SHARON HERITAGE CONSERVATION DISTRICT PLAN AND GUIDELINES

Town of East Gwillimbury









APPROVAL

The Sharon Heritage Conservation District (HCD)Plan and Guidelines was adopted by the Town of East Gwillimbury Municipal Council in 2026.

REPORT PREPARED BY:

LHC Heritage Planning & Archaeology Inc.
Suite 300 – 837 Princess Street
Kingston, ON | K7L 1G8
613-507-7817
lhcheritage.com

TMHC Inc.
1108 Dundas Street, Unit 105
London, ON | N5W 3A7
519-641-7222
tmhc.ca

Town of East Gwillimbury
Civic Centre
19000 Leslie Street
Sharon, ON | L0G 1V0

ACKNOWLEDGEMENTS

The Consultant Team would like to thank and acknowledge:

- The Town of East Gwillimbury Heritage Advisory Committee, for their guidance, contribution to understanding the history and heritage value of the community, and for their reviews throughout the project.
- All members of the community who attended community meetings about this project, for their contributions to an understanding of local history and heritage value.
- Staff from the Sharon Museum and Grounds for their assistance with understanding the history of the area, allowing access to the Sharon Museum and Grounds site, and for providing historic images of the community.

USER'S GUIDE

The Sharon HCD Plan and Guidelines outlines the cultural heritage values of Sharon along with goals and objectives to conserve the significant cultural heritage values and sense of place in the community. It provides policies and guidelines to manage change and conserve heritage attributes. Acronyms and glossary of definitions used in this Plan is included in Appendix A Abbreviations and Glossary.

USERS

The Sharon HCD Plan and Guidelines is organized with users in mind. Specifically:

- Property owners and residents;
- Planning and heritage consultants;
- Municipal planning, who are responsible for reviewing development applications and Heritage Permit Applications;
- Municipal staff responsible for implementing and enforcing by-laws;
- Municipal staff responsible for undertaking public works;
- The Heritage Advisory Committee, who are responsible for providing advice to Council in making decisions on heritage permits under Part V of the *OHA*; and,
- Municipal Council.

ORGANIZATION

The Sharon HCD Plan and Guidelines is organized into the following Sections:

- An introduction to the HCD with context and background on the Plan. This includes information on requirements from the *OHA*.
- A brief history of the village and relevant historical themes that support the Plan. A more detailed history is included in the Sharon HCD Study. Sources are referenced in endnotes. The history included in this Plan and in the HCD Study is from sources that could be referenced. More history of the village, and individual properties in it, may be oral or in sources unavailable at the time of writing.
- An illustrated description of the heritage character, cultural heritage value and heritage attributes of the HCD. The character and value of the village is supported by the landscapes and buildings in it. This section includes descriptions and illustrations of typical and unique architectural styles found in Sharon.
- Goals and objectives for heritage conservation of the village.

- Policies for managing change.
- Guidelines to inform heritage conservation and change decision making.
- Guidance on implementation of this HCD Plan, including a description of consultation and the heritage permit application process when changes are proposed in the HCD. This includes identifying types of projects that require and do not require heritage permits along with a description of exemptions and emergency processes.

HERITAGE PERMITS, POLICIES AND GUIDELINES

The main tools of this Plan are policies (mandatory) and guidelines (preferred) that inform and guide change in the HCD.

See Section 7.1.4 for information on heritage permits.

Plans to make alterations to the exterior of a property, making an addition, demolishing a building or structure, erecting a new building or structure will require a heritage permit from the municipality. Guidance from this Plan and sources mentioned in it can help in making decisions that conserve cultural heritage value and/or enhance the sense of place in the HCD.

General property maintenance, some projects to conserve historic features and landscape elements, and work on the interior of buildings do not require a heritage permit.

QUICK REFERENCES FOR ALTERATIONS

For guidance on:

- Landscaping and trees, see Section 6.1.3;
- Signs, see Section 6.1.5;
- Fences, see Section 6.1.6;
- Maintenance, see Section 6.1.9;
- Additions, see Section 6.2.1.2;
- Material choices, see Section 6.2.1.3;
- Changes to facades and building cladding, see Section 6.2.1.4;
- Changes to roofs, see Section 6.2.1.5;
- Changes to windows and doors, see Section 6.2.1.6;
- Changes to porches, verandas and steps, see Section 6.2.1.7;
- Demolition, see Section 6.4; and,

- New development/infill, see Section 6.5.

Review the entire HCD Plan for policies and guidance that may apply to proposed projects.

PROPERTY INVENTORY AND HISTORIES

More detailed information on the history and cultural heritage values of individual properties in the HCD is available in a property inventory in the HCD Study held by the municipality. The Town maintains historical information and information on the cultural heritage values of individual properties in the HCD. This inventory is intended to be updated periodically. It is encouraged that residents share any general, community and property specific histories, and historic images they are aware of with the municipality to enhance the available information on the HCD area and properties within it. Historic information and images that address relatively contemporary history are as useful as information and images from several decades ago.

Information that can be referenced from historic sources are useful. Oral history is also important. Property history and images do not need to be very old. Information and images that provide information and images –especially of changes –to the village throughout its entire history (to the present) are important in understanding the history of the place.

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1 INTRODUCTION

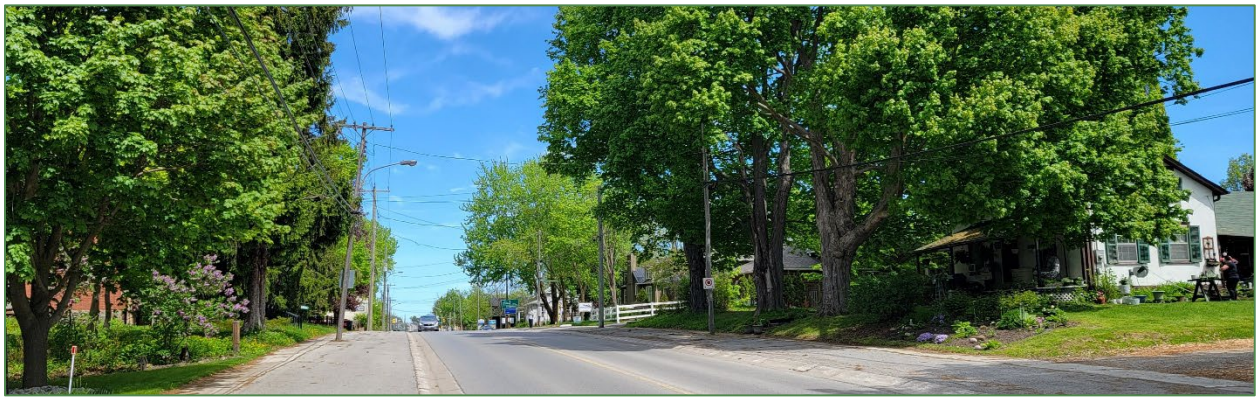
1.1 THE SHARON HCD

The village of Sharon (Sharon) has long been recognized as an area with a collection of significant cultural heritage properties. It was identified as a potential Heritage Conservation District in the 2010 Official Plan, and the history of the area has been included in various planning initiatives and studies over several years. The community identifies this area as having a special historic character and the historic Sharon Temple has long served as a central focus of the community. The Town of East Gwillimbury retained LHC Heritage Planning & Archaeology Inc. (LHC) and TMHC Inc. (TMHC) in June 2022 to undertake a Heritage Conservation District (HCD) Study and Plan for the village.

