be retained.
- Evidence of relocated, infilled, or altered entrances (e.g., patched masonry, mismatched detailing, inconsistency with adjacent buildings of the same period) should be investigated before undertaking repair work, as it may indicate an earlier, more historically appropriate entrance configuration worth restoring.
- Accessibility improvements such as ramps or level thresholds should be designed and located so they do not require the removal or substantial alteration of an entrance surround, and should be reversible where feasible so that the historic entrance configuration is not permanently compromised.
- Where a building has multiple storefronts along a shared façade, the rhythm and spacing of entrances along the block face should be considered collectively, consistent with the goals of maintaining a continuous, active commercial street wall (see Storefronts / Continuous Commercial Street Wall).



5.1.2.5 Porches and Verandahs

Policies:

- a. Complete replacement of a historic porch/veranda shall only be considered where deterioration is extensive and repair or selective replacement is not practical; any replacement structure shall reflect the previous structure's design, massing, and materials where these are documented as original.
- c. Where an enclosure is unavoidable, transparent materials (glass or screening) is encouraged to preserve a sense of the structure's original openness, and the enclosure shall be sited to avoid concealing significant architectural detailing

Guidelines:

- a. Enclosure of an original open porch is discouraged, as it alters the appearance of the structure and the main façade;
- b. Before undertaking repair or replacement work, owners are encouraged to determine whether the porch/verandah is original to the building by examining its construction (period-appropriate joinery, materials, paint layers) and comparing it with historic photographs or similar structures on comparable buildings in the district.
- d. Historic footprint of a porch or verandah should be maintained as well as the historic roofline (if this is still in existence or if there is ample documentation to reinstate the origin roofline);
- e. Where a later, non-original porch addition has itself become a heritage attribute over time (e.g., through age, architectural merit, or documented significance), its retention and in-kind repair should be considered rather than restoration to an earlier, undocumented condition.
- f. New or replacement decking, steps, and flooring should be sloped slightly away from the building to shed water, consistent with the original design intent of most heritage porches.



5.1.2.6 Storefronts and Façade Alterations

Policies:

- a. Historic storefront configurations, including display window proportions, transom windows, kickplates/bulkheads, entrances, cornicing and structural framing, shall be retained where they survive. Where alterations are proposed, the storefront assembly's historic proportions, opening sizes, and the horizontal division between the storefront and upper storeys shall be maintained, in order to preserve the continuous, active commercial street wall that is a defining attribute of the Commercial Core.
- b. Where an original storefront assembly is not intact or its historic configuration is not documented, a replacement storefront shall be based on physical or documentary evidence where available, or, where no such evidence exists, shall be a contemporary design that respects the scale and proportions of adjacent historic storefronts without imitating a historic style.
- c. Reflective, heavily tinted, or patterned glass that is inconsistent with the historic character of the building is not permitted in storefront openings or windows unless otherwise required (i.e. Cannabis or Adult Retail).

Guidelines

- a. Infilling or reducing the size of a storefront's display window openings, transom, or entrance door location, and the creation of new openings in a contributing façade, is discouraged and shall only be permitted where it is demonstrated that the identified heritage attributes and overall composition of the façade are conserved. Such changes shall use the gentlest means and least visually intrusive design available, and shall minimize impact on the storefront's heritage attributes.
- b. Replacement of a kickplate or bulkhead, in whole or in part, should use materials that match the original in appearance (wood, masonry, or metal panel, as applicable); replacement with unrelated materials such as brick veneer, artificial stone, or vinyl or aluminum siding is highly discouraged.
- c. New or replacement storefront materials should be compatible in colour, texture, and finish with the upper storeys of the building and with adjacent contributing storefronts.
- d. Where a cornice, fascia board, or belt course separating the storefront from the upper storeys is proposed to be altered, it should be retained and kept visible, as it historically framed the storefront sign and reinforces the read of the street wall as a sequence of individual storefronts.

GLASS GUIDELINES



Clear glass maintains transparency and connection to the street.



Reflective glass creates a mirror-like effect, inconsistent with historic character.



Heavily tinted glass reduces transparency and visibility, inconsistent with character.

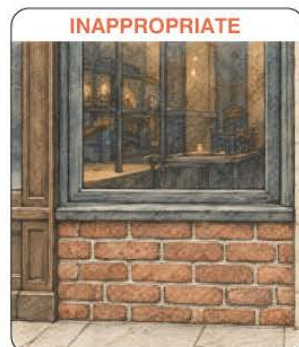
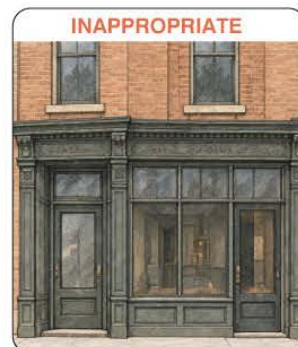
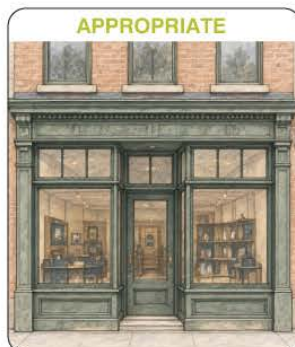


Patterned or decorative film/glass that obscures view is not permitted

APPROPRIATE ALTERATIONS

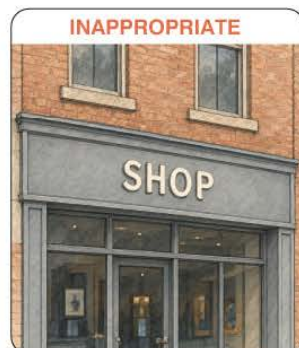
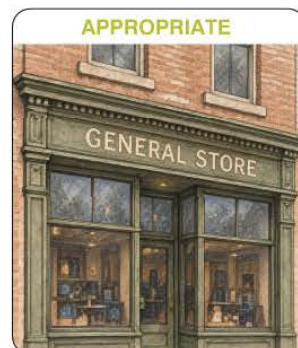
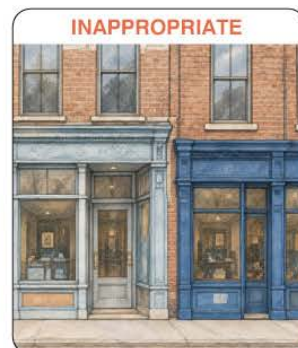
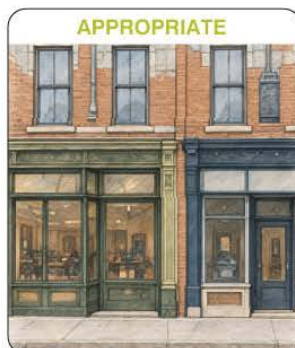


INAPPROPRIATE ALTERATIONS



Avoid infilling or reducing openings or changing entrance locations.

Use appropriate material for kickplates/bulkheads.



Use compatible materials, colours, texture and finish.

Retain and keep visible the cornice, fascia board or belt course.

5.1.2.7 Foundation

Policies:

- Alterations to a foundation wall, footing, or associated drainage system shall retain and repair original material wherever feasible. Replacement shall avoid unnecessary removal of sound original material, but is not limited strictly to the documented area of deterioration where a broader scope of work is reasonably demonstrated to provide superior structural, waterproofing, or long-term conservation performance.
- Replacement of foundation stone or brick on exposed and visible portions of the wall shall match the size, colour, and texture of the surrounding original material; exact material matching is not required on portions of the foundation that are not visible from a public street or laneway.

Guidelines:

- Applicants proposing foundation alterations are encouraged to first correct the underlying source of water infiltration or dampness (e.g., grading, gutters, downspouts) rather than relying solely on remedial waterproofing treatments.
- Where a foundation alteration is proposed in conjunction with a building addition or other construction, the applicant is encouraged to coordinate the scope of foundation work to minimize disturbance to undamaged original material.
- Property owners are encouraged to consult a heritage conservation professional early in the design process for any foundation alteration, particularly where the work may affect a visible or character-defining portion of the building.

5.1.2.8 Decorative Trim and Details

Policies:

- Alterations to decorative trim, cornices, brackets, siding, and applied ornament shall retain the element's original profiles, detailing, and grain pattern; alterations that simplify, remove, or alter the historic dimensions or design of a decorative feature are not permitted.
- Where full replacement of a decorative wood element is unavoidable, the replacement shall replicate the original in dimension and profile. On primary or street-facing elevations, a substitute material (e.g., vinyl, fibre-cement, PVC trim, or synthetic mouldings) may be considered where it is demonstrated to accurately replicate the dimensions, profile, texture, and visual appearance of the original element; a simplified profile is not permitted. Durability, maintenance, availability, and lifecycle performance may be considered in assessing the appropriateness of a substitute material, provided the heritage appearance standard is met.
- Alterations that remove, cover, or conceal original wood detailing (e.g., cladding over cornices, brackets, or trim with vinyl or aluminum siding) are not permitted.

Guidelines:

- a. Where a wood element is proposed to be replaced due to deterioration, replacement should be limited to the affected area, using new wood that matches the original in species, grain pattern, and profile, wherever this achieves an equal or better outcome for the element's appearance, durability, and long-term conservation. Replacement of an entire decorative feature is discouraged where partial, in-kind repair (wood splicing) would achieve a comparable outcome, but may be considered where it is demonstrated to produce a superior aesthetic, durability, maintenance, or lifecycle result.
- b. Where an alteration to a decorative element is proposed due to deterioration, in-kind repair or partial replacement using matching materials and profiles is encouraged over full removal and replacement.
- c. Where alteration/ replacement of a decorative wood feature is proposed, retention of traditional finishes is encouraged: painted elements should remain painted rather than stripped to bare wood, and elements traditionally left unpainted (e.g., beam ends, outriggers) should retain a clear or preservative finish rather than being painted or refinished in a manner inconsistent with the historic appearance.
- d. Where a wood element must be replaced, the replacement should match the species, profile, and finish of the original, and should be primed and painted (or otherwise finished) promptly to prevent moisture damage.

MAINTAIN TRADITIONAL FINISHES

APPROPRIATE ALTERATIONS



Keep painted elements painted and unpainted elements unpainted. Match original species, profile, and finish on replacement. Prime and paint new wood promptly.

INAPPROPRIATE ALTERATIONS



Do not strip painted elements to bare wood or paint elements that were traditionally unpainted.

RETAIN & PRESERVE ORIGINAL WOOD DETAILS

APPROPRIATE ALTERATIONS



Preserve original profiles, detailing, and grain pattern of decorative trim, cornices, brackets, siding, and applied ornament.

INAPPROPRIATE ALTERATIONS



Do not remove, alter, simplify profiles, or cover original wood detailing with siding or other materials.

REPLACE IN KIND OR WITH ACCURATE SUBSTITUTES

APPROPRIATE ALTERATIONS



If replacement is unavoidable, replicate the original in dimension, profile, texture, and appearance. Substitute materials may be used on primary elevations only if they accurately replicate the original.

INAPPROPRIATE ALTERATIONS



Do not use substitute materials or profiles that do not accurately replicate the original in dimension, profile, texture, and appearance.

REPAIR, DON'T REPLACE WHEN POSSIBLE

APPROPRIATE ALTERATIONS



Repair and retain original materials. Limit replacement to the deteriorated area (splicing) for the best conservation outcome.

INAPPROPRIATE ALTERATIONS



Avoid full removal and replacement when partial repair can achieve the same or better result.

5.1.2.9 Paint and Colour

Policies:

- Painting with a colour consistent with the Downtown Stouffville heritage colour palette or Historical Collection | Benjamin Moore (or equivalent) shall be exempt from Heritage Permit requirements.
- Paint colours for storefront woodwork and trim shall be appropriate to the building's age and style; surfaces that have never historically been painted (e.g., unpainted brick, stone, or wood siding) shall not be newly painted.
- Existing paint on wood, masonry, and metal surfaces that have historically existed shall be conserved using the gentlest effective removal or repair method; damaging techniques (such as sandblasting, high-pressure water blasting, or open-flame torching) are not permitted. Complete stripping and refinishing may be undertaken where it is demonstrated to provide a more consistent, durable, or visually appropriate result, provided the underlying heritage material is not damaged in the process.

Guidelines:

- Changes to painting should be undertaken using the gentlest appropriate method; thermal and chemical removal methods are preferred for extensive paint removal over abrasive methods, and abrasive methods (other than by orbital or belt sander).
- The removal of paint from previously painted masonry should only be undertaken following consultation with a conservation professional, given the potential for damage to the underlying masonry.
- Owners are encouraged to be aware that buildings constructed before 1960 are likely to contain lead-based paint, and to take appropriate safety precautions or consult a qualified professional before undertaking paint removal.

Figure 11. Sample Heritage Colours



5.1.3 Relocation

Policies

- The relocation of a contributing building within the District shall only be considered where it is demonstrated that there is no other means of conserving the building in its original location. Circumstances that may prevent conservation in the original location include, but are not limited to: a road widening, intersection improvement, or other municipal or provincial infrastructure requirement that removes the land beneath the building's existing footprint; a public utility or servicing requirement (e.g., watermain, sewer, or transit infrastructure) that cannot be accommodated without removing the building from its site; or a geotechnical or site stability condition (such as flooding, slope failure, or foundation failure) that cannot be feasibly remediated in the building's current location.
- Relocation within the same property shall be considered before relocation to another property within the District, or outside the District. Any relocation shall require a Heritage Impact Assessment addressing the impact of relocation on the building's heritage value and on the District's streetscape and attributes.
- Where relocation is approved, the building shall be re-sited in a manner that, to the greatest extent feasible, replicates its original orientation, setback and relationship to the street and to neighbouring buildings.
- Applicants shall provide the rationale for the relocation, including the specific circumstance under Policy that necessitated it, as part of the Heritage Impact Assessment, to support the Town's understanding of why on-site conservation was not feasible.

Guidelines

- Prior to relocation, a heritage recording program (photographic and/or measured documentation) of the building, its site, and its relationship to neighbouring properties is encouraged, to inform accurate re-siting and to provide a record should future restoration be required.
- Applicants are encouraged to consult with Town heritage staff early in the design process to confirm whether relocation within the same property is feasible before pursuing relocation to another property within, or outside, the District.
- The route and method of relocation should be planned to minimize the risk of structural damage to the building, and should be carried out by a mover experienced in the relocation of historic structures.
- Following relocation, the vacated original site should be stabilized and, where compatible replacement development is not immediately proposed, landscaped on an interim basis to avoid a vacant lot condition within the District, consistent with the Demolition policies of this Plan.

5.1.4 Demolition

Demolition, whether of an entire building is the most significant intervention a property can undergo, and is subject to the highest level of review under this Plan. Because demolition is irreversible, it directly conflicts with several of the Ontario Heritage Trust's Guiding Principles (Section 4.3), particularly Respect for Historical Material and Respect for Original Fabric. For this reason, the policies below establish a high bar for demolition of contributing resources, while recognizing that demolition of non-contributing resources to enable sympathetic new development can support, rather than undermine, the District's overall conservation objectives. This section covers full and partial demolition.

Policies

- The demolition, in whole or in part, of a contributing building or structure shall not be permitted unless the applicant demonstrates, through cultural heritage and related technical studies (i.e. Heritage Impact Assessment), prepared by a qualified professional, that retention and repair is not feasible, and that all reasonable conservation alternatives have been explored.
- "Demolition" for the purposes of this Plan includes the removal of a heritage attribute, even where the overall building envelope is retained. Partial demolition of a façade, storefront, or roof form considered to be a heritage attribute requires review under this Plan; the level of review shall be proportionate to the significance of the affected attribute and the scale and nature of the proposed intervention, and need not be equivalent to the review required for demolition of an entire contributing building.
- Where demolition of a contributing property is approved through a Heritage Permit, it shall be conditional on a heritage recording program (photographic and/or measured documentation)

prior to demolition. Demolition of a contributing property shall not proceed until Site Plan or other approval has been obtained for compatible replacement development, and the property owner has entered into an agreement with the Town, secured by such financial or other security as the Town considers appropriate, requiring that construction of the replacement development commence within [12] months and be substantially completed within [24] months of demolition. Where construction does not proceed within the timelines secured under this agreement, the Town may draw on the security provided to undertake interim site stabilization, fencing, or landscaping of the vacant lot at the owner's expense.

Guidelines

- Where a contributing resource is proposed for removal to allow sympathetic new construction, the Town should support a streamlined review process, provided the replacement development has been reviewed concurrently and conforms to the applicable Special Policies in Section 5.3.
- Applicants are encouraged to explore adaptive reuse and retention alternatives with Town heritage staff prior to submitting a demolition application.