This HCD Plan is based on the research and evaluation completed in the Sharon HCD Study. The HCD Study found that Sharon is eligible for designation under Part V of the *Ontario Heritage Act* (*OHA*) and identified boundaries for the HCD (Figure 1). The HCD area collectively meets criteria for determining cultural heritage value or interest from section 3 of *Ontario Regulation 9/06*. The HCD Study found that approximately 70% of the sixty-six properties in the recommended HCD area meet the criteria including 42.4 % of the properties that meet at least two of the criteria and an additional 27.3% that meet one of the criteria.

Municipal Council adopted the HCD Study on October 22, 2024.

The HCD area conveys a collective sense of heritage. The HCD area includes the historic core village and many properties with significant historical associations. The area is visually unified through historic gateway properties at each end and shared visual characteristics such as similar building size and setbacks, vegetation and views along the streetscape throughout. It follows a length of Leslie Street between main cross streets. It is also an area with consistent zoning and land use, including largely residential uses or commercial uses in residential form buildings and institutional uses at the Sharon Temple Museum, Churches and Civic Centre.



Village character and sense of place is found in its evolution, as residential lots were created from early farms with greater density around the Sharon Temple. This sense of place is reinforced through the low-density, single detached, residential forms of buildings in an eclectic mix of 19th and 20th century building styles. The character is supported by mature trees and vegetation planted along property boundaries and open views.

1.2 HERITAGE CONSERVATION DISTRICTS

A Heritage Conservation District (HCD) is a geographically defined area recognized for its unique heritage character and protected under the *OHA* through a municipal bylaw. Municipal councils can designate a HCD to manage and guide future changes by adopting a district plan that outline policies and guidelines to conserve and enhances its character.[i]

HCDs vary in size and setting, ranging from small clusters of buildings to entire villages, and can be found in both urban and rural environments. They often include residential, commercial, and industrial areas, and are valued for their cultural, historical, and architectural significance, including important views and landscapes. Communities play a crucial role in preserving these districts.

Ontario Heritage Act Requirements for HCD Plans [Section 41.1(5)]

A heritage conservation district plan shall include:

a) a statement of the objectives to be achieved in designating the area as a heritage conservation district;

b) a statement explaining the cultural heritage value or interest of the heritage conservation district;

c) a description of the heritage attributes of the heritage conservation district and of properties in the district;

d) policy statements, guidelines and procedures for achieving the stated objectives and managing change in the heritage conservation district; and

e) a description of the alterations or classes of alterations that are minor in nature and that the owner of property in the heritage conservation district may carry out or permit to be carried out on any part of the property, other than the interior of any structure or building on the property, without obtaining a permit under Section 42.



Figure 1. HCD Boundary

1.3 BENEFITS OF HERITAGE CONSERVATION DISTRICT DESIGNATION

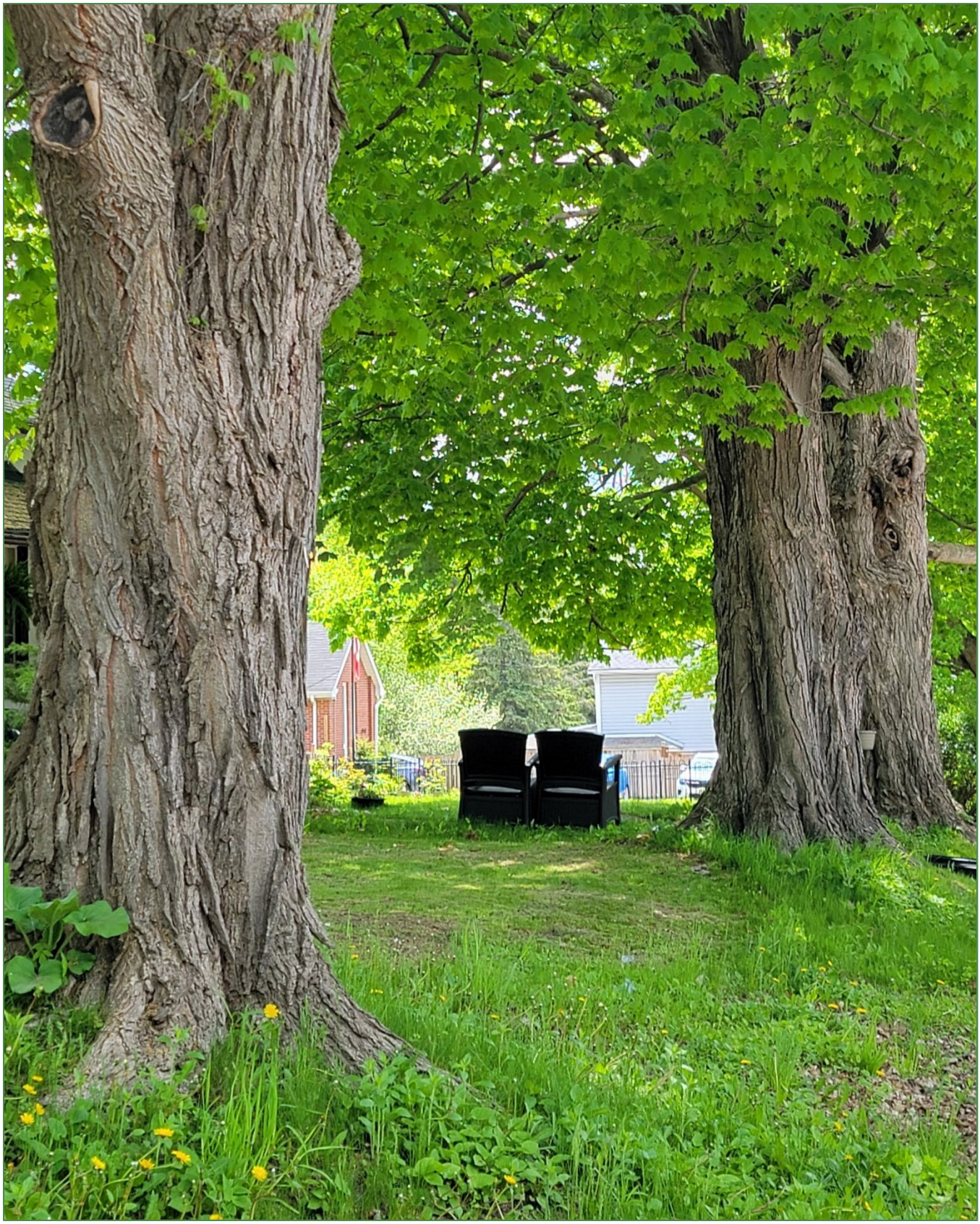
The *Ontario Heritage Tool Kit* describes four main benefits from HCDs. These include:

- A unique planning framework;
- Enhanced quality of life and sense of place; and
- Cultural and economic vitality; and
- Healthy cultural tourism.

The unique planning framework is achieved through a HCD Plan that respects a community's history and identity. It ensures specific heritage conservation objectives and stewardship are respected in planning decision making processes. A HCD can provide a sense of stability to the designated area. Change is guided by the HCD Plan and substantial changes must have approval from Municipal Council. Changes to properties; including, renovations, rehabilitation, new development, and infill development are generally allowed but are guided by the HCD Plan.

Designation of a HCD can have benefits to the municipality and property owners, including:

- Recognition of the special heritage character and cultural heritage values and interest in the HCD area;
- Information and guidance to municipal decision makers around managing change in the HCD Area;
- Guidance to property owners planning and undertaking conservation through preservation, rehabilitation and restoration;
- Guidance to property owners planning and undertaking new changes or infill;
- Potential financial assistance through grants and tax relief or incentive programs for rehabilitation or restoration;
- Strengthened community stability; and,
- Potential promotion and tourism initiatives, related to the Sharon Temple National Historic Site of Canada.



2 VILLAGE OF SHARON HISTORY

2.1 HISTORY OF SHARON

The early history of Sharon is largely associated with the Children of Peace, which was a religious sect founded by David Willson. In 1801, David Willson settled in the area and was later granted two hundred acres of land on Lot 10 Concession 2 in 1805. A community known as 'Hope' and 'Davidtown' soon developed.[ii] In 1814, the Children of Peace constructed a small log meeting house on Lot 10 Concession 2. Members of the community formed the Farmer's Store House in 1824, which was the first farmer's co-operative and Upper Canada's first mutually owned co-operative. Construction on Sharon Temple began in 1825 and was completed in 1832. It served as the main institutional building for the Children of Peace and a place for larger and special occasion celebrations.[iii]



Photograph of David Willson, *c*. 1866



Photograph of the Sharon Temple, 1860

The population of Sharon grew steadily throughout the early 1820s and 1830s. By the late 1820s, settlers who were not members of the Children of Peace arrived. The growing population in the area was largely due to the availability of good agricultural land and Sharon's proximity to nearby communities such as Holland Landing, Mount Albert, and Newmarket.[iv]

Several residents of Sharon—including twenty-six members of the Children of Peace—took part in the Rebellions of 1837-1838. However, participation in the Rebellion by many members of the community led to turmoil in the sect. David Willson's teachings on egalitarianism, peace, and community were seen by some as conflicting with involvement in politics.[v]

The community received a post office in 1841 resulting in a change in name to 'Sharon'. The name was inspired by the Song of Soloman which refers to the Plain of Sharon located north of Tel Aviv, Israel.[vi]



Photograph of the Mt. Albert Road and Leslie Street Intersection Looking Southwest, *c.* 1930s



Photograph of the Mt. Albert Road and Leslie Street Intersection Looking South, *c.* 1930s

Temperance movements developed in the mid 19th century and by 1852 a temperance society – the Sons of Temperance—had formed in Sharon. Temperance Hall was built as a civic space separate from the religious places in the village.[vii]

By the end of the 1850s, nearby Newmarket was growing as an urban centre and development of Sharon began to slow. The Division Court and Clerks' office moved to Newmarket in 1852 and 1864, respectively. Children of Peace membership began to decline, and some residents moved to the Prairies between 1860 and the 1880s. By 1889, the Children of Peace were largely obsolete and the Sharon Temple vacant.[viii]

Sharon Temple was purchased by the York Pioneer and Historic Society in 1917 and converted into a museum in 1918.[ix]

Farming remained the primary economic driver in Sharon. The community remained an agricultural village throughout the 19th and during the first half of the 20th century. Railways and significant roads developed away from Sharon, which meant the community did not have significant development pressure throughout the late 19th and 20th centuries. Change in the community was slow and regular. Over time, lots along Leslie Street were divided for new residential properties and some residential buildings were converted to commercial uses. The northern part of the village developed with narrower lots while the southern part of the village generally had larger lots.

Suburban neighbourhoods began to develop around the historic village between 1954 and 1960 and started largely on Sharon Boulevard and Morton Road. From the 1970s on, suburban, residential areas were built east of the village. By the 1990s and into the 21st Century, residential areas developed around the entire village. The historic character and historic lots along Leslie Street became a distinct geographical area.



Photograph of Mid 20th Century Houses Along a Side Street in Sharon, *c*. 1955.

For additional information on Sharon's history and for information on the Indigenous and Treaty history as well as the history of York Region and East Gwillimbury, please see Section 5 of the *Sharon Heritage Conservation District Study*.

2.2 THEMATIC HISTORY

The thematic history of Sharon can be divided into three main categories:

- Religious and Social Development;
- Political; and,
- Agriculture and Agricultural community.

The religious and social development theme is strongly associated with the Children of Peace, Methodist and Anglican Church communities, and civic organization in the community. These groups fulfilled significant social and civic roles in this community and others including the establishment of formal education. Sharon Temple and Temperance Hall are tangible links to these movements. Properties with buildings built by



Photograph of David Hughes' General Store on Leslie Street

or occupied for some time by members of the Children of Peace or founding members of other churches and civic organizations are directly connected to this theme.

The political theme is related to local history as well as broader provincial and national events. Political activities of members of the Children of Peace, establishment of the Farmer's Storehouse Company, promoting Responsible Government, and participation in the 1837 Rebellion are all significant parts of this theme. The Temperance Hall and Civic Centre properties are directly connected to this theme. Properties in the village that include the houses of members of the Children of Peace and prominent local political and civic leaders have direct connections to this theme.

The agriculture and agricultural community theme is associated with Sharon's history as an agricultural village. Farming has continuously driven or supported the growth of the local economy since its initial settlement, and the linear nature of the village is a direct result of the township survey and land grant system that brought farmers to the area. Some properties remain active farms or stables. The Loyalists and Children of Peace are directly connected to this theme. Properties with 19th century buildings and farmhouses with characteristics of a rural past have direct connections to this theme. Mid-20th century properties and infill are not linked to this theme.

For additional information on Sharon's thematic history, please see Section 5.7 of the *Sharon Heritage Conservation District Study*.



Above: Photograph of the Sharon Temple, *c*. 1925.



Left: Photograph of Leslie Street.


TOWN OF

3 HCD CHARACTER AND CULTURAL HERITAGE VALUE

3.1 DESCRIPTION OF HERITAGE CHARACTER AND SENSE OF PLACE

The community of Sharon is a historic mainstreet with historical and architectural features that define its heritage character and sense of place. It is a charming rural community and the historic core of the larger Sharon area. It is authentic and demonstrates heritage integrity by generally conveying a feeling or sense of its history.