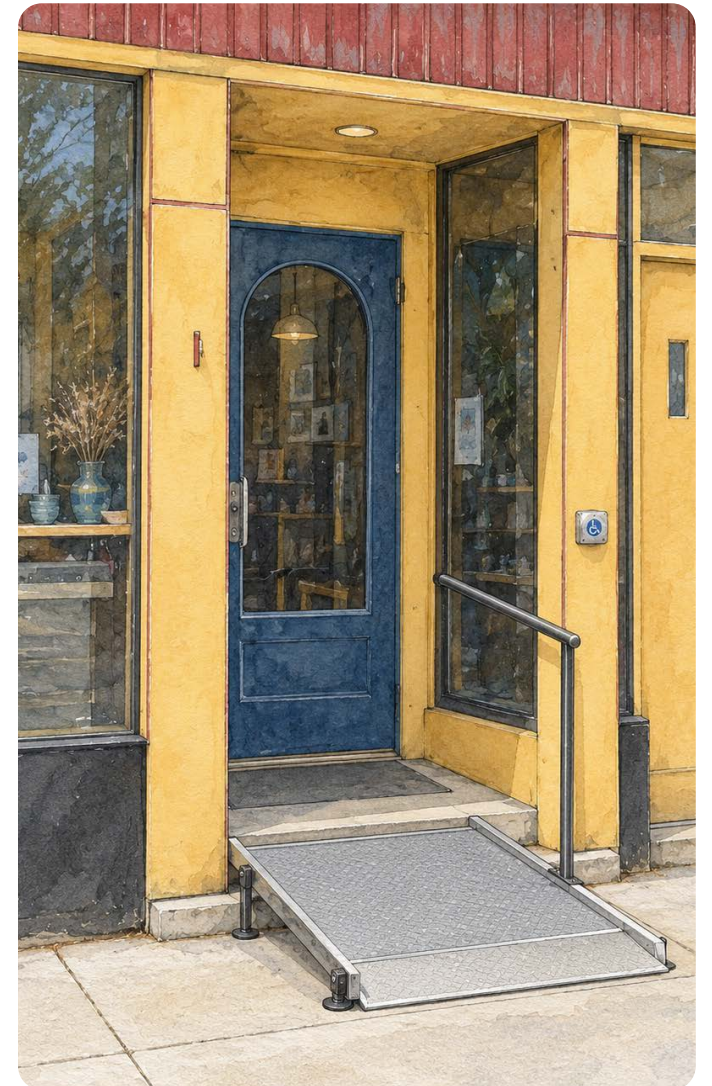
5.1.5 Accessibility

Policies

- Heritage Permit applications proposing accessibility improvements (such as ramps, lifts, automatic door openers, or accessible parking) shall be supported, and the Town shall apply this Plan's policies flexibly to accommodate such improvements, consistent with the Accessibility for Ontarians with Disabilities Act and the S&G General Standard supporting interventions that improve functional performance without unnecessary loss of heritage value. Please note that supporting information, such as a Heritage Impact Assessment, may be required to ensure the design is compatible.
- Accessibility improvements shall be designed and sited to minimize impacts on heritage attributes identified in Section 2.5, and shall be reversible wherever feasible and within the Property Data Sheets and heritage attributes specific to the contributing property..

Guidelines

- Where feasible, accessibility features should be located at the rear or side of a building, away from the front façade, and should use materials and detailing that are sympathetic relative to historic fabric.
- Where a front accessibility ramp is the only feasible option, it should be designed to be visually compatible with, and easily distinguished from/ legible from, the historic building.



5.1.6 Energy Conservation and Sustainability in Heritage Buildings

Policies:

- a. Improvements to the energy performance of contributing buildings (such as insulation, weatherstripping, high-efficiency mechanical systems, and renewable energy installations) shall be supported where they can be achieved without the removal or substantial alteration of heritage attributes.
- b. Exterior insulation and re-cladding systems that would conceal or damage historic masonry or wood siding are not permitted.

Guidelines:

- a. Owners are encouraged to prioritize interior insulation upgrades, high-performance storm windows (rather than replacement of historic windows), and mechanical system upgrades as the primary means of improving energy performance.
- b. Solar panels and similar equipment should be located on rear or side roof slopes not visible from the public realm, or flush-mounted and minimized in visual impact where a visible location cannot be avoided; see also Section 5.1.2.1 (Roofs and Roof Accessories).
- c. Owners are encouraged to pursue available energy retrofit grant programs in combination with heritage grant programs described in Section 8.3.

5.1.7 Land Use / Conversions

The long-term conservation of contributing buildings depends on those buildings remaining in active, economically viable use. A vacant or underused building deteriorates faster than one in active use and is at greater risk of unauthorized alteration or demolition by neglect. This Plan takes a supportive approach to land use conversions that keep contributing buildings occupied and well-maintained, provided the conversion itself does not require alterations inconsistent with Section 5.1.2.

Policies:

- a. Conversion of a contributing building to a new use shall be supported through the Planning Act and through the Heritage Permit process where the conversion can demonstrate that alteration to heritage attributes is consistent with the S&G principles and guidelines, including the guidelines within Section 5.1.2, and proposes a demonstrated viable, long-term use for the building, preferably with limited alterations due to potential changes in occupancy and requirements under the Ontario Building Code (OBC).

Guidelines

- a. Adaptive reuse is encouraged to broaden use and long-term use of properties. For example, conversion of an upper-storey space to residential use above continued ground-floor commercial use, is encouraged as a means of supporting both the ongoing economic viability and the long-term conservation of contributing buildings.
- b. Conversions that provide additional employment opportunities within the downtown area are encouraged.
- c. Conversions that propose alterations to the front façade of the building that will alter the building's heritage attributes are discouraged.

5.1.8 Signage

Signage is one of the most visible features of a commercial building and plays a significant role in the character of the District, particularly that of the Commercial Core's storefronts. Signage is regulated by:

- The Town of Whitchurch-Stouffville's Signage By-law which governs the physical structure of signs: construction, structural safety, wind and snow load, electrical safety, and permitted size and location as they relate to public safety, and applies to all signage within the District regardless of a property's contributing status.
- This HCD Plan governs the design of signage including placement, materials, lettering, illumination, and compatibility with the building's architectural character.

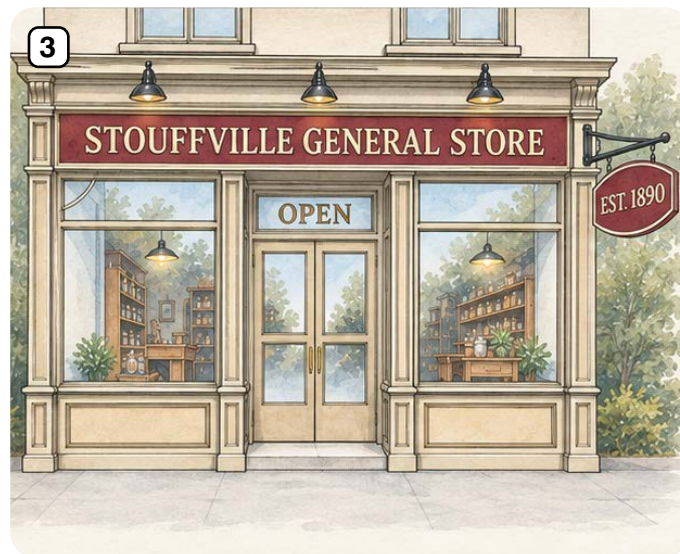
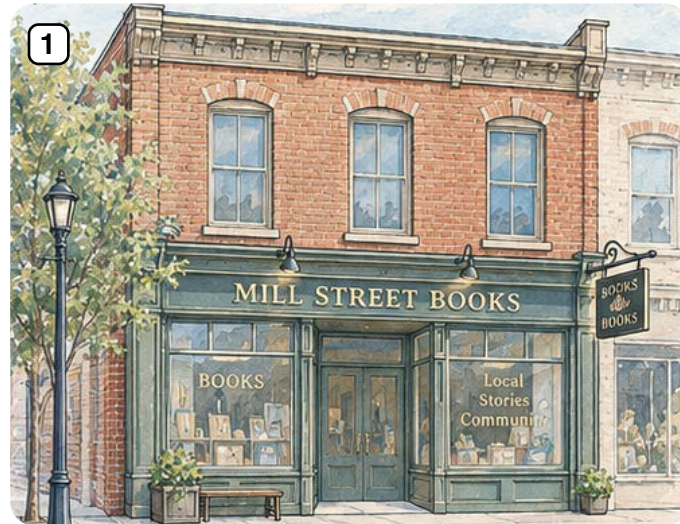
Compliance with the Signage By-law does not constitute compliance with this Plan, and a Heritage Permit may be required in addition to any sign permit for a proposed sign on a contributing property; property owners are encouraged to consult both instruments, together with Town heritage staff, prior to submitting an application.

Policies:

- a. New signage on contributing buildings shall be located within traditional sign zones, the storefront fascia/frieze band, transom, projecting bracket sign locations, and window lettering, and shall not obscure or damage heritage attributes such as cornices, upper-storey windows, or decorative trim.
- b. Proposed internally illuminated plastic "box" signs and signage that spans multiple storefront bays without regard to the building's architectural rhythm are not permitted on contributing buildings.

Guidelines:

- a. Sign materials, lettering styles, and colours that reflect the building's period of construction (such as painted wood, individually mounted letters, or hand-lettered window signage) are encouraged.
- b. External gooseneck or halo-lit signage, or pin-mounted signage with lighting behind the lettering, is preferred over internally illuminated box signage for evening visibility while remaining sympathetic to historic character.
- c. One projecting/blade sign per storefront, sized to be legible to pedestrians rather than vehicles, is encouraged as the primary form of secondary signage.



1. Appropriate: Signage is integrated within traditional sign zones and scaled to the storefront
2. Inappropriate: Oversized and internally illuminated signs dominate the historic façade.
3. Appropriate: Fascia signage uses compatible materials, lettering, and proportions.

4. Inappropriate: Oversized signage disrupts the storefront's architectural rhythm.
5. Appropriate: Small projecting and window signs complement the building without obscuring heritage features.
6. Inappropriate: Multiple large signs overwhelm the façade and compete with heritage details.

5.1.9 Other (Awnings, Patios, Lighting, Mechanical Equipment)

Patios, Awnings, Canopies, and Sidewalk Encroachments

Policies:

- a. Permanent or semi-permanent patio enclosures, platforms, and railings within the public right-of-way or on private frontage shall not be affixed to a contributing building's façade in a manner that damages or conceals heritage attributes, including transoms, cornices, storefront framing, or masonry.
- b. Patio structures shall be designed to be removable or capable of being dismantled without permanent alteration to the building.
- c. New or replacement awnings shall be sized and located to fit within the storefront opening, without concealing transoms, cornices, or upper-storey windows.
- d. Fixed, box-style aluminum canopies that conceal the storefront's architectural detailing are not permitted.

Guidelines:

- a. Temporary heating equipment (e.g., patio heaters) and string lighting associated with a seasonal patio should be located and installed in a manner that avoids permanent attachment to, or damage of, the building façade.
- b. Seasonal patios should be installed and removed in a manner that avoids repeated damage to sidewalk paving, tree pits, or other streetscape elements from year to year.
- c. Patio, café seating, and merchandise display encroachments into the public right-of-way should be coordinated with the Public Realm policies in Section 5.3 and any applicable

municipal encroachment permit requirements, to maintain accessible, unobstructed pedestrian clearways.

- d. Retractable fabric awnings in solid or simply-striped patterns, are encouraged over internally lit or vinyl-printed awnings.
- e. Shutters and awnings, where present, should have their hardware (hinges, pintles, arms, rollers) inspected and lubricated or cleaned periodically, and awning fabric should be cleaned regularly to prevent embedded dirt and deterioration of the covering.

Commercial Exterior Lighting

Policies:

- a. New commercial exterior lighting fixtures on Main Street facades shall be compatible in scale and character with the building's period of construction, and shall not be mounted in a manner that damages or obscures heritage attributes.

Guidelines:

- a. Gooseneck or scone-style fixtures are encouraged for storefront and signage illumination, consistent with Section 5.1.9.

Mechanical Equipment, Utility Meters and Vents

Policies:

- a. New mechanical equipment, utility meters, conduit, and vents shall be located at the rear or side of the building, out of view from the primary street frontage, wherever feasible; where a rear or side location is not feasible, equipment shall be painted to match the adjacent surface, or screened with a visual buffer, wall, or enclosure of a compatible colour and material, and located to minimize visual impact.

Any Other Exterior Alteration

Policies:

- a. Any other exterior alteration not specifically addressed above shall be reviewed against the general intent of this Plan (Section 3.0), the S&G General Standards, and the Eight Guiding Principles (Section 4.3).

Guidelines:

- a. Where an alteration is not clearly addressed by this Plan, property owners are encouraged to consult with Town heritage staff through pre-consultation prior to submitting a Heritage Permit application.

5.1.10 Special Policies and Guidelines: Commercial Core Character Area

The following Special Policies apply, in addition to the General policies above, to contributing properties within the Commercial Core Character Area. These policies work together with the General Alteration policies of Section 5.2.2 to manage the two forms of change most likely to affect contributing properties in this character area: 1) additions that expand a building's footprint or height, and 2) impacts of the Stouffville GO Major Transit Station Area (MTSA) as per the Town's Official Plan (approved September 25, 2025) which contains policies requiring intensification within the HCD. In this respect, the District Special Policies below are accordingly written to provide clear flexibility for compatible development and intensification while conserving the heritage attributes of the HCD, in particular, the two-storey scale and three-dimensional form (height, and roofline) as it applies to the front facades along Main Street and overall view corridors that frame the downtown (discussed in Section 5.3.10 of this Plan)

5.1.10.1 New Construction and Development Patterns

It is important to understand that new construction and development can have beneficial effects on a Heritage Conservation District. It can provide economic opportunities and additional function to promote the long-term conservation of the District. New construction and development requires finesse in their design and implementation; with this approach, it can become supportive of rather detracting from the cultural heritage value of the area.

This section does not seek to limit height or density below what is otherwise permitted by the applicable Official Plan, Zoning By-law, or MTSA policy. Rather, this Plan sets out the heritage conservation response to whatever development envelope is permitted at the time an application is made, establishing how new construction, regardless of its permitted scale, should

be designed to conserve the heritage attributes, street-wall condition, and character of the Commercial Core. Where a proposed development falls within the permitted envelope of the applicable Official Plan and satisfies the policies and guidelines of this section, it should not be constrained further by this Plan on the basis of height or density alone. Achieving this balance requires thoughtful architectural design and a careful design process, but is achievable without treating heritage conservation and appropriate growth as inherently at odds. Information related to Development Patterns are also contained in Sections 5.1.7 relative to lot creation, severances and consolidation.

Owners and applicants are encouraged to consult with Town heritage planning staff and the Municipal Heritage Committee early in the design process for any new construction on a contributing property. This results in a more efficient processing of a heritage permit application.

Policies:

- a. New construction on a contributing property shall reinforce the continuous street-wall condition, with consistent two storey height as it relates to the street frontage along Main Street.
- b. The rhythm of new construction, the spacing of window and door openings, storefront bays, and other repetitive façade elements, shall reflect the rhythm established by adjacent contributing buildings along the block face, rather than a broad, undifferentiated façade.
- c. New construction shall be sympathetic to the setback, orientation, scale, proportion, rhythm, and massing of adjacent contributing buildings, but shall not replicate or mimic historic architectural styles, materials, or ornamentation; new construction shall be identifiable as a product of its own time.
- d. Where a contributing residential building within the Commercial Core is adaptively reused for commercial purposes, any associated new

construction (additions, secondary structures, infill on the same lot) shall be held to the same standard of sympathetic, non-mimicking design set out in this section.

- e. Portions of new construction exceeding the prevailing streetwall height of adjacent contributing buildings shall be set back from the front façade by a distance sufficient to conserve the two-dimensional read of the historic streetscape and the identified heritage attributes and views in 5.3.10, when viewed from the public right-of-way. The required stepback shall be supported by sightline or massing analysis demonstrating that the streetwall's historic scale and proportions are conserved.
- f. Development within the Commercial Core shall maintain the narrow street frontage and building depth characteristic of the historic lotting pattern, concentrating building floor area along the depth of a lot rather than consolidating narrow frontages into wide, undifferentiated street-facing façades.

Guidelines:

- a. New construction should draw on the proportions, materials palette, and datum lines (cornice heights, storefront transom heights) of adjacent contributing buildings, without directly replicating historic details. The intent is that new construction should be compatible with, and clearly distinguishable from, adjacent contributing buildings.
- b. The setback of new construction should align with the prevailing building line of adjacent contributing buildings along Main Street.
- c. The scale of new construction, and the scale of its individual elements (window and door openings, storefront bays, cornice lines), should be consistent with the human-scaled, pedestrian-oriented character of adjacent contributing buildings.

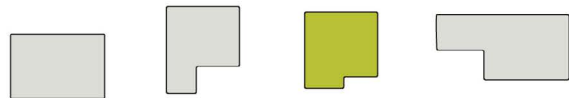
- d. Height above the prevailing streetwall should be minimized in visual impact from the public street through upper-storey stepbacks; where increased height is proposed, it should be pushed toward the rear of the lot, with a stepback sufficient to conserve the datum line and two-dimensional profile of the historic streetscape as viewed from Main Street, supported by sightline or massing analysis.
- e. The roof form of new construction should be considered in relation to adjacent contributing buildings and the prevailing roof profile of the

Commercial Core; where flat roofs behind a parapet are the prevailing historic condition, new construction should generally follow this convention rather than introducing an unrelated roof form.