Village character and sense of place is found in its evolution, as residential lots were created out of early farms with greater density around the Sharon Temple. This sense of place is reinforced through the generally low-density, single detached, residential forms of buildings in an eclectic mix of 19th and 20th century building styles. The character is supported by mature trees—along and parallel to—Leslie Street and vegetation planted along property boundaries and open views that often span several properties. The evolution of the village is demonstrated in the change from large lots in the south to denser, narrower lots near the focal point of the Village (Sharon Temple) at its north end. See Figure 1 and Figure 2.

The HCD Study found that the village is an evolved linear agricultural village focused around the landmark Sharon Temple. The Temple is a historical and cultural focal point to the village. The civic and religious heritage of the village and surrounding area is supported by the Temple, Temperance Hall, Civic Centre and by the other churches further down Leslie Street in the village.



The heritage character, sense of place and cultural heritage value of the HCD is supported by contributing properties (See Figure 2), including:

- Landmark properties and properties that have design, historical and/or contextual heritage values. These properties have their own intrinsic heritage value and collectively support the historic character, sense of place and integrity of the area;
- Properties with contextual heritage values, that fit the overall design and character of the area and collectively support the local historic sense of place and integrity.
- The collective landscape of the area including streetscapes, vegetation and buildings.

The HCD also includes properties that do not contribute to the cultural heritage value of the area (non-contributing properties, Figure 2).



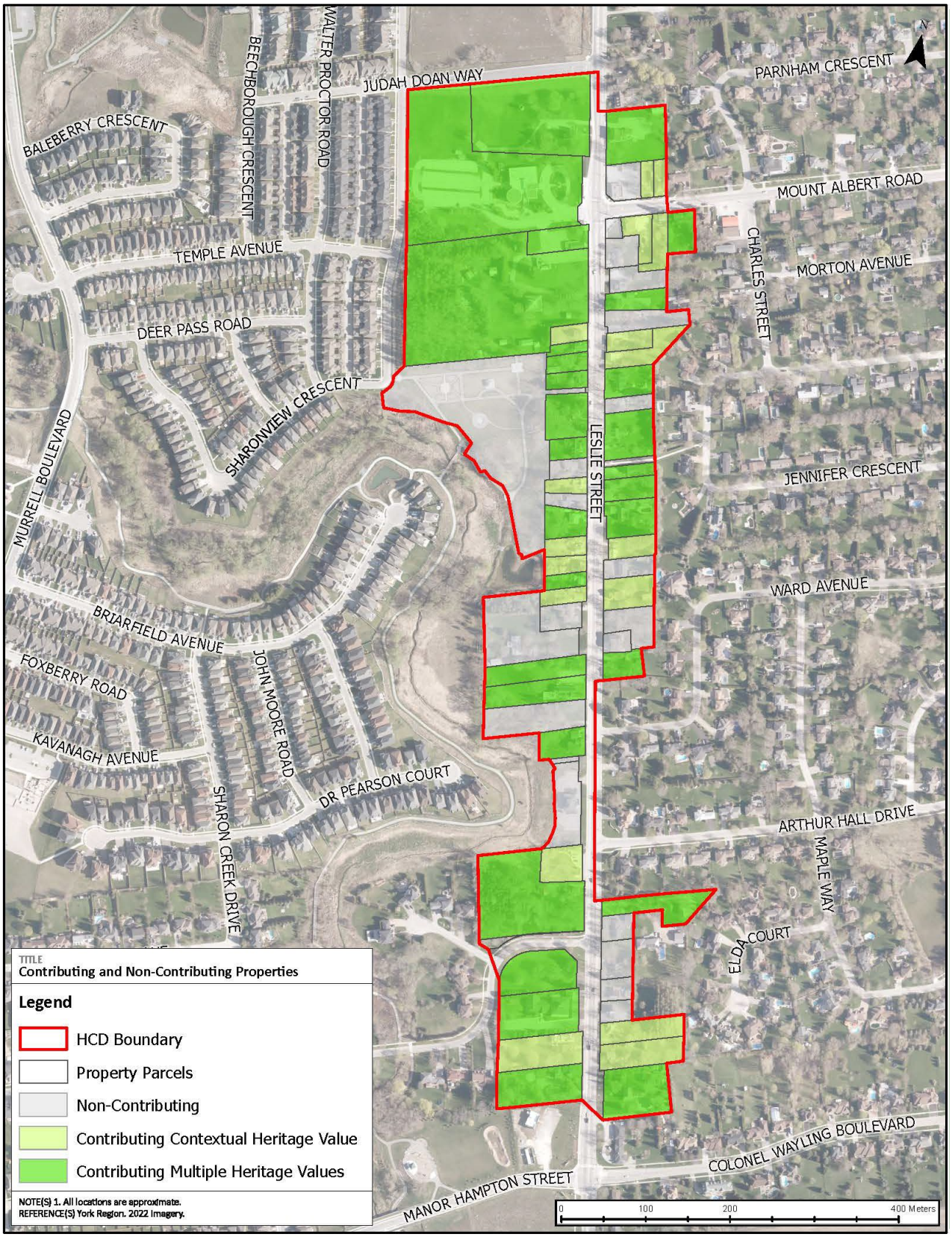

JUDAH DOAN WAY
PARNHAM CRESCENT
BALEBERRY CRESCENT
BEECHBOROUGH CRESCENT
WALTER PROCTOR ROAD
MOUNT ALBERT ROAD
TEMPLE AVENUE
CHARLES STREET
MORTON AVENUE
DEER PASS ROAD
SHARONVIEW CRESCENT
LESLIE STREET
JENNIFER CRESCENT
MURRELL BOULEVARD
WARD AVENUE
BRIARFIELD AVENUE
FOXBERRY ROAD
JOHN MOORE ROAD
KAVANAGH AVENUE
DR PEARSON COURT
SHARON CREEK DRIVE
ARTHUR HALL DRIVE
MAPLE WAY
ELDA COURT
COLONEL WAYLING BOULEVARD
MANOR HAMPTON STREET
TITLE
Contributing and Non-Contributing Properties
Legend
HCD Boundary
Property Parcels
Non-Contributing
Contributing Contextual Heritage Value
Contributing Multiple Heritage Values
NOTE(S) 1. All locations are approximate.
REFERENCE(S) York Region. 2022 Imagery.
0
100
200
400 Meters

Figure 2. Map of Contributing and Non-Contributing Properties in the HCD

3.2 STATEMENT OF CULTURAL HERITAGE VALUE

3.2.1 DESCRIPTION OF HCD AREA

Sharon is an evolved rural village along Leslie Street in the Town of East Gwillimbury. Leslie Street is a linear corridor between Concessions 2 and 3 in the Town. The heritage area generally includes properties along Leslie Street in Concessions 2 and 3 between the north half of Lot 6 and the south half of Lot 11.

3.2.2 STATEMENT OF CULTURAL HERITAGE VALUE OR INTEREST

Sharon has cultural heritage value or interest for its collective physical, design, historical, associative, and contextual values. The area conveys a collective sense of its heritage. Properties in it are connected through vernacular buildings that share a number of architectural influences and span the 19th through 20th centuries, the linear nature of the village, mature trees and vegetation, lot patterns, and views along Leslie Street. It is distinct from surrounding areas.