- f. New construction should use a materials palette and colour scheme that is compatible with, and complements, the materials and colours found on adjacent contributing buildings, consistent with the heritage colour palette in 5.1.2.9.

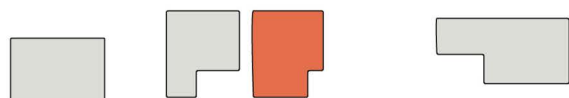
Figure 12. **Recommended and not recommended siting/ location, setback and scale of new infill.**

RECOMMENDED

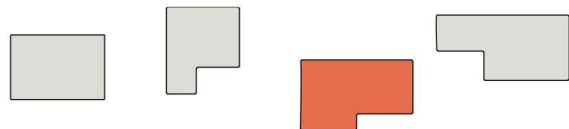


Scale of new development responds to the existing streetscape, with appropriate setbacks from the street and from adjacent properties.

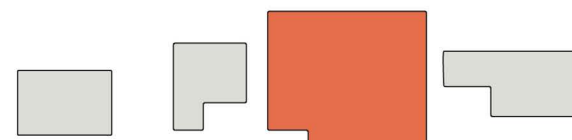
NOT RECOMMENDED



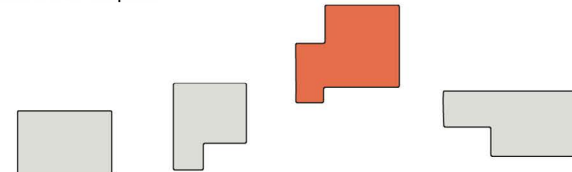
Siting of new development and inappropriately narrow setback from adjacent property breaks rhythm of existing streetscape.



Front setback is inappropriately shallow, breaking rhythm of existing streetscape.



Scale of new development overwhelms existing streetscape.



Front setback is inappropriately deep, breaking rhythm of existing streetscape.

Figure 13. **Contemporary heritage sympathetic infill**

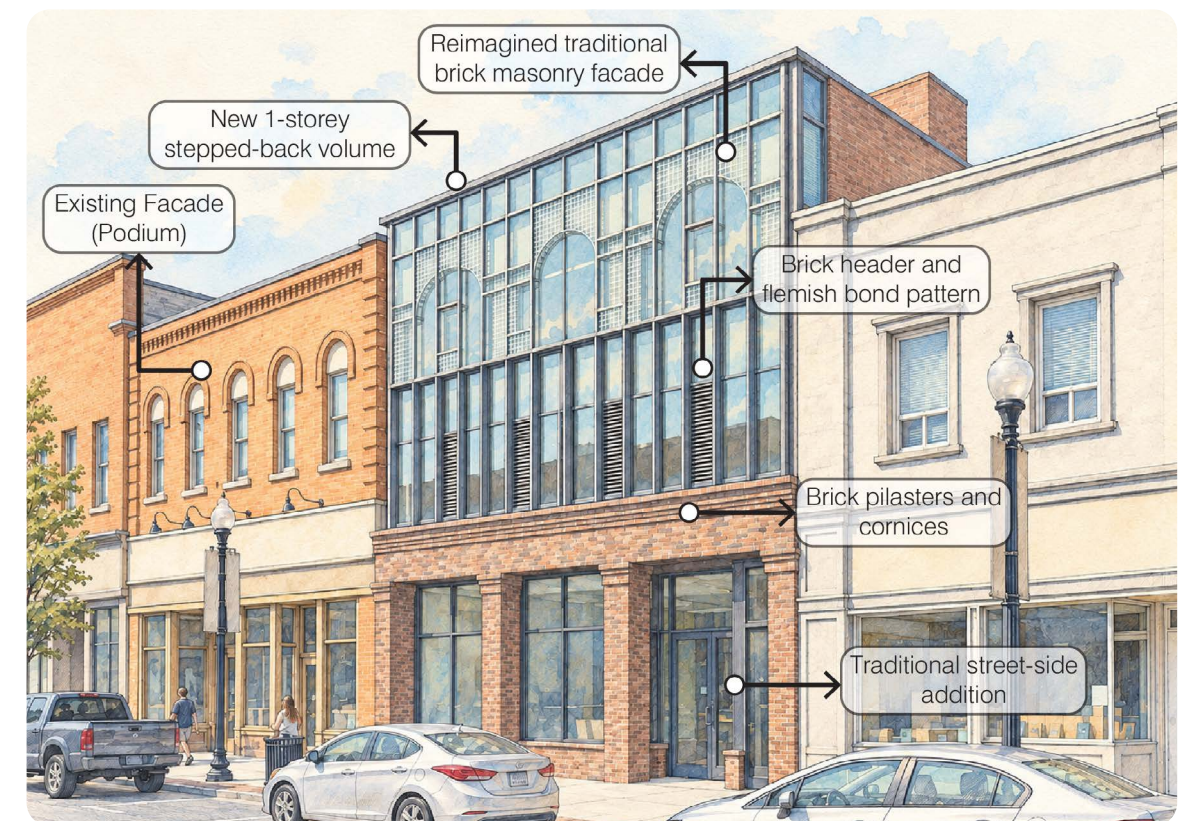
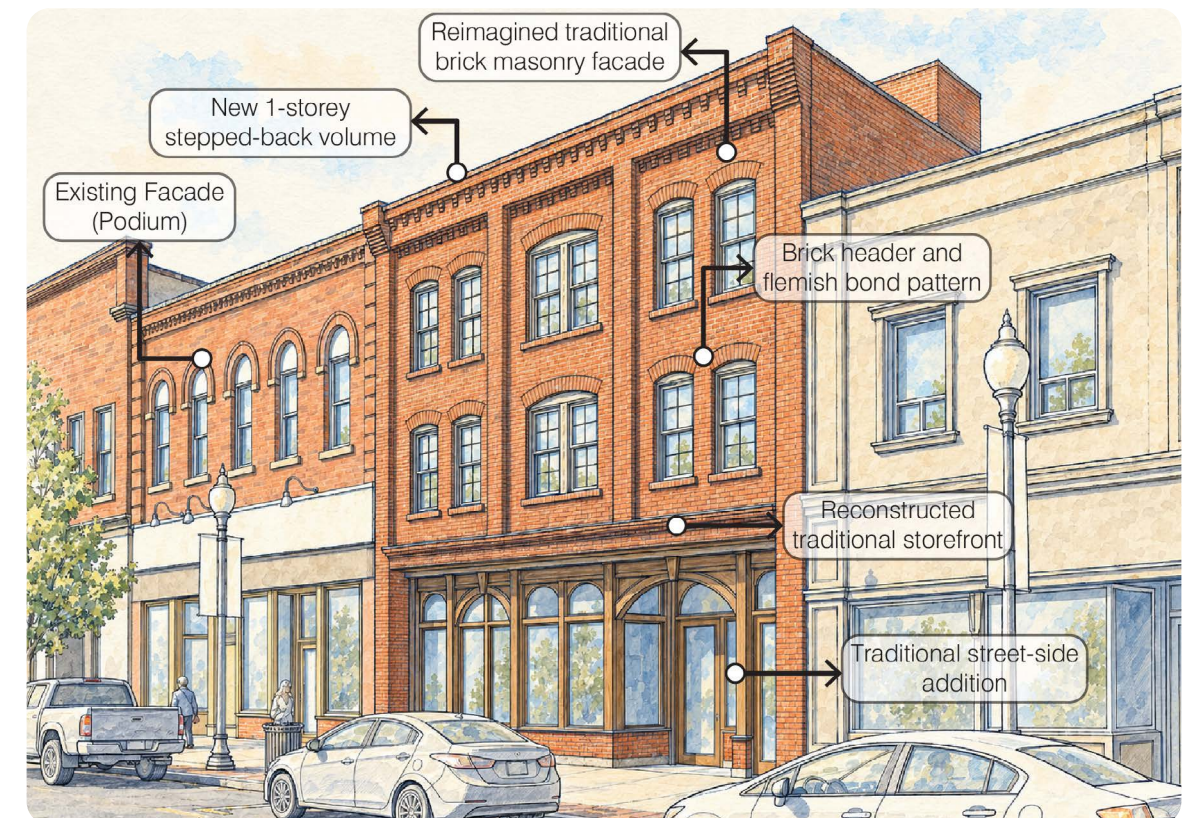


Figure 14. **Traditional heritage sympathetic infill**



5.1.10.2 Additions

Policies:

- a. Where an addition is unavoidable, it should be sited and designed to minimize its visibility from the primary public street frontage and to avoid obscuring, radically altering, or dominating the historic form, massing, or roofline of the original building.
- b. Additions to contributing buildings shall be set back a minimum of 3.0 metres from the primary street-facing façade, and, where visible from an identified view corridor, shall be designed to preserve the two-storey three-dimensional form and heritage attributes of the front façade and returns. Where site conditions do not permit a 3.0 metre setback, an addition may nonetheless be supported through a Heritage Impact Assessment demonstrating that the addition conserves the cultural heritage value or interest and heritage attributes of the property, including its three-dimensional form and any identified view corridor, without unacceptable adverse impact.
- c. Where a rooftop addition is proposed, it shall be set back a minimum of 3.0 metres from the primary façade to minimize visibility from the public realm at street level and to preserve the two-storey reading of the historic building from any identified view corridor. A rooftop addition shall be supported by a Heritage Impact Assessment demonstrating that it conserves the streetscape and view corridors identified in Section 5.3.10, without unacceptable adverse impact.
- d. Additions shall be clad in materials that are compatible with, but distinguishable from, historic building. They shall not mimic historic ornament in a manner that creates a false sense of history.
- e. Additions relative to the front façade and returns (whether directly or indirectly supportive) shall not require the removal of, or cause damage to, built heritage fabric; where minor intervention into existing fabric is unavoidable to accommodate a structurally sound connection, it shall be limited to the gentlest means necessary and shall be documented prior to construction.

Figure 15. **Concept for Rooftop Additions**



Guidelines:

- a. **Location/Setback/Siting:** Rear additions are preferable to rooftop additions. As discussed in the policies, rooftop additions should be setback from the front façade and returns of the building. Rear additions should be situated in a manner that it does not interfere with the streetwall and associated view corridors. This can include siting the addition as a separate volume to the historic building by a slim, transparent, or minimally detailed connector and orienting longer dimensions of the addition perpendicular to the street rather than parallel, so less of its overall bulk is presented to the public realm.
- b. **Width:** Additions should generally not exceed the width of the original building footprint unless it is demonstrated that it is sympathetic to the design and form of the heritage building.
- c. **Scale/Massing:** Additions should use design elements to reduce the appearance of scale and massing in comparison to the historic building. This can include breaking a large addition into smaller, distinct volumes, varying wall planes through projects and recesses, steeping the addition back in plan not just in section away from the historic building.
- d. **Rooflines:** New additions should avoid replicating the historic building's roofline, massing, or architectural detailing in a way that could be mistaken for an original historic form; a clear, distinguishable relationship between old and new work is encouraged over imitation. Sloped or articulated rooflines echo a smaller-scale silhouette and varying roof or parapet heights across the addition's length.
- e. **Material and Colours:** Additions should use complementary material or colour on upper or setback portions to visual separate it from the base (related to the historic building) and choosing matte or muted materials/ finishes for the addition to recede rather than compete visually with the historic building and avoid a single continuous material across the entire addition.
- f. **Façade Addition:** Where an addition is visible from the street (e.g., a partial third-storey addition), its façade composition should reflect, but not replicate, the fenestration of the historic building below.
- g. **Roof Additions:** Rooftop additions should be flat or low-slope, set back from all visible parapet lines, and use restrained, contemporary materials.
- h. **Entrance Additions:** New secondary entrances should be located at the rear or side of the building, away from the Main Street façade.
- i. **Transitional/Connecting Elements:** Additions are encouraged to incorporate a lower, narrower connector element between the historic building and the addition, which visually and physically breaks the two masses apart rather than reading as one continuous structure.
- j. **Method of Attachment:** Additions should be designed and sited to achieve the least physical intervention into the historic building's fabric. The appropriate approach for a given addition will depend on site-specific factors, including the building's structural condition, identified heritage attributes, visibility from the public realm. Regardless of the approach selected, an addition should remain identifiable as new work on close inspection and should be designed so that, if removed in the future, the essential form and integrity of the historic building would not be impaired. Where feasible, the following approaches, which generally represent a lower degree of intervention, are encouraged:

- Connector link: siting the addition as a separate volume joined to the historic building by a slim, transparent, or minimally detailed connector, rather than attaching the addition directly to historic fabric. This approach maximizes reversibility and provides a clear visual distinction between old and new work.
- Independent structural addition: designing the addition with its own foundation and structural frame, so that it does not bear on or transfer load into the historic building's walls or roof structure.
- Below-grade addition: expanding below grade rather than outward or upward, where structurally and archaeologically feasible, to avoid intervention into above-grade historic fabric.

5.1.10.3 Secondary Buildings (including Additional Residential Units (ARUs))

Recognizing that ARUs are an important tool in achieving the intensification goals of the Downtown MTSA, this Plan does not seek to restrict or add conditions to ARU permissions beyond what is otherwise required by the applicable Official Plan and Zoning By-law; ARU proposals shall be designed in accordance with the heritage policies and guidelines of this Plan applicable to additions, secondary structures, and alterations, as relevant to the specific form the ARU takes.

Policies:

- a. A secondary building containing an Additional Residential Unit (ARU), such as a garden suite or garage suite, shall be compatible with, and subordinate in height, scale, and massing to, the principal building on the property, and shall conserve the cultural heritage value or interest and heritage attributes of the property and District.
- b. A secondary building shall be sited to the rear of the principal building and shall not be visible from, or shall minimize visibility from, the primary public street frontage.

- c. The design of a secondary building shall be compatible with, but not replicate, the architectural character of the principal building and the surrounding heritage context, through the use of complementary materials, colours, and roof form; it shall be readily distinguishable as new construction and shall not be designed to appear as an original historic outbuilding.
- d. Parking and garages, where added to support ARU, shall be compatible with the predominant pattern and character of the District.

Guidelines:

- a. Where new construction includes a secondary structure on a severed or rear portion of a contributing lot, its scale, materials, and siting should be considered in relation to both the primary contributing building on the lot and the broader streetscape.
- b. Materials that are complementary to, but distinguishable from the principal building is recommended. A muted or recessive colour palette is encouraged so the ARU does not draw visual attention away from the principal building.
- c. ARU entrances are encouraged to be located off a rear laneway or side yard where possible, to avoid requiring access that could disrupt the commercial street wall.
- d. Any supporting features, such as required parking, utilities, waste management or storage should be screened from Main Street so it does not detract from the streetscape or adjacent contributing properties.