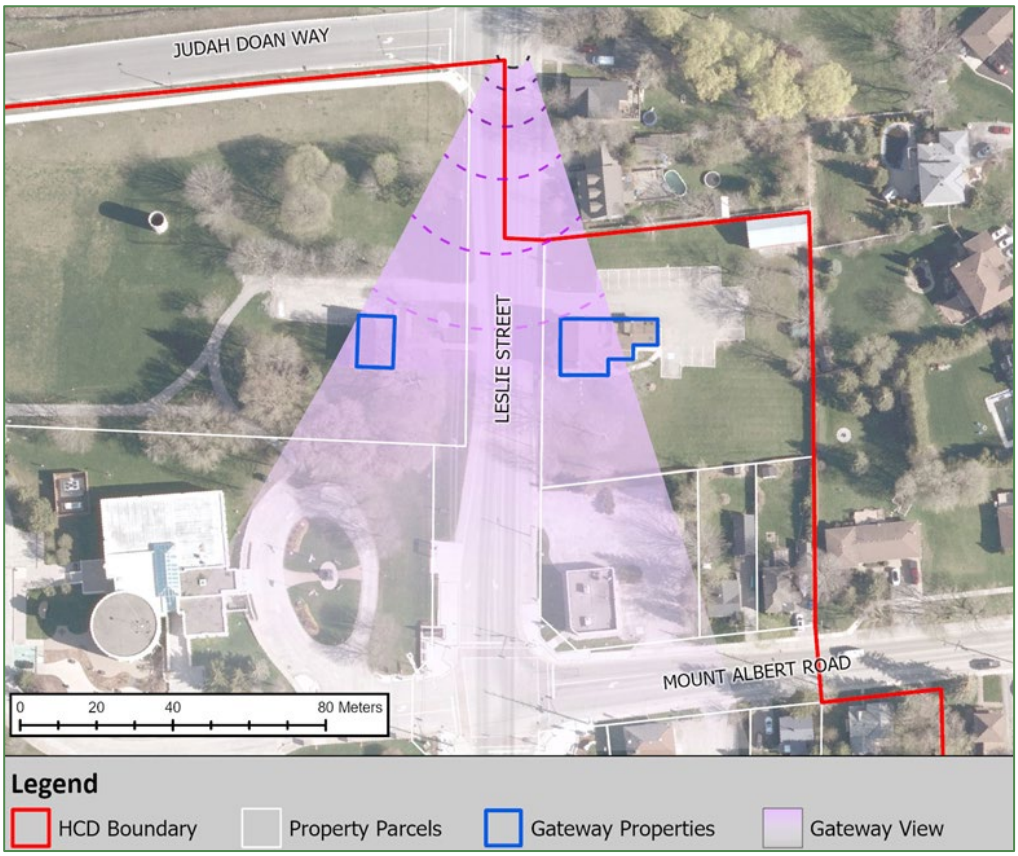
The historic village developed around early 19th century farms along Leslie Street and the Sharon Temple–a major landmark. It includes a concentration of –generally—modest, vernacular heritage buildings that span the last two centuries and are linked in a linear village along the street. The village conveys a sense of maturity and demonstrates adaptation over time. Sharon is closely associated with the Children of Peace and includes significant properties associated with the Anglican and Methodist traditions. The religious and civic history of the village is closely connected to political movements in Ontario including the 1837-38 rebellion and the temperance movement.

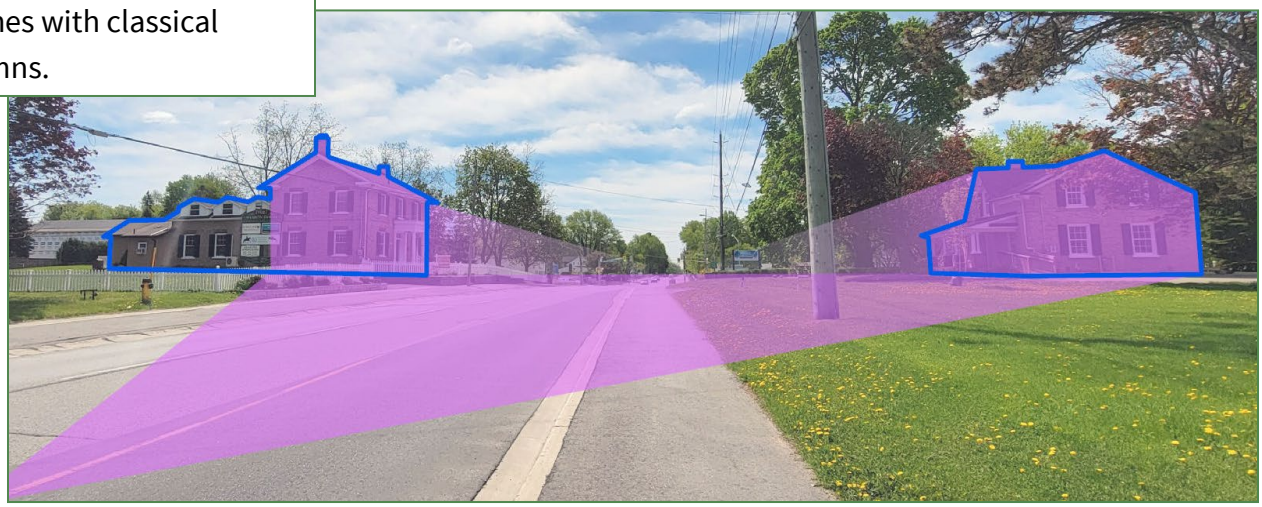
The village includes several landmark buildings with associated landscapes including the Sharon Temple, St. James the Apostle Anglican Church, Civic Centre, and several prominent 19th century residential buildings. Contextually, most of the properties in the village are on small lots that were created out of the farms of the earliest settlers. Modest residential form buildings dominate the village, and the area includes mature front yard trees that generally line up along the street across several properties. Properties generally have similar or consistent building setbacks from the street. These features create a shared context that supports a special historic character.