Figure 16. Example of Secondary Building



5.1.10.4 Landscaping, Trees and Vegetation

Policies:

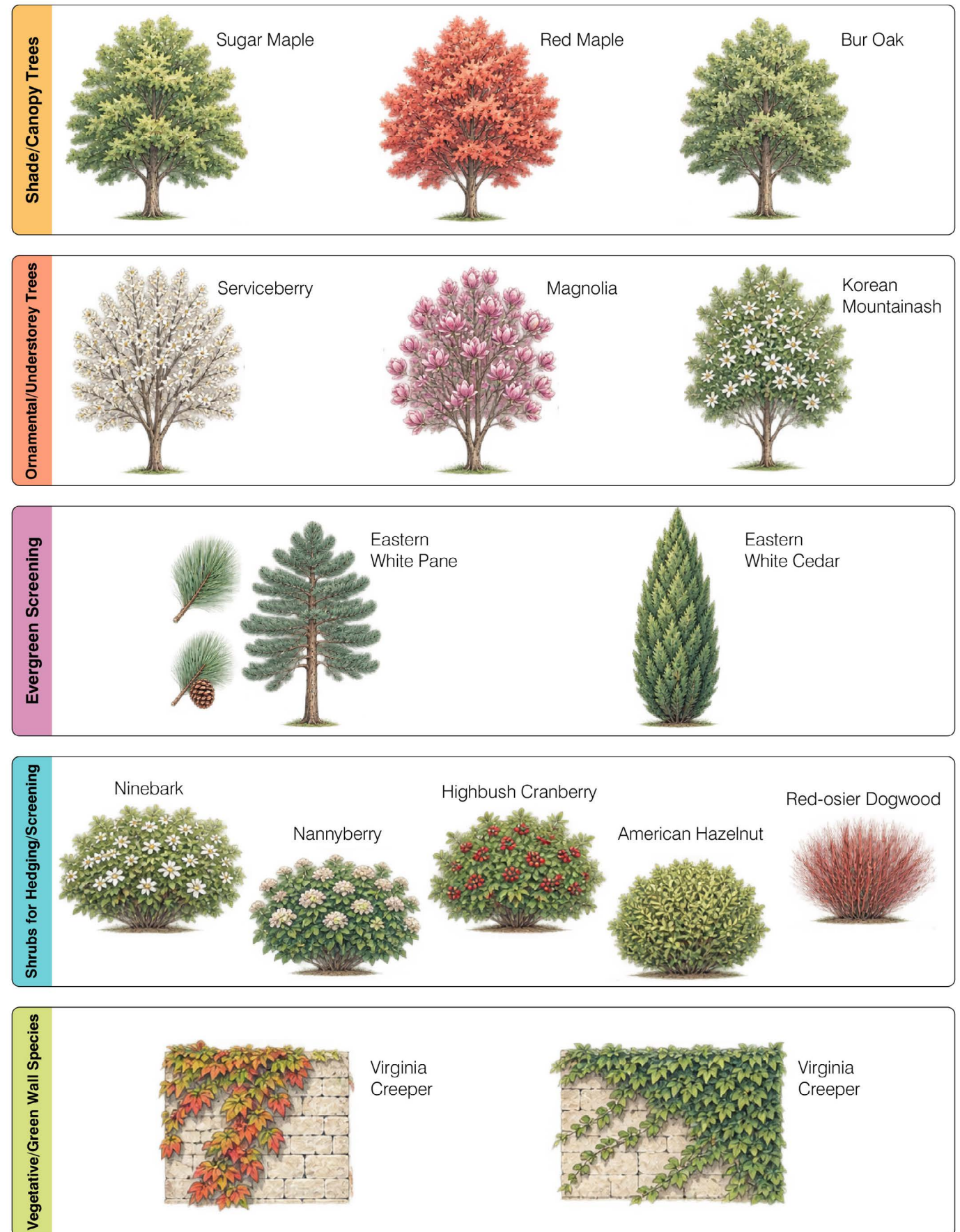
- Landscaping on contributing Commercial Core properties shall support, and not obscure, contributing storefronts and entrances.
- Surface parking areas shall be screened from the public street and from adjacent contributing properties through landscaping, low walls, or fencing, to reduce their visual prominence within the Commercial Core streetscape.
- Additional Residential Units (ARUs) and their associated private amenity areas, parking, and servicing shall be screened from adjacent contributing properties and, where visible, from the public street, through landscaping or other compatible screening methods.
- Landscape screening shall be designed and sited so as not to obstruct sightlines required for pedestrian and vehicular safety, or to conflict with the Town's Street Tree or Boulevard policies.

Guidelines:

- Where screening of parking areas or ARUs is undertaken through planting, property owners are encouraged to consider a range of screening methods appropriate to the site, including hedgerows, foundation plantings, low walls (including vegetative or "green" walls), decorative fencing, or a combination of these approaches, selected based on the specific spatial and visibility conditions of the property.
- Where a low wall or fence is used for screening, materials and detailing that complement the heritage character of the Commercial Core (e.g., brick, stone, or painted wood) are encouraged over standard chain-link or unfinished materials.
- Plantings selected for screening or general landscaping are encouraged to be species native to York Region, where site conditions

(soil, sun exposure, salt tolerance, available planting area) allow. The following list is provided for illustrative purposes only and is not a prescriptive or exhaustive list of appropriate species; a landscape professional should be consulted to confirm suitability for a specific site: The Town's current approved tree species are set out in Schedule B (Tree Planting List) of the WS Complete Streets: Public and Private Standards Manual; the tree entries below are drawn from, and consistent with, that Schedule's Boulevard Trees and Decorative Feature Green Area categories (Schedule B covers trees only the shrub and vine species below are not addressed by it).

- + Shade/canopy trees: Sugar Maple (*Acer saccharum*), Red Maple (*Acer rubrum*), Bur Oak (*Quercus macrocarpa*)
- + Ornamental/understorey trees: Serviceberry (*Amelanchier* spp.), Magnolia (*Magnolia* x 'Galaxy'), Korean Mountainash (*Sorbus alnifolia*)
- + Evergreen screening: Eastern White Cedar (*Thuja occidentalis*), Eastern White Pine (*Pinus strobus*)
- + Shrubs for hedging/screening: Ninebark (*Physocarpus opulifolius*), Nannyberry (*Viburnum lentago*), Highbush Cranberry (*Viburnum trilobum* / *opulus* var. *americanum*), Red-osier Dogwood (*Cornus sericea*), American Hazelnut (*Corylus americana*)
- + Vegetative/green wall species: Virginia Creeper (*Parthenocissus quinquefolia*) as a native, non-invasive climbing alternative to English Ivy or Boston Ivy



5.1.10.5 Parking

Policies:

- On-site surface parking shall not be permitted in front of a contributing building along Main Street, in order to preserve the continuous street-wall condition and storefront rhythm that define the district (see Storefronts / Continuous Commercial Street Wall). On-site surface parking (this excludes on-street/curb parking on Main Street) shall not be permitted in front of a contributing building along Main Street, in order to preserve the continuous street-wall condition and storefront rhythm that define the district (see Storefronts / Continuous Commercial Street Wall).

Guidelines:

- Property owners are encouraged to rely on on-street and municipal parking resources rather than pursue on-site surface parking that would compromise the streetscape, particularly given the reduced parking requirements and transit-supportive intent of the MTSA.
- Where on-site surface parking is provided at the rear or side of a contributing building, landscape

screening (e.g., hedgerows, low walls, or fencing, as described in the Landscaping, Trees and Vegetation section) is encouraged along any edge of the parking area visible from a public street, laneway, or adjacent contributing property.

- Where feasible, shared or consolidated parking arrangements between adjacent properties are encouraged over multiple individual surface lots, to reduce the overall footprint of surface parking within the district and support more efficient use of MTSA lands.
- Lighting associated with rear or side parking areas, if seen from the Main Street right-of-way, should be designed to minimize spillover onto adjacent contributing properties and should be compatible with the character of the district.
- Property owners are encouraged to consider the eventual redevelopment potential of rear surface parking areas, particularly those located near the Stouffville GO Station, consistent with the intensification objectives of the MTSA and the priority for redevelopment of non-contributing lands identified elsewhere in this Plan.



5.1.11 Special Policies and Guidelines: Railway Corridor Character Area

The following Special Policies apply, in addition to the General policies above, to contributing properties within the Railway Corridor Character Area. Because the Railway Corridor also lies within the Stouffville GO MTSA and is a focus of the Town's intensification, these policies are intended to provide policies for the anticipated taller and higher-density development than the Commercial Core, provided that contributing rail-related and industrial buildings are retained and adaptively re-used for commercial or mixed-use purposes as a condition of that development.

Figure 17. **Railway Corridor Character Area**

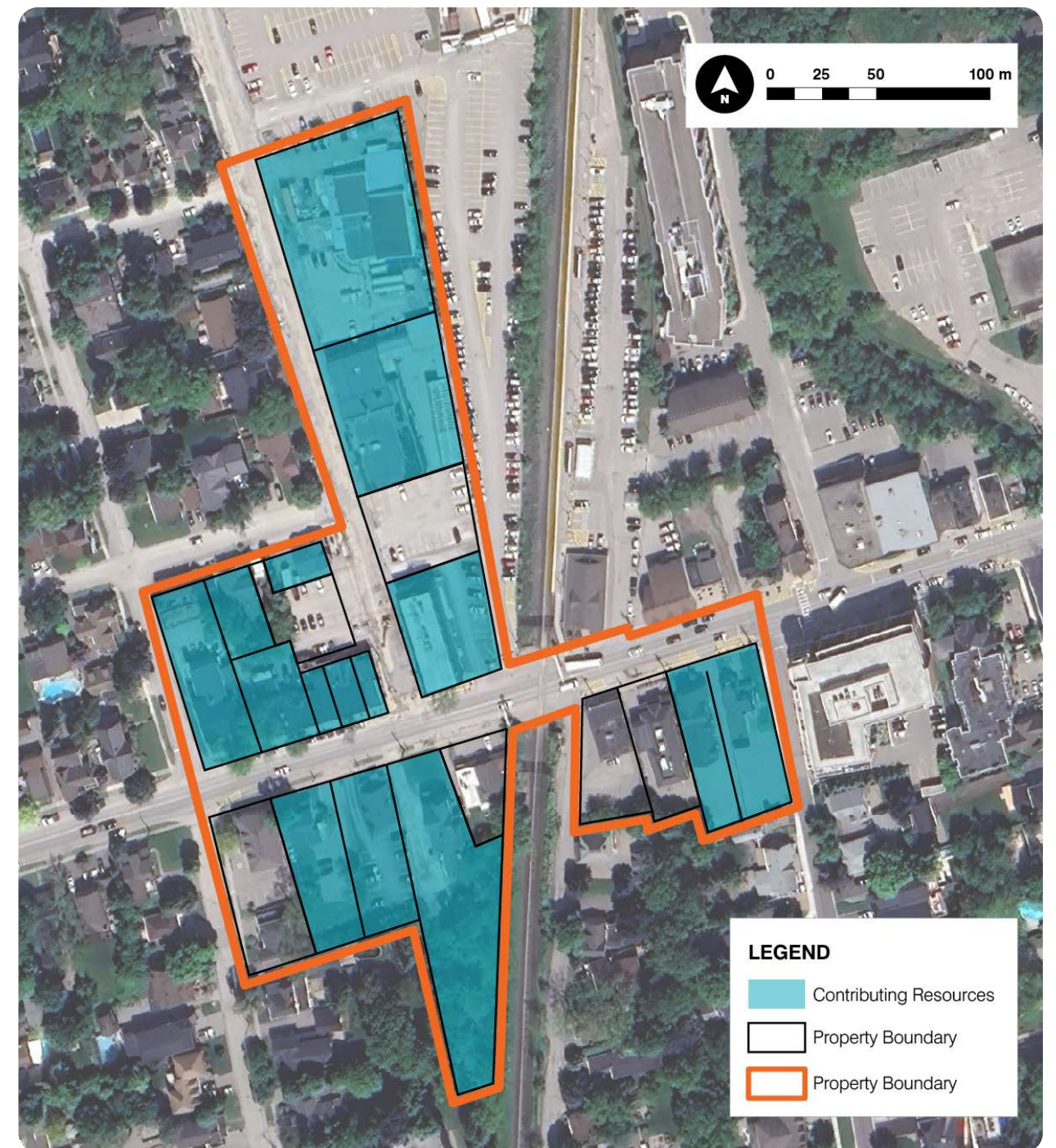


Figure 18. **Lands Adjacent to GO Station along Railway Corridor**



Note: These are preliminary identifications and further research would be required for each property to confirm the limits of extant built heritage fabric.

5.1.11.1 New Construction and Development Patterns

Development pattern in the Railway Corridor is shaped by several planning tools operating in tandem, each with a distinct role. The Town's Urban Design Guidelines establish the broader vision for this area, including its transitional built-form strategy, new road and laneway connections. The comprehensive Block Plan for the area surrounding the Stouffville GO Station provides a coordinated, site-specific vision for land use, infrastructure, public space, and built form across multiple properties and ownerships within the MTSA. These other documents support the overall balance between guiding conservation and development. Nothing in these policies shall be construed as providing permissions for particular uses or built form.

Policies:

- a. New construction shall respect the existing historic industrial and commercial structures and promote the retention and continued use/compatible adaptive reuse of these buildings associated with the railway corridor that promotes long-term viability.
- b. Where a contributing Railway Corridor property includes later, non-original additions to an

industrial or utilitarian building, such additions may be removed to facilitate new construction, provided the retained contributing structure and its heritage attributes are conserved and integrated into the resulting development.

- c. Low- to mid-rise buildings building podiums on contributing Railway Corridor properties shall be no longer than 60.0 metres in width, to break up larger blocks through open spaces and/or mid-block connections.
- d. Development within the Railway Corridor shall be organized around a network of new public and private roads and laneways that improve circulation, break down large industrial lot parcels, and strengthen connections to the Stouffville Arena and surrounding recreational facilities.
- e. New development shall be phased and sited to allow for the retention and adaptive reuse of contributing buildings as integral components of the development pattern, rather than as isolated remnants surrounded by unrelated new construction.
- f. Mid-rise and high-rise development shall be physically and visually integrated with a retained

and adaptively reused contributing building. This shall be demonstrated through a Heritage Impact Assessment prepared by a qualified heritage professional retained by the applicant, whose conclusions shall reflect an independent and objective professional opinion rather than being predetermined by the proposal. The Heritage Impact Assessment's findings shall inform the design of the development, and the proposal shall be revised as necessary so that its conclusions align with, and are supported by, the proposal as submitted. An approved Heritage Permit is required prior to the development proceeding.

Guidelines:

- a. The ground and lower-storey portions of a contributing building should be made available preferably for commercial or mixed-use occupancy.
- b. Adaptive reuse of an entire contributing industrial or utilitarian structure (rather than partial retention limited to lower storeys) is encouraged where feasible.
- c. New construction is encouraged to consider residential-scale development along the western edge adjacent to existing residential areas, shifting to higher-density, higher-rise development along the rail corridor itself; height and massing of an addition should be evaluated against this transition.
- d. The podium of new construction should reference the simpler massing of, and use materials (such brick masonry) compatible with, the historic industrial materials historically associated with industrial-related buildings within the character area (this means that references can be made to historic buildings previously existing in this area as a means of inspiration). This guideline applies specifically to the podium level, where the new construction meets the street and is most directly experienced in relation to the adjacent contributing building;

- e. Where later additions to a contributing industrial or utilitarian building are removed, documentation of the existing condition prior to removal is encouraged, and the design of the resulting new construction should clearly distinguish the retained historic structure from the new work.
- f. Podium and tower designs are encouraged to incorporate mid-block connections, courtyards, or other pedestrian-scaled open spaces to reinforce the district's walkable character.
- g. New public or private roads, mid-block connections, and pedestrian linkages associated with a new construction are encouraged to improve circulation within the Railway Corridor and connectivity to adjacent recreational facilities.
- h. Development is encouraged to orient new streets, laneways, and open spaces to frame views of retained contributing buildings, reinforcing their role as landmarks within the evolving development pattern. Coordination between adjacent development sites is encouraged where feasible, to ensure new roads, laneways, and open spaces align and connect across property lines rather than terminating at individual site boundaries.

Figure 19. **Conceptual Design of Development of Lands Adjacent to GO Train Station & Railway Corridor**



5.1.11.2 Additions

Policies:

- Additions to contributing Railway Corridor buildings shall be set back a minimum of 3.0 metres from the contributing building's primary elevation(s) and shall be located to minimize impact on the building's visibility from, and relationship to, the rail corridor.
- Additions may exceed the height of the historic building's primary roofline, including as a mid-rise or high-rise addition, where supported by a Heritage Impact Assessment demonstrating that the contributing building's form, materials, and heritage attributes remain legible from the rail corridor and public realm.
- Where an addition affects public or private circulation within the Railway Corridor, it shall support, and shall not preclude, the introduction of new public and private roads or connections to strengthen linkages to the Stouffville Arena and surrounding recreational facilities.

Guidelines:

- Additions are encouraged to be designed in manner that pays homage to the industrial material and detailing language of the Railway Corridor at the podium or base condition, so that the addition reads as compatible with, but distinguishable from, the retained contributing building, consistent with the podium and floorplate provisions of this Plan.
- The following provides guidance in regards to the design of the addition(s) and overall compliancy with the District:
 - Location/Setback/Siting:** This can include siting the addition as a separate volume to the historic building by a slim, transparent, or minimally detailed connector. Unlike the commercial street wall, the location, setback and siting of additions in the railway corridor is more contingent on the visibility of the cultural heritage resource and overall integration and circulation within the site.

- Width:** The portion of an addition directly adjacent to, or in contact with, a contributing building should generally relate to the scale and proportions of the original building footprint, unless it is demonstrated that a larger footprint is sympathetic to the design, form, and legibility of the heritage building. A tower or upper-storey portion of an addition may extend beyond the podium's footprint provided it is set back consistent with the Policies in this Plan and does not compromise the visibility of the contributing building from the rail corridor and/ or Edward Street.

- Scale/Massing:** Additions should use design elements to reduce the appearance of scale and massing in comparison to the historic building, particularly at grade and at the podium level where the relationship to the contributing building is most directly experienced. This can include breaking a large addition into smaller, distinct volumes, varying wall planes through projections and recesses. Other considerations include stepping the addition back in plan, not just in section, away from the historic building. In circumstances where a tall addition is proposed, this stepping back should be applied progressively at the podium-to-tower transition, so the contributing building remains legible as the datum against which the addition's scale is measured.

- Rooflines:** New additions should avoid replicating the historic building's roofline, massing, or architectural detailing in a way that could be mistaken for an original historic form. A clear, distinguishable relationship between old and new work is encouraged over imitation. Where an addition rises well above the contributing building's roofline, the historic roofline should remain legible as a distinct datum at the base of the addition, rather than being visually absorbed into the massing of the tower above.