3.2.3 HERITAGE ATTRIBUTES

- **The gateway across Leslie Street at the northern limits of the district framed by 19040 Leslie Street –the Judah Doan House—and 19027 Leslie Street –the Brammer House—opposite each other across Leslie Street.**

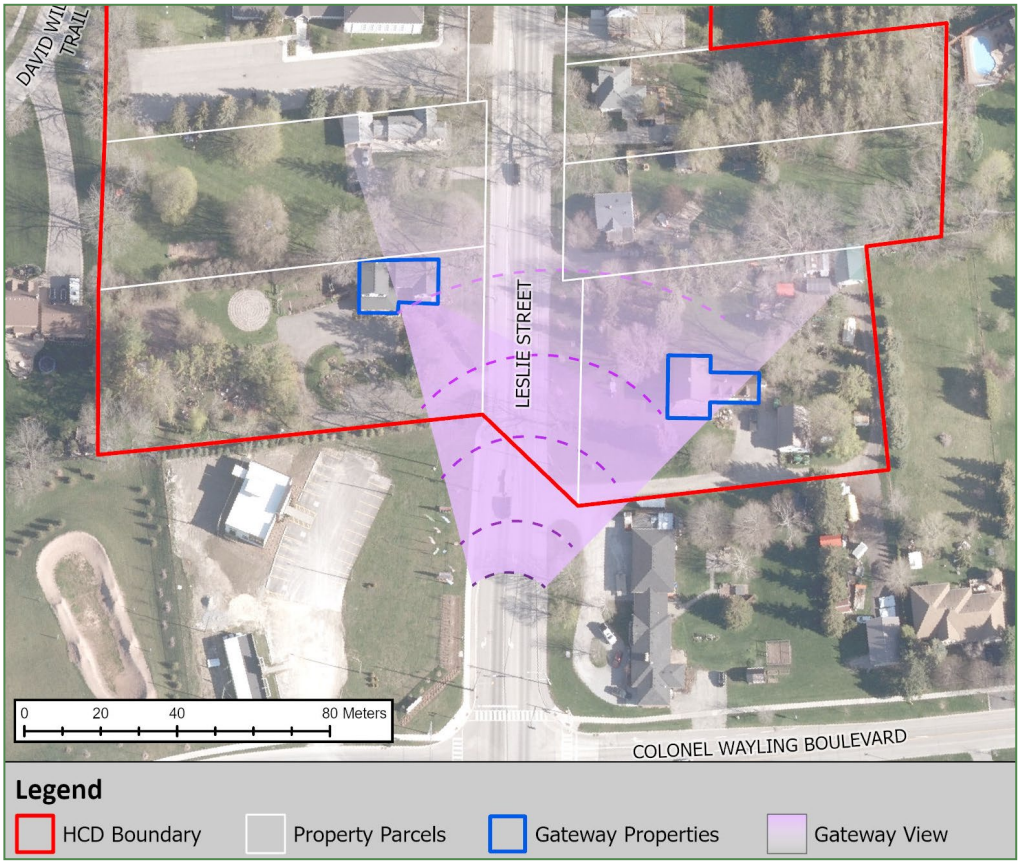
This gateway includes the view along Leslie Street (north to south) framed by the buildings and trees on these properties. This gateway separates the distinct character of the HCD from areas to the north. It is a visual introduction to the district. The heritage attribute is defined by the visibility of Judah Doan House and Brammer House and their shared 19th century characteristics. Characteristics include the setback and scale of the buildings, the shared buff brick cladding, side gable roof, similar window forms, porches with classical columns.





- **The gateway across Leslie Street at the southern limits of the district framed by 18611 Leslie Street –the Col. James Wayling House—and the gothic revival style house at 18642 Leslie Street, opposite each other across Leslie Street.**

This gateway includes the view along Leslie Street (south to north) framed by the buildings and mature trees on these properties. This gateway separates the distinct character of the HCD from areas to the south. It is a visual introduction to the district. The heritage attribute is defined by the historic one-and-a-half storey 19th century buildings with side gable roofs, covered porches and similarly sized windows visible from the street. The large front yard setbacks and mature trees support the sense of transition into a distinct district.





- **The one-and-a-half to two storey 19th and 20th century, residential form, detached buildings.**
- **Built form that demonstrate an eclectic range of architectural influences from; Gothic Revival, Colonial Revival, Georgian, Ontario Cottage, Edwardian, and Minimal Traditional styles.**

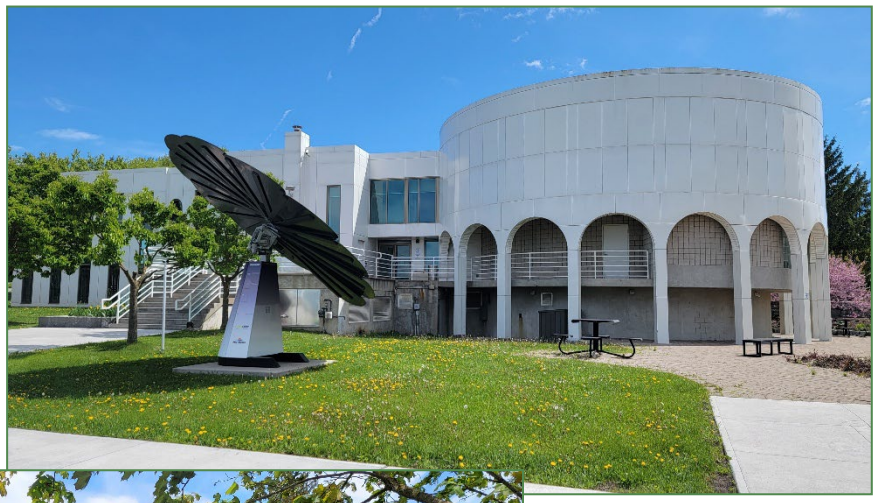
Generally, buildings in the HCD are modest in size on generous lots. Many buildings are frame structures clad in brick or siding common to the period from when they were built (or contemporary equivalents). They represent architectural styles or vernacular buildings with influences from architectural styles typical of rural areas and villages. Additions tend to be to the rear of houses and garages are usually detached. Decorative features are restrained and consistent with the architectural styles represented in the area.





- **Civic, institutional and religious properties with large lots.**

The combination of significant buildings and large lots for civic, institutional and religious use enable mature trees, landscaping and places for people to gather and park vehicles. These places bring functional and aesthetic qualities to the village.







- **Mature trees in front yards and along side and rear property boundaries.**

Some mature trees along the street occasionally extend in a row along the fronts of several properties representing the 19th century agricultural landscape that contemporary properties were created from. These trees, along with trees and vegetation on side property lines are features representing the evolution of the village.



- **The linear corridor along Leslie Street lined with buildings that face the street.**

The linear corridor is supported by building setbacks that vary but buildings are generally close in alignment to those of adjacent buildings. The rural heritage character of the corridor is supported with two lane width of the street, capacity for parking parallel to the lanes, and sidewalks on both sides of the street.