- Material and Colours:** Additions should use a complementary material or colour on upper

or set-back portions to visually separate them from the base (related to the historic building). Material that can be considered include industrial material language (brick, metal cladding, exposed structure). Muted or recessive materials and finishes are encouraged for the addition so that it does not compete visually with the historic building, and a single continuous material across the entire addition, from podium through tower, should be avoided.

- Roof Additions:** Where a minor rooftop addition (e.g., mechanical penthouse, amenity space) is proposed directly on a retained contributing resource, rather than as part of a larger tower addition, it should be flat or low-slope, set back from all visible parapet lines, and use restrained, contemporary materials so as not to compete with the legibility of the historic roofline.

- Transitional/ Connecting Elements:** Additions are encouraged to incorporate a lower, narrower connector element between the historic building and the addition, which visually and physically separates the two masses rather than reading as one continuous structure. In the Railway Corridor, this connector may also serve to mediate between the scale of the retained contributing building and a substantially taller tower addition, reinforcing the contributing building's legibility as a distinct, retained element within a larger development.

- Method of Attachment:** Additions should be designed and sited to achieve the least physical intervention into the historic building's fabric. The appropriate approach for a given addition will depend on site-specific factors, including the building's structural condition, identified heritage attributes, visibility from the public realm. Regardless of the approach selected, an addition should remain identifiable as new work on close inspection and should be designed so that, if removed in the future, the essential form and integrity

of the historic building would not be impaired. Where feasible, the following approaches, which generally represent a lower degree of intervention, are encouraged:

- + Connector link: siting the addition as a separate volume joined to the historic building by a slim, transparent, or minimally detailed connector, rather than attaching the addition directly to historic fabric. This approach maximizes reversibility and provides a clear visual distinction between old and new work.
- + Independent structural addition: designing the addition with its own foundation and structural frame, so that it does not bear on or transfer load into the historic building's walls or roof structure.
- + Below-grade addition: expanding below grade rather than outward or upward, where structurally and archaeologically feasible, to avoid intervention into above-grade historic fabric.

Figure 20. **Addition Concept to the rear of 6148 Main Street**



5.1.11.3 Secondary Structures

Policies:

- a. Secondary structures on a contributing Railway Corridor property (e.g., accessory buildings, loading structures, small-scale utility or storage buildings) shall be subordinate in height, scale, and massing to the primary contributing building on the lot.
- b. A secondary structure shall not be sited in a manner that obstructs the visibility of, or access to, a contributing building from the rail corridor, a new public or private road, or a laneway introduced within the Railway Corridor.
- c. Where a new road or laneway is introduced within the Railway Corridor, siting of secondary structures shall respond to that new circulation network rather than to a conventional street frontage.

Guidelines:

- a. Secondary structures are encouraged to use a simplified material and detailing language consistent with the industrial character of the Railway Corridor.
- b. Where feasible, siting a secondary structure to the rear or side of the contributing building, away from the rail corridor and primary views.

Figure 21. **Secondary Structure Concept to the rear of 6148 Main Street**



5.1.11.4 Landscaping, Trees and Vegetation

Portions of the Railway Corridor lie adjacent to, or in proximity to, Stouffville Creek. Lands within, and adjacent to, the Creek and its associated valley, floodplain, and natural hazard lands fall under the regulatory jurisdiction of the Toronto and Region Conservation Authority (TRCA) and/or the Lake Simcoe Region Conservation Authority (LSRCA), as applicable, pursuant to the Conservation Authorities Act and applicable regulations. This Plan, as a Heritage Conservation District Plan adopted under Part V of the Ontario Heritage Act, does not have authority to govern, alter, or supersede the regulatory requirements of the TRCA or LSRCA, including any required buffer, setback, hazard land limit, or naturalization along the watercourse.

Accordingly, the landscaping policies and guidelines of this section are intended to apply within the limits of the Town's planning jurisdiction, and are not intended to duplicate, conflict with, or reduce any requirement imposed by the applicable conservation authority. Where a conflict exists between this Plan and a requirement of the TRCA or LSRCA, the conservation authority's requirement shall prevail. Applicants proposing development or site alteration adjacent to Stouffville Creek should consult the applicable conservation authority early in the design process, in addition to satisfying the heritage conservation objectives of this Plan.

Guidelines:

- a. Naturalized and low-maintenance landscaping is encouraged over highly manicured or ornamental landscape treatments more appropriate to the Commercial Core. Native, non-invasive and drought resistant plant species are encouraged.
- b. Where a contributing building is retained and adaptively reused, landscaping should be designed to reinforce sightlines to the heritage building from the rail corridor, Stouffville Creek, and new public roads or open spaces.

- c. Landscaping associated with new public or private open space (see Development Pattern) should balance naturalized planting with usable, programmable space appropriate to the area's anticipated residential and mixed-use population.

5.1.11.5 Parking

Policies:

- a. Where parking is provided on a contributing Railway Corridor property, it shall be sited and screened to minimize its visibility from the rail corridor and any identified view corridors.
- b. Structured parking, where provided, shall be integrated into the podium or base of a building and shall not be visible as a freestanding structure from the rail corridor, Stouffville Creek, or identified view corridors; at-grade structured parking facing the rail corridor or a public road/laneway shall incorporate active uses or architectural treatment to avoid presenting a blank façade.

Guidelines:

- a. Where a contributing building is retained and adaptively reused, parking associated with the surrounding new development should be located in a manner that does not obstruct views of contributing building.
- b. Landscape screening of any visible parking (surface or structured podium edge) is encouraged, consistent with the naturalized, low-maintenance planting approach described in the Landscaping section of this Plan.

- c. Coordination between adjacent properties to consolidate parking into shared facilities is encouraged, to reduce the overall footprint of parking within the Railway Corridor and to be consistent with the Development Pattern policies of this Plan.
- d. Where feasible, below-grade parking is encouraged over above-grade structured parking, to minimize the visual and massing impact of parking on the streetscape and rail corridor.
- e. Bicycle parking is encouraged to be prioritized and located conveniently in a location that promotes the interaction and use of cultural heritage resources and the overall railway corridor.

5.2 Non-Contributing Properties: Policies and Guidelines

Non-contributing properties are subject to a reduced set of policies and guidelines than contributing properties, focused on ensuring compatibility with the District's overall character rather than the retention of specific heritage attributes (since none have been identified for these properties). Non-contributing sites, particularly within the Railway Corridor, represent the primary opportunity within the District to accommodate new development and MTSA-supportive intensification. On vacant lots, it maintains the appearance of a continuous streetscape rather than an open gap.

Because non-contributing sites carry no individual heritage attributes to conserve, the policies in this section focus on compatibility of new development with its surrounding contributing context, the "fit" of new buildings within the District, rather than the retention of existing fabric. The table below summarizes, at a glance, the key design parameters addressed in the Special Policies that follow; it is not a substitute for the full policies and should be read together with them.

Design Parameter	Commercial Core	Railway Core
Base building height	Aligned with adjacent contributing cornice lines	Related to adjacent contributing rail-related structures
Upper storey step-back	Required above base height	Required above podium height
Ground floor treatment	Active commercial frontage, high glazing ratio	Active/publicly-accessible uses encouraged
Materials palette	Masonry-based, compatible with Commercial Core context	Consider the use of brick masonry and industrial inspired materials
Materials palette	Rear/side only, reduced MTSA requirements	Structured/shared parking encouraged

5.2.1 Maintenance and Alterations

Properties identified as non-contributing within the Heritage Conservation District do not possess heritage attributes requiring conservation and are not subject to the same level of review as contributing properties. However, as these properties remain within the boundary of the District, they contribute to the overall streetscape, scale, and visual character of the area. The following policies and guidelines are intended to ensure that maintenance and alterations of non-contributing properties support and do not detract from the cultural heritage landscape of the District, while providing owners of non-contributing properties with greater flexibility than is afforded to contributing properties.

Policies:

- Routine maintenance and repair of non-contributing properties, using the same or similar materials, is permitted without the need for a Heritage Permit and is encouraged to keep such properties in a good state of repair.
- Alterations to non-contributing buildings are not subject to the detailed maintenance and alteration policies of Section 5.1.1 but shall not result in a condition that negatively affects the character or safety of the streetscape (for example, boarded windows or unmaintained facades), consistent with the Town's Property Standards By-law.
- Alterations to non-contributing properties, including changes to cladding, windows, doors, roofing, and other exterior features, do not require replication of historic materials or detailing, and are not subject to design review for compatibility with a specific historic architectural style.
- Notwithstanding Policy (b), alterations to non-contributing properties shall maintain a scale, massing, height, and setback that is generally consistent with the established streetscape

pattern of the District, in order to support the overall rhythm and character of the block.

- Alterations to non-contributing properties shall not introduce features that are directly imitative of a historic architectural style (e.g., applied faux-historic ornament, artificial "heritage" detailing) where such features did not previously exist, in order to avoid creating a false sense of history within the District.
- Alterations on a non-contributing property that is adjacent to, or shares a party wall with, a contributing property shall have regard for the potential impact of the proposed work on the heritage attributes of the adjacent contributing property, including shared cornice lines, party walls, and sightlines.

Guidelines:

- Owners of non-contributing properties are encouraged, but not required, to consider design approaches that reflect the general scale, proportion, and material palette of the District when undertaking voluntary alterations, in order to support the overall cohesion of the streetscape.
- Exterior materials for alterations on non-contributing properties should be durable and visually compatible in colour, scale, and texture with adjacent contributing buildings, though matching historic materials is not required.
- Where a non-contributing property retains any incidental historic features (e.g., an original storefront transom, decorative brackets, or masonry detailing on an otherwise altered building), retention of those features is encouraged, as they may continue to contribute positively to the streetscape even though the property as a whole does not meet the threshold for contributing status.

5.2.2 Demolition

Policies:

- Demolition of a non-contributing building or structure, in whole or in part, may be permitted through the Heritage Permit process required under Section 42 of the Ontario Heritage Act. Demolition of a non-contributing resource requires that the applicant demonstrate the proposed replacement development is designed in accordance with the applicable policies and guidelines for new construction set out in this Plan.
- A Heritage Permit application for the demolition of a non-contributing resource shall be accompanied by conceptual or Site Plan drawings for the proposed replacement development, demonstrating that the new construction is compatible with, and sympathetic to, the heritage attributes of the District.
- Demolition of a non-contributing resource shall not be approved on a stand-alone basis where it would result in a vacant lot condition within the District; approval shall generally be conditional on concurrent or subsequent Site Plan (or equivalent) approval for compatible replacement development.
- Where a confirmed replacement development plan is not available at the time of the Heritage Permit application, the Town may require interim site conditions (such as temporary landscaping or heritage-appropriate hoarding) to minimize the visual impact of the vacant site on the District pending construction.

Guidelines:

- Applicants are encouraged to submit demolition and replacement development applications concurrently, to minimize the length of time a site sits vacant within the District.
- Where feasible, building materials of demonstrable character (such as brick or

decorative hardware) salvaged from a non-contributing building should be considered for reuse in the replacement construction or elsewhere within the District.

5.2.3 Signage

Signage is one of the most visible features of a commercial building and plays a significant role in the character of the District, particularly that of the Commercial Core's storefronts. On a non-contributing property, signage is not evaluated for its impact on the building itself, which is not identified as contributing to the cultural heritage value of the District; rather, this section is concerned with how signage on a non-contributing building relates to, and is compatible with, the surrounding streetscape, adjacent contributing buildings, and the District's historic character. Signage is regulated by:

- The Town of Whitchurch-Stouffville's Signage By-law, which governs the physical structure of signs (construction, structural safety, wind and snow load, electrical safety, and permitted size and location as they relate to public safety) and applies to all signage within the District regardless of a property's contributing status.
- This HCD Plan, which governs the design of signage on non-contributing properties, including placement, materials, lettering, and illumination, to the extent it affects the compatibility of the building and its signage with the surrounding heritage streetscape and landscape.

Compliance with the Signage By-law does not constitute compliance with this Plan, and a Heritage Permit may be required in addition to any sign permit for a proposed sign on a non-contributing property; property owners are encouraged to consult both instruments, together with Town heritage staff, prior to submitting an application.

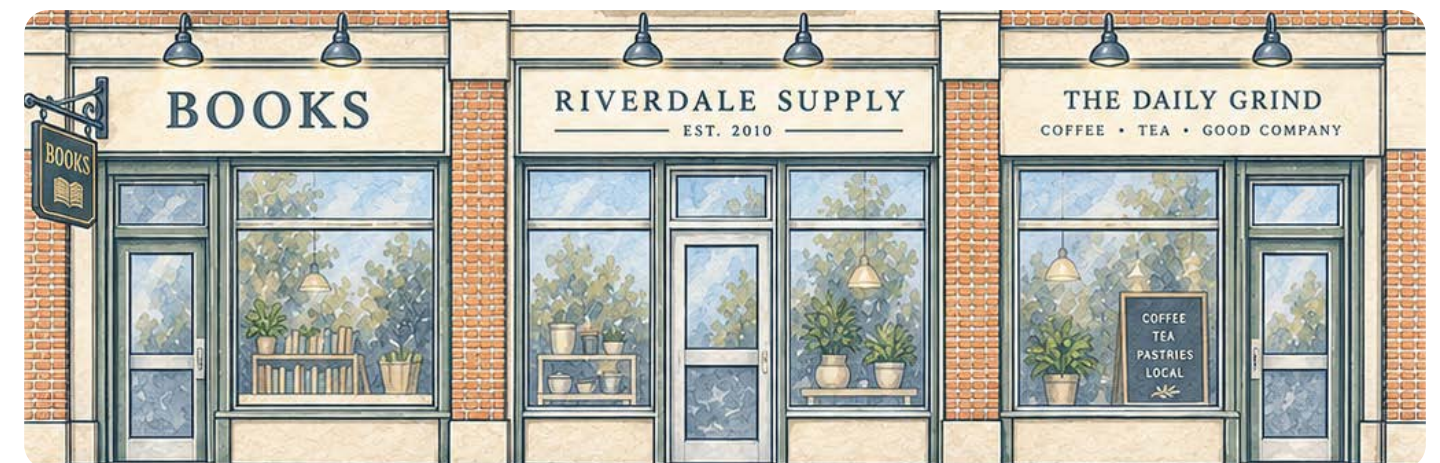
Policies

- Signage on non-contributing commercial properties shall be scaled and located in a manner generally consistent with the pattern established by contributing properties within the Commercial Core, in order to maintain a cohesive street-level character.
- Internally illuminated plastic "box" signs and signage that spans multiple storefront bays without regard to the building's architectural rhythm are not permitted on non-contributing buildings.

Guidelines:

- Sign materials, lettering styles, and colours that reflect the building's period of construction (such as painted wood, individually mounted letters, or hand-lettered window signage) are encouraged.
- External gooseneck or halo-lit signage, or pin-mounted signage with lighting behind the lettering, is preferred over internally illuminated box signage for evening visibility while remaining sympathetic to the historic character.
- One projecting/blade sign per storefront, sized to be legible to pedestrians rather than vehicles, is encouraged as the primary form of secondary signage.

APPROPRIATE SIGNAGE DESIGN



INAPPROPRIATE SIGNAGE DESIGN



5.2.4 Other (Awnings, Patios, Lighting, Mechanical Equipment)

Awnings and Canopies

Policies:

- Permanent or semi-permanent patio enclosures, platforms, and railings within the public right-of-way or on private frontage shall be designed and located so as not to visually detract from the overall character of the historic downtown streetscape, including views to and along Main Street and toward adjacent contributing buildings.
- New or replacement awnings and canopies shall be compatible in scale, proportion, and colour with the overall character of the historic downtown streetscape.
- Fixed, box-style aluminum canopies that are visually incongruous with the character of the historic downtown streetscape are not permitted.

Guidelines:

- Temporary heating equipment (e.g., patio heaters) and string lighting associated with a seasonal patio should be located and installed in a manner that avoids permanent attachment to, or damage of, the building façade.
- Seasonal patios should be installed and removed in a manner that avoids repeated damage to sidewalk paving, tree pits, or other streetscape elements from year to year.
- Patio, café seating, and merchandise display encroachments into the public right-of-way should be coordinated with the Public Realm policies in Section 5.3 and any applicable municipal encroachment permit requirements, to maintain accessible, unobstructed pedestrian clearways.

- Retractable fabric awnings in solid or simply-striped patterns are encouraged over internally lit or vinyl-printed awnings, consistent with the character of the historic downtown streetscape.
- Awning hardware (hinges, pintles, arms, rollers), where present, should be inspected and lubricated or cleaned periodically, and awning fabric should be cleaned regularly to prevent embedded dirt and deterioration of the covering.

Commercial Exterior Lighting

Policies:

- New commercial exterior lighting fixtures on Main Street façades shall be compatible in scale and character with the overall aesthetic of the historic downtown streetscape, and shall not visually compete with or diminish the visibility of adjacent contributing buildings and their heritage attributes.