- **Landmark properties.**

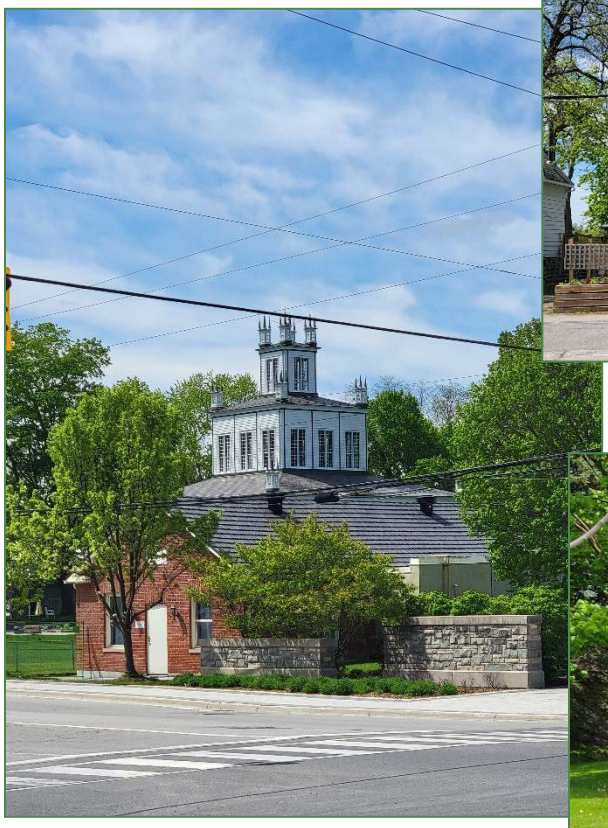
  - 18974 Leslie Street, the Sharon Temple property, its buildings, large open spaces and allée of mature trees leading from Leslie Street to the front of the Temple building;
  - 19040 Leslie Street, the Judah Doan House, its building, front yard landscaping, and relationship to the Civic Center including views from the street encompassing both buildings;
  - 19027 Leslie Street, Brammer House; and,
  - 19000 Leslie Street, the Civic Centre.





- **Properties and buildings with significant historical associations and contextual value that define and support the character of the area.**

  - 19040 Leslie Street, the Judah Doan House;
  - 19027 Leslie Street, the Brammer House;
  - 18974 Leslie Street, the Sharon Temple and David Wilson's Study;
  - 18944 Leslie Street, the John C. Hogaboom General Store, David Willson Hughes General Store;
  - 18921 Leslie Street, the Amos Lundy Farmhouse
  - 18817 Leslie Street, the John T. Stokes House / Maplehyrn;
  - 18794 Leslie Street, St. James the Apostle Anglican Church;
  - 18694 Leslie Street, the Peter Rowan House;
  - 18611 Leslie Street, the Col. James Wayling House; and,
  - 18642 Leslie Street.







3.3 HERITAGE INTEGRITY

The heritage integrity of the HCD is related to its ability to convey its heritage significance. It is the wholeness or honesty of the place or how well the heritage attributes can convey a sense of history and historic significance. Heritage integrity is tied to how well the heritage attributes are conserved but also to how the place evolves over time as changes become part of the heritage value of the place.



The HCD area has high heritage integrity. It's street and lot pattern has evolved over two centuries and evidence of the development pattern remains in lot patterns, building styles, mature tree rows and boundary markers. Buildings and cultural features are generally in their original locations. The village has a high degree of continuity between historical land uses and contemporary land uses which illustrates how the place has evolved and continues to evolve over time. Even though the village continues to evolve, it still conveys the sense of its 19th and 20th century development. The HCD also includes many properties with buildings associated with the earliest settlers.





3.4 ARCHITECTURAL STYLES

Architectural styles or influences that reveal the heritage integrity, convey the heritage character, and inform the heritage attributes of the HCD include:

- Georgian;
- Picturesque;
- Regency;
- Classical Revival;
- Gothic Revival;
- Romanesque;
- Edwardian;
- Arts and Crafts; and
- Minimal Traditional.

Unique architectural styles, influences or construction methods that reveal the heritage integrity, convey the heritage character, and inform the heritage attributes of the HCD include:

- Log buildings;
- Neo-Classical;
- Picturesque;
- Regency; and,
- Romanesque Revival.

Appendix B describes common and unique architectural styles of buildings found in the HCD. These descriptions can assist in understanding the cultural heritage value of a property and inform decisions on appropriate interventions to buildings or new building designs in the HCD.



4 GOALS, OBJECTIVES AND PRINCIPLES

4.1 HCD GOALS AND OBJECTIVES

Designation of a heritage conservation district is a form of change management to ensure that heritage character and sense of place can be enhanced and celebrated while managing the rate and type of change within the district. This statement of goals and objectives reflects the community's heritage-related aspirations for the future of the Village of Sharon.

4.1.1 GOAL: CONSERVE THE SPECIAL HERITAGE CHARACTER OF THE HISTORIC VILLAGE OF SHARON.

Objectives in support of this goal are as follows:

- Maintain the contextual value of gateway properties and landmarks in the HCD by enhancing these properties through public realm improvements and conserving views and vistas to these properties.
- To conserve significant individual cultural heritage resources and contextual relationships each individual resource makes to the village as a whole, through specific policies and guidelines to manage change.
- Ensure conservation of Sharon's heritage attribute buildings by:
    - Providing property owners and residents with information and guidance to make informed conservation decisions around maintenance, retention, reuse, rehabilitation and restoration.
    - Providing tools to assist with maintenance and conservation.
    - Collecting and making available information on the history and heritage value of properties to inform maintenance and conservation planning.
    - Encouraging retention and reuse of contributing buildings.
    - Discouraging demolition except as a last resort.
- Conserve historic tree lines, mature trees, and boundary trees in Sharon by;
    - Encouraging regular care of mature trees.
    - Encouraging and supporting plans for succession trees in the HCD based on historic principles and patterns.
    - Developing municipal support for planting new heritage appropriate tree species.

- Conserve the village characteristics of the streetscape and public realm by:
    - Encouraging landscaping be sympathetic to historic patterns and use historically appropriate species.
    - Maintaining high quality public landscaping.
    - Ensure that street cross section and infrastructure fit the historic character of the village.
    - Promote modest and simple fixtures, such as light posts, utility poles, benches, signs, etc... that fit the character of the village.

4.1.2 GOAL: MANAGE CHANGE IN THE HCD TO BE RESPECTFUL OF AND COMPATIBLE WITH THE HERITAGE CHARACTER OF THE VILLAGE.

Objectives in support of this goal include:

- To require new development in the HCD to demonstrate that it conserves and/or is compatible with the predominant scale and spatial arrangement of the heritage character of the HCD.
- Ensure future change in the HCD balances new development with the heritage attributes of Sharon by:
    - Educating applicants of heritage permits on the cultural heritage values of the HCD.
    - Guiding proposals for change through clear and concise design guidelines and processes.
    - Providing guidance tools applicable to the scale of proposed changes.
    - Providing Town planning Branch staff, the Heritage Advisory Committee, and Council with guidance to make decisions on heritage permit applications.
    - Encouraging –and where appropriate requiring—proposed changes to be planned around and behind existing cultural heritage resources.
- To conserve the pattern of lot development and spatial arrangement in the village.
- To ensure that new development, additions, and alterations to existing built heritage resources fit the heritage character of the HCD.
- Enhance public landscaping through historically sensitive, high-quality design and maintenance.

4.1.3 GOAL: STRENGTHEN LONG-TERM CONSERVATION AND MANAGEMENT OF THE COLLECTIVE CULTURAL HERITAGE VALUE AND INTEREST OF SHARON VILLAGE.

Objectives in support of this goal include:

- To encourage community support for heritage conservation in Sharon.
- To raise awareness of the interconnected heritage value of heritage attribute buildings and landscapes in Sharon.
- To promote collaboration on heritage conservation and interpretation of local history between the Town, other levels of government, government agencies and property owners.