Guidelines:

- Gooseneck or sconce-style fixtures are encouraged for storefront and signage illumination, consistent with Section 5.1.9 and the overall character of the historic downtown streetscape.

Mechanical Equipment, Utility Meters, and Vents

Policies:

- New mechanical equipment, utility meters, conduit, and vents shall be located at the rear or side of the building, out of view from the primary street frontage, wherever feasible; where a rear or side location is not feasible, equipment shall be painted to match the adjacent surface, or screened with a visual buffer, wall, or enclosure

5.2.6 Parking

Policies:

- Surface parking on non-contributing properties within the Commercial Core shall not be located between the building and the primary street frontage.

Guidelines:

- a) Where surface parking is provided, it should be located at the rear or side of the site and screened from the public realm with landscaping consistent with Section 5.3.

5.2.7 Special Policies: Commercial Core

The policies and guidelines in this section apply to non-contributing properties within the Commercial Core, including vacant lots and properties containing buildings that do not possess cultural heritage value or interest. These policies are intentionally more permissive than those applicable to contributing properties elsewhere in this Plan. The intent is not to freeze non-contributing properties in their current condition, but to ensure that new construction, additions, and secondary structures on these properties are compatible with, and support the legibility of, the historic character that this Plan is intended to conserve.

Non-contributing and vacant properties represent the areas of the Commercial Core with the greatest opportunity to accommodate growth, redevelopment, and the intensification objectives without directly affecting the district's cultural heritage resources. This Plan recognizes that the viability and long-term vitality of the Downtown HCD depends not only on the conservation of individual contributing buildings, but on a healthy, economically active, and evolving downtown as a whole. Accordingly, redevelopment of non-contributing and vacant properties should be approached with care, but should also be actively

of a compatible colour and material, and located to minimize its visual impact on the historic downtown streetscape.

Any Other Exterior Alteration

Policies:

- Any other exterior alteration not specifically addressed above shall be reviewed against the general intent of this Plan (Section 3.0) as it relates to conserving the overall aesthetic character and streetscape of the historic downtown.

Guidelines:

- Where an alteration is not clearly addressed by this Plan, property owners are encouraged to consult with Town heritage staff through pre-consultation prior to submitting a Heritage Permit application.

5.2.5 Landscaping, Trees and Vegetation

Policies:

- Landscaping on non-contributing properties shall not include species or hard landscape treatments that would visually compete with or diminish adjacent contributing properties or the public realm.

Guidelines:

- Owners of non-contributing properties are encouraged to align landscaping choices with the Public Realm streetscape palette described in Section 5.3, to reinforce overall District cohesion.

supported and encouraged as an opportunity to strengthen the vitality, investment, and long-term sustainability of the Commercial Core which are outcomes that ultimately benefit the district as a whole, including its contributing heritage resources.

5.2.7.1 New Construction / Infill

Policies:

- New construction and infill development on non-contributing sites within the Commercial Core shall reinforce the street-wall condition, storey heights, and storefront rhythm of the Commercial Core described in Section 2.5, while being clearly identifiable as new construction.
- Ground-floor commercial frontage of new construction shall be designed to maintain the active, pedestrian-oriented character of the Commercial Core, incorporating a high proportion of transparent glazing at the storefront level to support street-level visibility and activity. Vinyl, corrugated metal siding, and unfinished or exposed concrete block are not permitted as ground-floor frontage materials.
- Building height shall step back above a base building height consistent with adjacent contributing buildings' cornice lines, to moderate the transition in scale.
- New construction shall address Main Street directly, with its primary façade and entrance oriented to, and clearly visible from, the street; development shall maintain the narrow street frontage and building depth characteristic of the historic lotting pattern, concentrating building floor area along the depth of a lot rather than consolidating narrow frontages into wide, undifferentiated street-facing façades.

Guidelines:

- Contemporary architectural expression is encouraged, provided proportions, datum lines (base/middle/top composition, cornice/parapet alignment), materials and materials palette respond to, and are compatible with, the surrounding contributing streetscape.
- Main Street facade articulation (bay widths, entrance rhythm) should reflect the variation of adjacent historic storefronts rather than presenting a single undifferentiated frontage. Secondary or side-yard entrances are encouraged to remain subordinate to the primary Main Street entrance, consistent with the orientation guidance in the Entrances section of this Plan.
- Upper-storey stepbacks are encouraged to minimize the visual impact of height above the base building height.

Figure 22. **Concept of New Infill Located to the Rear of Existing Building Along Main Street**



5.2.7.2 Additions and Secondary Structures

Policies:

- An addition to a non-contributing building or secondary structure that is not visible from a public street, laneway, or other public realm is not subject to the design policies of this section, provided it does not affect the structural or visual integrity of any adjacent contributing property.
- Where an addition to a non-contributing building or secondary structure is visible from the public realm, it shall be set back from the primary street-facing façade sufficiently to minimize its visual presence as viewed from the public right-of-way.
- An addition to a non-contributing building shall not extend beyond, or project in front of, the prevailing street-wall line established by adjacent contributing buildings.

Guidelines:

- Additions to non-contributing buildings and secondary structures are encouraged to be sited toward the rear or side of the lot, away from the primary street frontage, so that they remain outside the public realm's view wherever feasible.

- b. Applicants are encouraged to provide sightline or massing diagrams demonstrating an addition's visibility (or lack thereof) from the public realm as part of a development application, to support staff review under Policy (b) or (c).
- c. Where an addition or secondary structure is visible from the public realm, materials and colours compatible with the primary building and surrounding block face are encouraged, though exact matching is not required.
- d. Where a secondary structure is proposed on a lot adjacent to a contributing property, applicants are encouraged to consider its relationship to that property (e.g., shared walls, sightlines from a rear yard or laneway) to avoid unintended visual or physical impacts.
- e. Screening (e.g., landscaping, fencing) is encouraged where a secondary structure is visible from a laneway or adjacent property.

Figure 23. **Concept of Secondary Structure Located to the Rear of Existing Building Along Main Street**



5.2.8 Special Policies- Railway Corridor

The policies and guidelines in this section apply to non-contributing properties within the Railway Corridor, including vacant, underutilized, and surface parking lands, as well as properties containing buildings that do not possess cultural heritage value or interest. These policies are intentionally more permissive than those applicable to contributing properties elsewhere in this Plan. The intent is not to freeze non-contributing properties in their current condition, but to ensure that new construction, additions, and secondary structures on these properties are compatible with, and support the legibility of, the retained contributing buildings and the historic industrial character that this Plan is intended to conserve.

The Railway Corridor is directly associated with the Stouffville GO Station and forms a core component of the Stouffville GO MTSA. Non-contributing, vacant, and underutilized properties which includes surface parking lands associated with GO Transit and commuter rail service, represent the areas of the Railway Corridor with the greatest opportunity to accommodate the higher-density, transit-supportive development and the district's cultural heritage resources. Accordingly, redevelopment of non-contributing, vacant, and underutilized properties within the Railway Corridor should be approached with care for the retained contributing buildings and the district's overall heritage character, but should also be actively supported and encouraged as an opportunity to achieve the Town's and Province's intensification objectives, strengthen transit ridership and station area vitality, and support the long-term sustainability of the Downtown HCD as a whole.

5.2.8.1 New Construction / Infill

Policies:

- a. Building height on non-contributing sites within the Railway Corridor shall be in accordance with the maximum height and density permitted under the Town's Official Plan and Zoning By-law, as amended from time to time, for the applicable land use designation. This Plan does not impose a height or density limit independent of the Official Plan and Zoning By-law, subject to the podium, setback, and built form policies of this section. T
- b. aller buildings (mid- to high-rise) shall incorporate a base/podium condition that relates to the pedestrian-scaled character of the streetscape and, where a contributing structure is present on an adjacent property, relates in scale to that structure.
- c. Podium width and tower floorplate dimensions for mid-rise and high-rise buildings on non-contributing sites shall be consistent with the podium and floorplate policies established in the Main Street Built Form and Urban Design Guidelines, to maintain a consistent, appropriately-scaled building typology across the character area.

Guidelines:

- a. A materials and massing palette that references industrial buildings (exposed structure, metal and masonry cladding, larger simple volumes) is encouraged for new construction in this character area, to distinguish it from the more traditional Commercial Core infill approach.

- b. Where a non-contributing site is adjacent to a retained contributing building, new construction is encouraged to reinforce the legibility of that building through massing, setback, and material contrast, even though this Plan does not require it on a non-contributing site to the same standard as it does for an addition to a contributing property. Coordination with adjacent development sites on massing, setbacks, and open space is encouraged, consistent with the Development Pattern policies of this Plan, to support a cohesive, well-integrated character area over time.

Figure 24. **Concept of New Construction within the Railway Corridor**



5.2.8.2 Additions and Secondary Structures

Policies:

- a. Additions and secondary structures on non-contributing properties within the Railway Corridor are permitted flexibility in height, scale, massing, and materials, provided they do not adversely affect the heritage attributes of any adjacent or nearby contributing property.
- b. Where an addition or secondary structure is proposed on a lot adjacent to a contributing property, it shall be sited and designed to respect views toward that contributing property and shall not obstruct its visibility a public street, or public open space.
- c. An addition or secondary structure that is not adjacent to, and does not affect the visibility or heritage attributes of, a contributing property is not subject to further design policies under this section.

Guidelines:

- a. Where an addition or secondary structure is visible from the rail corridor, a public street, or public open space, a materials and massing palette that references the area's industrial character (exposed structure, metal and masonry cladding) is encouraged.
- b. Additions and secondary structures adjacent to a contributing property are encouraged to be set back or articulated in a manner that maintains sightlines to that property, though this is not required to the same standard as an addition to the contributing property itself.
- c. Property owners are encouraged to consult with Town heritage planning staff where a proposed addition or secondary structure is located near a contributing property, to confirm whether any heritage impact is anticipated.

5.3 Public Realm / Streetscape

The public realm, including streets, sidewalks, boulevards, street trees, lighting, furniture, and public open spaces, is as important to the character of the District as its buildings. This section provides policies and guidelines for publicly-owned infrastructure and spaces within the District, to be applied by Town departments, utilities, and their contractors when planning capital works, streetscape improvements, and ongoing maintenance.

Because the elements addressed in this section are publicly owned and maintained, implementation depends primarily on coordination between this Plan, the Town's capital planning process, and the Downtown Revitalization Project, rather than on the Heritage Permit process that governs private property. Town departments and their contractors undertaking work in the public right-of-way within the District should consult this section, as well as Town heritage staff, at the design stage of any capital project, not as a late-stage review step.

Figure 25. **Main Street Cross-section**



5.3.1 Public Street Trees and Boulevards

Policies:

- Street tree species, spacing, and planting details shall be consistent with a coordinated District-wide streetscape master plan. Within the Commercial Core, street tree species, spacing, and planting details shall conform to the Town's WS Complete Streets: Public and Private Standards Manual, including the approved species list in Schedule B (Tree Planting List) of that Manual. Species diversity shall be maintained consistent with the Manual's standards: no more than 5–10% of one species within a planting project, no monoculture plantings, and no groupings of the same species exceeding nine (9) trees.
- Within the Railway Corridor, proposed street tree and boulevard planting shall reflect the naturalized, low-maintenance planting approach distinct from the more formal boulevard treatment of the Commercial Core.

Guidelines:

- Species selection should balance canopy and seasonal interest with sightline requirements for Contributing Properties. The Town's ongoing tree inventory should be used to confirm the protection of healthy existing trees and to inform the species selection for new plantings identified through future capital works within the District.

5.3.2 Public Parks and Open Space

Guidelines:

- Public open spaces within the District should be designed and programmed to support community events, gathering, and heritage interpretation, consistent with the goals in Section 3.3. The Town should seek opportunities to incorporate heritage storyboards or interpretive installations celebrating the District's history.

5.3.3 Public Street Signage

Policies:

- Municipal wayfinding and regulatory signage within the District shall use a coordinated design consistent with the District's heritage character, avoiding standard suburban sign posts and materials where a heritage-appropriate alternative is available.
- Signage identifying the Downtown Stouffville Heritage Conservation District shall be established in conjunction with the gateways into the commercial downtown at the intersections of Main Street and Park Drive to the east and at Main Street and Albert Street to the west.

5.3.4 Street Furniture

Guidelines:

- Benches, waste receptacles, bike racks, and similar street furniture should follow a coordinated design palette (materials, colour, form) developed for the District.
- Within the Railway Corridor, street furniture may reflect a more restrained, industrial material palette, provided it remains coordinated with the overall District identity.

5.3.5 Street Lighting

Policy:

- New or replacement street lighting within the District shall use fixtures compatible with the District's historic character (e.g., heritage-style luminaires) while meeting current safety and illumination standards.

Guideline:

- A coordinated banner system is encouraged to reinforce District identity and may be used to support wayfinding, seasonal programming, and heritage interpretation and the presentation of public cultural heritage resources.

5.3.6 Sidewalks

Guidelines:

- Sidewalk paving materials and patterns should reinforce a coordinated District identity and should be designed to accommodate patio/café seating and pedestrian activity central to the Commercial Core's function.
- Sidewalks in the railway corridor should promote pedestrian interconnectivity between new and old buildings and parking in relation to the Stouffville GO Station.

5.3.7 Laneways and Bike Lanes/Bike Parking

Guidelines:

- Historic rear laneways between buildings should be conserved and, where feasible, enhanced as secondary pedestrian and servicing routes, supporting the rear-addition policies in this Plan.
- If there were to be bike lane and cycling infrastructure design within the District, it should be integrated sensitively with the historic street cross-section in the Commercial Core, minimizing loss of street trees and on-street parking where possible, while supporting more flexible, transit-supportive cycling infrastructure within the Railway Corridor.

5.3.8 Interpretive Features, Public Art and Memorials/Plaques

Guidelines:

- The Town is encouraged to develop a coordinated interpretive signage and public art program for the District, in partnership with the Heritage Committee and local historical societies, to tell the story of the District's development.
- Panel-based art installations and gateway features present an opportunity to incorporate cultural heritage themes and storytelling specific to Downtown Stouffville.
- New memorials and plaques should be sited to avoid conflict with pedestrian circulation and identified view corridors.

5.3.9 Public Works / Infrastructure

Policy:

- Underground utility and infrastructure work within the District shall be planned to minimize disruption to street trees, historic paving, and other public realm features, and shall include restoration to a condition consistent with the surrounding streetscape.

5.3.10 View Corridors

Policies

- The identified view corridor(s) within the District (see **Appendix D- View Corridors**) shall be conserved, including:
 - + the principal view along Main Street framing the continuous commercial street wall between Market Street and Church Street, and toward the historic clock tower/landmark

- building; and
 - + views between the Commercial Core and the Railway Corridor, including toward the former Mansion House Hotel and the Schell Lumber site, which illustrate the former functional and visual relationship between Main Street and the railway lands.
- b. New construction, additions, street trees, and signage shall be sited and designed to avoid obstructing these view corridors and the static views of contributing commercial street façades that compose them.

Figure 26. **View corridor map**



- c. The three-dimensional form of the primary street-facing façade and returns of a contributing commercial building shall remain legible from the pedestrian realm, in order to protect the view corridor(s) identified above, including the terminating vista along Main Street.
- d. Additions and new development on, or connected to, a contributing property are permitted, provided the façade legibility and view corridor protected under Policy (b) are conserved, subject to the setback, height, and design policies elsewhere in this Plan.

Figure 27. **Historic Commercial Core Streetwall and Dimensionality Associated with Main Street to be Conserved**



Guidelines

- a. Specific view corridors (included as Appendix D of this Plan) should be referenced in the review of Heritage Permit applications, particularly for properties fronting Main Street between Market and Church Street, and for properties within or adjacent to the Railway Corridor with a visual relationship to the Mansion House Hotel or former Schell Lumber site.

5.4 Planning Act Applications and Lot Configuration

The historic pattern of lot sizes and frontages within the District consists of narrow, deep commercial lots in the Commercial Core and larger and irregular parcels in the Railway Corridor. In particular, the historic lotting pattern of the Commercial Core contributes to the existing commercial street wall, building rhythm and relationship of contributing properties to Main Street. While the parcel fabric has evolved over time, proposed changes to lot configuration should be considered in relation to their potential effect on the cultural heritage value and heritage attributes of the District.

Applications under the Planning Act and approvals required under the Ontario Heritage Act constitute separate statutory approval processes. Where a Planning Act application may affect a property designated under the Ontario Heritage Act, or may affect identified cultural heritage resources or heritage attributes, coordination between the applicable planning and heritage approval processes is encouraged.

Policies:

a. Heritage Impact Assessments

i. An HIA shall be required where an application under this Section would result in, or facilitate, the demolition or relocation of a contributing building, the removal or substantial alteration of an identified heritage attribute, or a significant change to the historic lotting pattern that would adversely affect the cultural heritage value or heritage attributes of the District.

ii. For other Committee of Adjustment applications, including minor variances, consents, lot additions, boundary adjustments, easements, rights-of-way, leases, or permissions relating to legal non-conforming uses, an HIA may be required where Municipal staff determine that the proposal has the potential to adversely

affect identified heritage attributes or the cultural heritage value of the District.

iii. An HIA shall not be required solely because a property is located within the HCD or because a Planning Act application is required. The requirement for, and scope of, an HIA shall be proportionate to the nature and extent of the potential heritage impact.

b. Consents and Lot Configuration

i. Applications for consent involving lot creation, severance, lot addition, boundary adjustment, easement, right-of-way, lease or other division of land, and applications involving lot consolidation, shall be reviewed for their potential impact on the cultural heritage value and heritage attributes of the District, including historic lot patterns, building setbacks, streetscape rhythm, setting and the relationship of contributing buildings to their lots.

c. Changes to Lot Configuration

i. A proposed severance, consolidation or other change to lot configuration affecting a contributing property shall conserve the cultural heritage value and heritage attributes of the property and District. The creation or alteration of a lot shall not, in itself, be prohibited solely because the resulting lot differs from a historic lot configuration but ONLY where it can be demonstrated that the cultural heritage value and heritage attributes of the District will be conserved.

d. Heritage Review of Committee of Adjustment Applications

i. Committee of Adjustment applications, including applications for minor variance, consent and permissions relating to legal non-

conforming uses, should be circulated for heritage review where Municipal staff determine that the application has a reasonable potential to affect a property designated under the Ontario Heritage Act, an identified cultural heritage resource, or identified heritage attributes.

e. Coordination of Planning Act and Ontario Heritage Act Approvals

i. Where a Committee of Adjustment application would enable or facilitate development, a change in use, or alterations that may materially affect the cultural heritage value or heritage attributes of the District, including through changes to built form, lot configuration, storefronts, façades, signage, lighting or other visible elements, any required Ontario Heritage Act approval should generally be obtained prior to the Committee of Adjustment making its decision.

ii. Where appropriate, the Planning Act and Ontario Heritage Act applications may instead proceed concurrently, or any required Ontario Heritage Act approval (e.g., heritage permit) may be obtained following the Committee of Adjustment decision, including through an appropriate condition of approval where permitted under the Planning Act.

f. Statutory Jurisdiction

i. Nothing in this Plan shall be interpreted as limiting or fettering the statutory jurisdiction or discretion of the Committee of Adjustment, Council or another approval authority under the Planning Act or Ontario Heritage Act.

g. Separate Statutory Approvals

i. An approval granted under the Planning Act does not relieve an owner from obtaining any permit or approval otherwise required under the

Ontario Heritage Act, and an approval under the Ontario Heritage Act does not constitute or replace an approval required under the Planning Act.

Guidelines:

a. Heritage review of a Committee of Adjustment application should be proportionate to the nature and extent of the potential impact on identified cultural heritage resources or heritage attributes.

b. Where a Committee of Adjustment application has no reasonable potential to affect identified cultural heritage resources, the cultural heritage value of the District, or identified heritage attributes, a separate heritage approval or review process should not be required solely because the property is located within the Heritage Conservation District.

c. Applicants are encouraged to consult with Municipal planning and heritage staff prior to filing related Planning Act and Ontario Heritage Act applications where the proposed development, use or alteration may require approvals under both statutes, so that an appropriate approval sequence can be identified at an early stage.

5.5 Adjacent Lands

Policies

- a. Development on lands adjacent to, but outside, the District boundary, including the TRCA and Metrolinx lands excluded from the designated boundary under Section 2.1, is subject to the applicable policies of the Official Plan respecting development adjacent to a protected heritage property. This Plan does not impose requirements on lands outside the District boundary; rather, this policy is included to notify property owners, applicants, and the Town that lands adjacent to the District may be subject to Official Plan policies addressing potential impacts on the District's heritage attributes and views, and that an assessment of such impacts, which may include a Heritage Impact Assessment, may be required where a proposal has the potential to adversely affect the District.
- b. Where the District boundary interfaces with another designated Heritage Conservation District, this Plan applies to properties within the Downtown Stouffville HCD, and the policies of the adjacent District apply to properties within its own boundary; this Plan does not impose requirements on properties outside its boundary. Where a proposed development within the Downtown Stouffville HCD is adjacent to another Heritage Conservation District, the applicant shall demonstrate that the height, scale, and massing of the proposal provide an appropriate transition to the adjacent District, having regard to the heritage attributes and prevailing built form of both Districts. Nothing in this policy shall be interpreted as permitting height, scale, or massing that would not otherwise be supported by the policies of this Plan.

Guidelines

- a. The Town should engage Metrolinx and TRCA early in the review of capital or infrastructure projects affecting lands adjacent to the District, to identify opportunities to conserve or enhance shared heritage attributes, such as the rail crossing and associated view corridors.

5.6 Conservation of Archaeological Resources

Policies

- a. Development and site alteration within the District shall have regard to the potential for archaeological resources, consistent with the Provincial Planning Statement, the Ontario Heritage Act, and York Region's Archaeological Management Plan (AMP) and associated archaeological potential mapping. Property owners and applicants should be aware that the Region's AMP mapping is not comprehensive or fully current across the District, and should confirm a property's archaeological potential status directly with Town or Regional planning staff rather than relying solely on the AMP mapping.
- b. Where a property is identified, through the applicable provincial or Regional archaeological potential mapping, or through site-specific evidence, as having archaeological potential, an archaeological assessment prepared by a licensed archaeologist shall be required prior to site alteration, in accordance with the Ministry's Technical Advisory Report and Assessment (TARA) requirements and the Standards and Guidelines for Consultant Archaeologists.

Guidelines

- a. Property owners are encouraged to consult with Town staff early in project planning to determine whether an archaeological assessment is likely to be required, to avoid project delays.
- b. Where archaeological resources are unexpectedly discovered during construction, work shall stop immediately in the affected area and the property owner shall notify the Town and the Ministry, consistent with provincial requirements for unexpected archaeological discoveries.

5.7 Transitional Policy

- a. Where a complete planning application (including, but not limited to, an application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision or Condominium, Site Plan Approval, or Consent), a building permit application, or a Heritage Permit application has been submitted to, and is being actively processed by, the Town prior to the date this Plan comes into force, that application shall continue to be processed and considered in accordance with any applicable transition provisions of the Planning Act, the Building Code Act, 1992, the Ontario Heritage Act, and their associated regulations. Where no such statutory or regulatory transition provision applies to a specific application, the Town retains discretion to determine whether the application is considered under the policies, guidelines, and requirements in effect at the time of its submission or under this Plan.
- b. Not with standing Policy (a), and to the extent consistent with any applicable statutory or regulatory transition provisions, the Town may request that an applicant revise a pending application to conform with this Plan, where the

Town determines that doing so would avoid a significant adverse impact on the heritage attributes of the District and can be achieved without unreasonable delay or hardship to the applicant.

- c. c) An application submitted on or after the date this Plan comes into force shall be reviewed for consistency with this Plan in its entirety.
- d. d) This Plan does not apply retroactively to alter, or require remediation of, development, alterations, or site conditions lawfully approved or completed prior to the date this Plan comes into force.

PART III: PROCESS & IMPLEMENTATION

6. PROCESS AND IMPLEMENTATION OF THE HCD PLAN

6.1 Process and Implementation of the HCD Plan

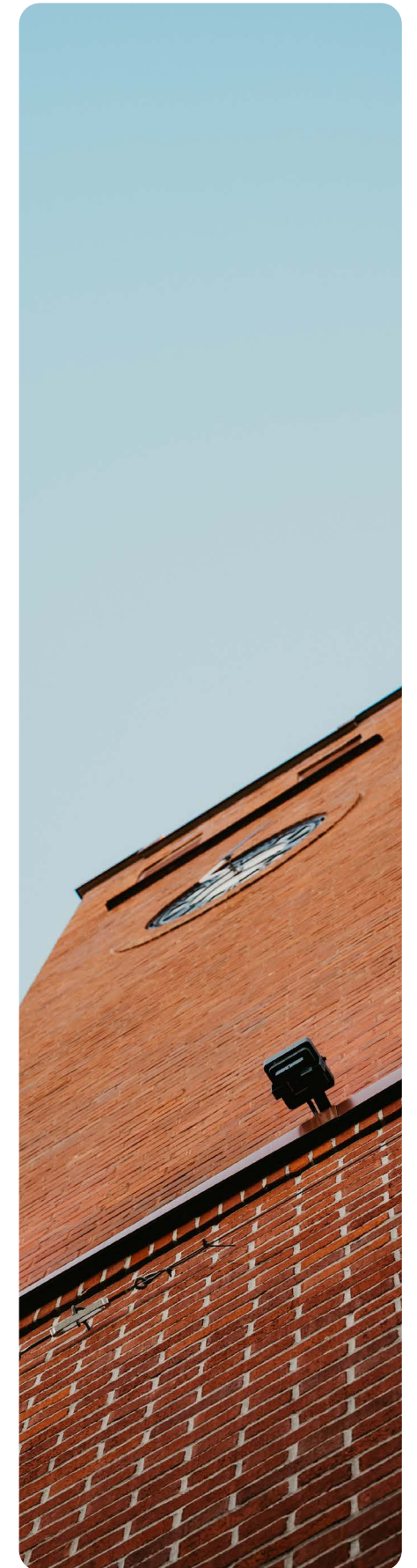
This section explains how the policies and guidelines in Part II are put into practice, from identifying whether a Heritage Permit is required, through to the application, review, and appeal process, and the tools available to support conservation. Implementation of this Plan may require corresponding amendments to other Town policies and by-laws, including the Zoning By-law, Demolition Control By-law, Property Standards By-law, and Urban Design Guidelines, to remove inconsistencies and ensure these instruments support the objectives of this Plan. It is important to understand that as discussed in Section 3.1, under the Ontario Heritage Act, this Plan prevails over any conflicting municipal by-laws.

6.2 Heritage Permit Application Process

For a Heritage Conservation District to operate smoothly depends on two things: 1) clear guidelines for what's allowed, and 2) a straightforward system for handling permit applications, whether a property owner wants to alter a property, build something new, or demolish or remove a building.

Under the Ontario Heritage Act, property owners must get a permit from the municipality before doing any of these things (Section 42(1)). Once an application comes in, the municipality has to formally notify the applicant that it's been received (Section 42(3)), and that notice starts the clock on a 90-day maximum review period, during which Council must make a decision.

To keep this process organized, from the moment someone applies to the moment a decision is made, the municipality needs a standard Heritage Permit application form. The process for a heritage permit application is dependent on whether it is a Minor or Major Heritage Permit which is discussed in the following Section 6.3.



The general steps in the Heritage Permit process are:



- 1. Pre-consultation (Recommended):** property owners are strongly encouraged to meet with Town heritage staff before finalizing design plans, to confirm whether a permit is required, if so, if it is Major or Minor, what supplementary information will be needed, and to receive early feedback on the proposal relative to Part II; if the change is exempted, the owner will not be required to submit a Heritage Permit application.



- 2. Heritage Permit Application submission:** a complete Heritage Permit application, including any supplementary studies relevant and/ or requested, is submitted to the Town.



- 3. Application Deemed Complete:** once Staff receive the application and all required information that they may require, a Notice of Complete Application/ Notice of Receipt will be provided to the Owner. This notice starts a 90-day period in which a decision on the application must be made.



- 4. Staff review:** Town heritage staff review the application against the policies and guidelines of Section 5.0 and this Plan's other requirements and may request additional information. Once Staff deem the application complete, they will provide the Owner with a Notice of Complete Application (referred to as Notice of Receipt under Section 42 of the OHA).



- 5. Heritage Committee input:** the application is presented to the Heritage Committee for its advice prior to a decision (Note: The Town may have an established sub-committee that focuses on reviewing heritage permit applications);



- 6. Decision:** the Town Council (if it is a Major Permit) or a delegated authority (Staff) (if it is a Minor Permit) issue a decision to approve, approve with conditions, or refuse the application, within the 90-day timeline prescribed under Section 42 of the Ontario Heritage Act. Where no decision is made within this timeline, the application is deemed approved;



- 7. Appeal:** an applicant may appeal a refusal or conditional approval to the Ontario Land Tribunal within the statutory appeal period which is within 30 days after the owner receives notice of the Council's decision. There are no third-party appeals.

Note

Delegated authority refers to a legally recognized transfer of specific powers from one party to another. This means that Council grants Staff the permission to act on their behalf, but the Council keeps final accountability.

If a property is both individually designated and within the Heritage Conservation District, it is important to note that there are two slightly different processes under the Act for processing a Heritage Permit for a Part IV (individual) designation, covered under Sections 33 and 34 of the Ontario Heritage Act, and a Part V (HCD) designation, covered under Section 42 of the Ontario Heritage Act. The procedural requirements differ between these two sections; Town Staff should be consulted, and the Act referenced directly, to confirm which process and timelines apply to a specific property.

6.3 When is a Heritage Permit Required?

Not everything needs a Heritage Permit. It is important for applicants to consult with Town Staff as early as possible when planning changes in the HCD, to confirm whether or not Heritage Permits are required for the proposed changes. Information for Heritage Permit requirements is provided in **Appendix B** of this Plan. Changes may be exempt or require either a Minor or Major Heritage Permit. When a Heritage Permit is required, understanding the type (minor or major) is important to understanding the process.

Section 42 (1) of the Ontario Heritage Act states that no owner of a property within an HCD shall alter, or permit the alteration of, any part of the property, erect any building or structure on the property, demolish or remove any attribute of the property (or if the removal would affect a heritage attribute) or demolish or remove a building or structure on the property unless the owner obtains a Heritage Permit from the municipality.

There are instances where Staff will flag the requirement of a Heritage Permit which may include:

- **Planning and Development Applications (Planning Act)-** If a land-use planning approval is required under the Planning Act, a Heritage Permit may be required as a condition of a planning approval.
- **Building/Demolition Permit Applications (Building Code Act)-** The review of the building permit is based on applicable law, including the requirement for a Heritage Permit under the Ontario Heritage Act. If a building permit is required under the Building Code Act, it is highly likely that an approved Heritage Permit will be required and the building/ demolition permit will not be issued until the owner has obtained this heritage clearance.

MAINTENANCE

Routine, cyclical, and non-destructive upkeep of a property that does not change its materials, form, or appearance. Maintenance includes periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing; and in-kind replacement of damaged or deteriorated materials that cannot practically be saved.

ALTERATION

Any change to a property, including to restore, renovate, repair, or disturb it. This is the definition of "alter" used in the Ontario Heritage Act.

NEW CONSTRUCTION

A new building constructed as a separate entity; this includes a secondary building/ accessory structure to a principal building on a property such as a garage, shed, carriage house, or coach house, or an addition to an existing building.

This Plan distinguishes between three categories of work:

Exemptions



Generally not needed for routine maintenance, exterior work that cannot be seen from the street or other public areas, interior work or any other work listed under exemptions.

Minor Heritage Permit



Minor changes that can be reviewed and approved by Staff through delegated authority on behalf of Council.

Major Heritage Permit



Major changes that are reviewed by Staff and approved by Council. Major changes include new construction and any demolition or removal of a building/ structure.

The requirement of a Heritage Permit and required information will also be dependent on the contributing status of properties. Non-contributing properties that do not contain cultural heritage resources will not have the same requirements as a Contributing property.

Tables 2.0 and 3.0 set out which specific activities fall into each category is provided in **Appendix B: Heritage Permitting and Heritage Permit Application**. This table should be the first point of reference for any property owner considering work on their property. The tables equally apply to Contributing and Non-contributing properties within both the Railway Corridor Character Area and the Commercial Core Character Area.

Table 1. **Heritage Permit Requirements - Contributing Properties**

	Categories of Changes		
	Major	Minor	Exempt
Repair and Routine Maintenance			
Routine repairs or maintenance efforts on exterior building features which uses an in-kind approach for materials, profile, and finishes including: ■ roof shingles or cladding and roofing or flashing ■ wall cladding ■ windows, sills, lintels and/or window surrounds ■ doors, transoms sidelights, and/or door surrounds ■ shutters, or shutter hardware ■ dormers ■ chimneys ■ eavestroughs and downspouts ■ decorative features such as trim or newels, decorative features such as: brackets, eaves, soffits, fascia, cornices, frieze, architrave, columns, balustrades ■ porches and patios ■ pathways and steps			×
Weatherproofing for general maintenance purposes, including caulking, and insulating			×
Repainting exterior elements the same colour			×
Structural repairs which do not impact the structural integrity of the building or the exterior which is visible from the streetscape			×
Alterations			
Alteration or replacement of a heritage attribute/s listed for the District and/ or in the property data sheet including, but not limited to: ■ Window openings and window surrounds ■ Door openings ■ Storefronts ■ Wall cladding and cladding details noted ■ Roof style/ profile including dormers and chimneys ■ Height ■ Number of Bays ■ Porches and patios ■ Any other decorative features identified as an attribute.	×		

	Categories of Changes		
	Major	Minor	Exempt
Alteration or replacement of a heritage attribute/s listed for the District and/ or in the property data sheet including, but not limited to: ■ Alteration or replacement of new window and door frames ■ Alteration or replacement of corbels/brackets (cornice brackets) ■ Alteration or replacement of transom and sidelights ■ Replacement of roofing materials ■ New porches, verandahs and patios visible from Main Street ■ New dormers		×	
While strongly encouraged to be maintained and retained, alterations to, removal of, or replacement elements which are not listed as attributes of the District or property data sheets including but not limited to: ■ original exterior hardware (doors, windows) ■ doors and door hardware ■ sills and lintels, shutters			×
Addition of porches, verandas, dormers, additional window and/or door openings not visible from the public realm/ Main Street			×
Interior renovations or works which do not affect the exterior			×
Alteration to, or replacement of, exterior elements which are not visible from the Street			×
New painting of exterior cladding (i.e., brick, stone) if listed as heritage attribute	×		
Addition or alteration of signage		×	
Installation of new exterior commercial lighting on Main Street facade		×	
Removal (Relocation and Demolition)			
Removal of a building or part thereof visible from the public realm and requiring a Demolition Permit	×		
Removal of part of a building not visible from the public realm (i.e. rear) and not identified as a heritage attribute;			×
Removal of a Secondary Building (Building over 10 x 10)	×		
Additions and New Construction			
Construction of a new building (includes secondary/ ancillary buildings)	×		
New Additions to a building	×		
Landscaping			
Installation of utilities (i.e., gas meter, smart meters, water meters)			×
Change to the location or size of parking areas or new parking areas visible from Main Street		×	
Installation of new exterior commercial lighting on Main Street facade		×	

Table 2. **Heritage Permit Requirements - Non-Contributing Buildings**

	Categories of Changes		
	Major	Minor	Exempt
Repair and Routine Maintenance			
Routine repairs or maintenance efforts on exterior building features which use an in-kind approach for materials, profile, and finishes including: ■ roof shingles or cladding, roofing or flashing, eavestroughs and downspouts ■ wall cladding ■ windows, sills, lintels and/or window surrounds ■ doors, transoms sidelights, and/or door surrounds ■ shutters, or shutter hardware ■ dormers ■ chimneys ■ decorative elements including trim, brackets, eaves, soffits, fascia, cornices, frieze, architrave, columns, balustrades ■ porches, patios ■ pathways and steps			×
Weatherproofing, including caulking, and insulating.			×
Repainting or Painting exterior elements (colour)			×
Structural Repairs which do not impact the structural integrity of the building or the exterior which is visible from the streetscape			×
Alterations			
Alteration to, removal of, or replacement of any exterior element, including but not limited to: ■ Windows, Doors, Transoms and sidelights ■ Wall cladding and cladding details noted ■ Porches ■ Any other exterior element			×
Alteration to, removal of, or replacement of any exterior element, including but not limited to (also refer to Additions and New Construction): ■ Storefronts ■ Heights ■ Roof style ■ Number of bays/ width of street façade ■ Commercial lighting on street facing facade		×	

	Categories of Changes		
	Major	Minor	Exempt
Alteration of signage		×	
Interior renovations or works which do not impact the exterior			×
Painting exterior cladding			×
Removal (Relocation and Demolition)			
Demolition/ Removal of a Non-Contributing Building	×		
Demolition of a Secondary Building			×
Additions and New Construction			
Construction of a new building on a Non-Contributing lot	×		
Construction of a Secondary Building		×	
Addition visible from Main Street (above height of existing building and/ or located along the side or front elevation along Main Street)		×	
Addition not visible from the Main street (buildings located to the rear of the building with a similar height of existing building or lesser)			×
Addition of porches, additional window and/or door openings etc. on front or side of building which is visible from Main Street		×	
Addition or alteration of signage		×	
Landscaping			
New circulation routes such as laneways that have a connection with contributing properties		×	
Installation of utilities (i.e., gas meter, smart meters, water meters)			×
Change to the location or size of parking areas		×	
Front and rear soft landscaping			×

6.4 Heritage Permit Applications

6.4.1 General

Any owner wishing to change a property within the Heritage Conservation District must consult with Town Staff to confirm whether a Heritage Permit is required. If it is required, the owner must apply to the municipality for a Heritage Permit before undertaking the work as per Section 42(1) of the Ontario Heritage Act. Applications may generally be submitted through the Town's heritage staff by email or by mail or in person at the Town's municipal office. Below is the general contact information:

heritage@townofws.ca

Phone: (905) 640-1900 ext. 229
Address: 111 Sandiford Drive, Stouffville, ON, L4A 0Z8

The process, including timelines associated with this process, are discussed in the previous sub-section 6.2 Whether you are applying for a minor or major Heritage Permit, the same application form is used. It should be noted that a Heritage Permit application can be submitted by an agent on behalf of the Owner.

6.4.2 Who can apply?

The Heritage Permit Application can be submitted by the property owner or otherwise by an agent of the owner.

6.4.3 What is included in the Heritage Permit Application Form?

The Heritage Permit Application is available on the Town's website or by contacting Town heritage staff or searching the Town's website) and can be filled in digitally or in hand copy form.

The form is generally composed of:

- The property owner's name, applicant's name (if different if it is an agent of the Owner), address (may include concession and lot, reference plan or part numbers, PINs), telephone number and, if applicable, email address and municipality from which consent is requested.
- Scope of Work Proposed
- Declaration of the Owner or Authorized Agent

When the form is received, Staff will assign a Heritage Permit Number to the application and note the date that the application was received. This form will also be used by Staff to track the date of the Notice of Receipt, date of the review by the Heritage Advisory Committee and the date of the Council meeting.

6.4.4 What additional information is to be provided with the application form?

It is critical to consult with Town Staff prior to your submission (please see contact information in 6.4.1). This will provide a much more stream-lined process and will make you aware of any material that would be required for your application to be deemed complete. Supplementary information may include:

- Photographs depicting the existing buildings, structures, and heritage attributes affected by the application, along with their condition and context
- A site plan or sketch illustrating the location of the proposed alteration
- Drawings (including elevations) and written specifications of the proposed alteration

- All technical cultural heritage studies relevant to the proposed alteration including potential impacts on the property's heritage attributes (e.g. Heritage Impact Assessment, Conservation Plan (i.e. Temporary Protection Plan, Risk Management Plan) Salvage and Documentation Plan, Commemoration/ Interpretation Plan). Note: Instead of these studies being required as supplementary information, their submission may become a condition of the Heritage Permit.

The Town may require additional information beyond these listed. The extent of the technical studies is based on Staff and can be scoped based on their discretion.

6.4.5 When is an application considered complete?

Submitting a Heritage Permit Application form does not mean that it is complete. The applicant will require a Notice of Receipt. There is currently no timeline under the Act by this must be made. Meeting with Staff before the submission should provide an understanding of the information that is required to avoid a delay following your submission as they wait for additional information to deem it complete.

It is important for Town Staff to be respectfully responsive to Owners regarding their submission and processing of their Heritage Permit application and provide transparent direction and timelines so that the permit can be processed effectively.

Once all required information has been received, the municipality must serve the applicant with Notice of Receipt as per Section 42 (3). This notice starts the formal 90-day statutory decision period under the Ontario Heritage Act, during which Council (or its delegated authority (Town Staff)) must consent to, consent with conditions on, or refuse the application or otherwise by default is deemed to have consented to the application.

6.4.6 What happens if alterations requiring a Heritage Permit are completed without approval?

A property owner who alters or demolishes a building within a designated Heritage Conservation District without first obtaining the required municipal Heritage Permit is in direct contravention of Section 42(1) of the Ontario Heritage Act, which prohibits such work, other than interior alterations and identified exemptions in this Plan. If a Heritage Permit is not approved and an alteration occurs, the following are possible methods of recourse by the municipality:

- 1. Enforcement is discretionary and usually escalates gradually.** Municipal heritage/bylaw staff typically respond to an unauthorized alteration first through a compliance letter or stop-work notice, giving the owner the opportunity to either apply for a retroactive Heritage Permit or reverse the change, rather than proceeding straight to prosecution.
- 2. A retroactive permit application is the most common resolution.** If the completed work would likely have been approved (or falls close to what the HCD guidelines allow), municipal staff will often work with the owner to formalize it after the fact, sometimes with conditions attached (e.g., matching materials, colour, or profile more closely to heritage guidelines).
- 3. A maximum fine of up to \$1 million under Section 69 still technically applies** to any contravention, including minor ones, but in practice fines for minor unauthorized alterations are far smaller than what's seen in major demolition cases, and many municipalities resolve these administratively rather than through the courts.
- 4. Reversal/restoration can still be required.** Even for something minor, a municipality can require the owner to undo the change (e.g., reinstate original windows or trim) if it's found to negatively affect

the district's heritage character and a retroactive permit isn't granted. This authority is set out in Section 69(5.2) of the Ontario Heritage Act, which permits a municipality to restore a property as nearly as possible to its previous condition where it has been altered in contravention of Section 42 of the Act.

- 5. Property records and future transactions can be affected.** An unresolved compliance issue can surface in title searches or future permit applications, complicating a future sale or renovation until it's formally addressed.

Beyond formal prosecution, the municipality retains significant leverage even where it chooses not to pursue charges, a municipality can instead negotiate a remediation agreement requiring the owner to rebuild or restore the structure to heritage standards, forfeit municipal grants, and pay a substantial penalty directly to the municipality in lieu of court proceedings.

6.4.7 What if the Heritage Permit application is refused or includes Terms and Conditions that are not agreeable to the applicant?

The Applicant can appeal the decision to the Ontario Land Tribunal (OLT or "Tribunal") in accordance with Section 42 (6) of the Ontario Heritage Act. Note: only the Owner has the right to appeal the decision. To appeal the decision, the Owner must give a **Notice of Appeal** to the Tribunal within 30 days after the owner receives notice that the council is refusing the application, or receives the permit with the terms and conditions attached that they are not agreeable to.

It is best to work closely with Staff to avoid this situation. The OLT can be time-consuming and costly and the purview of the Tribunal does not include economics or buildings' conditions. An Owner would be in a position to retain the appropriate lawyer(s) and consultant(s) and there is no guarantee what the decision of the OLT will be.

6.5 Emergency Work

Where a property owner reasonably believes that emergency work is necessary to address an immediate threat to public safety or to prevent imminent structural failure or significant loss of heritage fabric (for example, following storm damage or fire), the owner may undertake the minimum work necessary to address the emergency without first obtaining a Heritage Permit, provided the Town's heritage staff are notified as soon as possible, and in any event within two (2) business days and a Heritage Permit application addressing any remaining or permanent work is submitted within 30 days. The Town should maintain an emergency contact protocol for after-hours notification.

6.6 Adjacent Properties

Applications for development on properties adjacent to, but outside, the District boundary should be circulated to Town heritage staff for review and comment on potential impacts to the District's heritage attributes and identified views. If there is potential for impact to the HCD properties, which are Protected Heritage Properties, Staff can request a Heritage Impact Assessment to be reviewed as part of the overall application as per the Official Plan (Section 3.7.8).

For properties that are located within another Heritage Conservation District in Town and also adjacent to the Downtown Heritage Conservation District should jointly be reviewed, however, the scope of the review of impact of the adjacent Downtown Heritage Conservation District can be waived or scoped based on the discretion of Staff if the policies and guidelines of the Plans have the same intent.

6.7 Updating the HCD Plan

This Plan should be treated as a living document. The Town should:

- Monitor implementation of this Plan on an ongoing basis, including tracking Heritage Permit application outcomes and processing timelines;
- Undertake a formal review of this Plan when deemed appropriate by Staff based on updates to municipal policies to determine whether updates or amendments are warranted and where significant changes in provincial policy, community priorities, or development pressure warrant earlier review.

Minor amendments (such as updates to the contributing property schedule following individual property review) may be processed through a streamlined amendment process, while substantive policy changes should follow the same public consultation process used to prepare this Plan. A streamlined amendment is one that may be approved by Council based on a staff report, without a formal public meeting, and is limited to minor, administrative, or corrective updates that do not change the intent of the Plan's policies. A substantive amendment is any change that alters a policy's intent or effect such as adding or removing properties from the District, changing permitted uses or built form standards, or revising the boundary and shall proceed through the same notice, public meeting, and Council approval process required under Section 41 of the Ontario Heritage Act for the original Plan.

6.8 Grants and Incentives (Financial Support Tools)

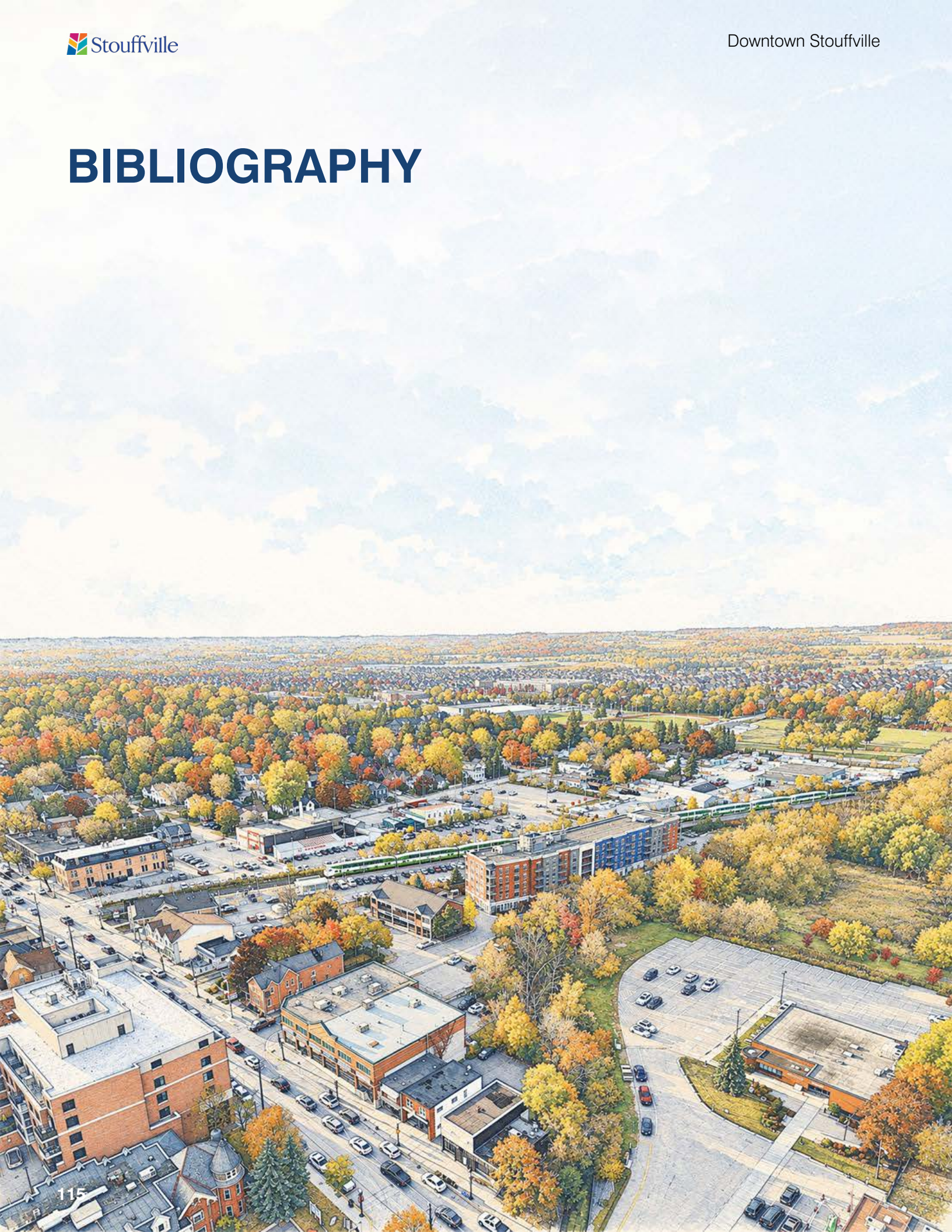
The following categories of financial support are recommended for further development or continuation by the Town:

- Facade and storefront improvement grants, matching or partial-cost-share programs for exterior conservation work visible from the public realm;
- Heritage tax incentive programs under Section 365.2 of the Municipal Act, 2001, providing property tax relief for eligible designated heritage properties for works promoting the conservation of the cultural heritage landscape and overall HCD;
- Fee waivers or reductions for Heritage Permit applications and associated planning approvals for contributing properties; and
- Technical assistance programs, such as the cultural heritage specialist list described in Section 1.3, and guidance materials (such as this Plan's colour palette and design guidance) that reduce the cost of professional design services for smaller projects.

The Town should maintain and promote financial incentive programs to support conservation work by property owners within the District, which may include:

- A Heritage Property Grant or Loan Program to assist with the cost of exterior conservation work on contributing properties;
- Coordination with Business Improvement Area (BIA) or related organizations façade improvement programs; and
- Support for applicants pursuing provincial and federal heritage funding programs, where available.

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