4.1.4 GOAL: CELEBRATE THE SIGNIFICANCE OF LANDMARK CONTRIBUTING PROPERTIES LINKED TO KEY THEMES IN THE VILLAGE HISTORY

Objectives in support of this goal include:

- Develop and maintain public interpretation about the civic, religious, and agricultural heritage of the village.
- Encourage and support ongoing civic engagement in the HCD and at its historic civic sites.

4.1.5 GOAL: ENHANCE AND CELEBRATE THE SHARON TEMPLE AS A CENTRAL LANDMARK IN SHARON.

Objectives in support of this goal include:

- Maintain and enhance views of the Sharon Temple.
- Ensure the Sharon Temple remains a unique and rare building in the village.

4.2 GUIDING PRINCIPLES AND CONSERVATION STRATEGY FOR MANAGING CHANGE

The HCD Plan is intended to assist the municipality and property owners (and/or their agents) to manage change in the District based on the goals and objectives outlined in Section 4.1. Guiding principles to assist in meeting these goals and objectives are based on –but not limited to—Canadian and Ontario best-practice tools such as *the Eight Guiding Principles for the Conservation of Cultural Heritage Resources* and *Standards and Guidelines for the Conservation of Historic Places in Canada.*

The HCD Plan and supporting documentation maintained by the Town provide information and guidance to:

- Enable understanding of the cultural heritage value of the whole HCD and individual elements within it;
- Inform decision making around changes in the HCD;
- Provide guidance for implementing changes; and,
- Provide tools for heritage decisions and actions around heritage conservation.

Guiding principles will help anyone planning changes and assist municipal advisors and decision-makers to apply policy and guidelines. Guiding principles are intended to ensure consistent and transparent applications of HCD policy and guidelines.



5 POLICY CONTEXT

The Heritage Conservation District is intended to conserve and protect the cultural heritage value and character of Sharon. Policies in this Plan support its goals and objectives. These policies provide residents, owners, municipal Council, advisory committees to Council, and municipal staff direction on managing conservation and change in and adjacent to the District.

The conservation of built heritage resources and cultural heritage landscapes is encouraged throughout the HCD. Maintenance, preservation, rehabilitation and restoration of cultural heritage resources is supported. Enhancement of cultural heritage resources consistent with heritage conservation best practices is encouraged. Change in the HCD is expected and the policies of this HCD Plan are intended to enable the Town to manage change in a way that conserves the cultural heritage value of the HCD.

By-laws referred to in this section of the HCD Plan were in effect at the time of writing and include:

- Zoning By-law 2018-043 (Zoning By-law);
- By-law 2024-077, a By-law to Prohibit or Regulate the Injuring or Destruction of Trees on Private Property in the Town of East Gwillimbury (Tree By-law);
- By-law 99-44, a By-law to Regulate the Erection, Posting and Maintenance of Signs (Sign Bylaws);
- Draft By-law 2025-052, a By-law to Regulate the Placement, Size, Use, Location and Maintenance of Signs and Advertising Devices Within the Town of East Gwillimbury (Sign By-law);
- By-law 2019-130, a By-law to Prescribe the Height and Description of Fences (Fence By-law);
- By-law 2018-083, a By-law Respecting Property Standards (Property Standards By-law); and,
- By-law 2018-084, a By-law to Regulate and Prescribe Standards for Maintenance of Private Property Within the Town of East Gwillimbury (Property Maintenance By-law).

By-laws referenced in this HCD Plan also refer to replacements or updated versions of the By-laws, as necessary.

5.1 WHOLE DISTRICT POLICIES

5.1.1 GENERAL DISTRICT POLICIES

5.1.1.1 Heritage attributes, character, and values of the HCD (described in Chapter 3) shall be conserved.

5.1.1.2 Alterations (beyond maintenance) proposed on properties and the public realm in the HCD must consider the impact on the heritage attributes and character of the subject property as well as on the heritage attributes, character, and values of the District.

5.1.1.3 In accordance with Subsection 41.2(1) of the *Ontario Heritage Act*, this HCD Plan prevails in the event of a conflict between it and any municipal by-law.

5.1.1.4 Future amendments or updates to the Town's Official Plan and Zoning By-law shall be in accordance with and implement this Plan.

5.1.1.5 The Town should review—and update as required—the HCD Plan at periodic intervals. This review may include re-evaluation of the cultural heritage values for properties in the HCD and updates to the inventory and mapping as required.

5.1.1.6 Decisions of Municipal Council and municipal Statutory Committees shall be consistent with the policies and guidelines of this HCD Plan when reviewing applications within or adjacent to the HCD.

5.1.1.7 Council Advisory Committees shall review and be familiar with relevant contents/sections of this HCD Plan when reviewing projects or applications in the HCD.

5.1.1.8 The Town can use its authority under Section 69.5.1 of the *Ontario Heritage Act* to require the restoration—to be as similar as possible to its previous condition—of an illegally demolished protected heritage resource and may recover the cost of the restoration from the property owner.

5.1.1.9 Alterations to properties in the HCD –as outlined in Section 7.2—shall require an application for alteration (a heritage permit) and be subject to the approval process described in this HCD Plan. This may include preparation of a Heritage Impact Assessment (HIA) per policy in the Town's *Official Plan*.

5.1.1.10 Applications under the Planning Act on properties in the HCD must demonstrate consistency with the HCD Plan and that the HCD's heritage attributes, character, and cultural heritage values are conserved. This may

require preparation of a HIA and/or a Peer Review per policies in the Town's *Official Plan.* A Peer Review will be prepared at the expense of the property owner/applicant.

5.1.1.11 When Municipal Council requires additional information to make a decision on a heritage permit application and/or Planning Act application - such as a HIA, Heritage Conservation Plan, Peer Review, or other cultural heritage report - it shall be prepared by a qualified heritage professional and will be prepared at the expense of the property owner/applicant.

5.1.1.12 Obtaining a Heritage Permit does not replace or negate the necessity of obtaining other permits or approvals required under other legislation or Town by-laws, such as the *Ontario Building Code*, the *Planning Act*, the Town's Tree By-law, Sign By-law or Fence By-law.

5.1.1.13 Obtaining a permit under other legislation or Town By-laws (such as the *Ontario Building Code*, the *Planning Act*, the Town's Tree By-law or Sign By-law) will not negate the requirement for obtaining a Heritage Permit.

5.1.1.14 When circumstances require an immediate, temporary, or emergency response to ensure the conservation of an identified heritage attribute in the HCD or for human safety, the General Manager of Development Services or their delegate can authorize Emergency Work. The Heritage Advisory Committee may be consulted on an Emergency Approval at the General Manager of Development Services' (or their delegate's) discretion.

5.1.1.15 Town Planning Branch staff –on behalf of Council—may require or request cultural heritage reports in support of heritage permit applications, planning act applications, and/or environmental assessments. Cultural heritage reports requested or required by the Town (such as HIAs) may be scoped at the discretion of Town Planning Branch staff. Town Planning Branch staff may also request specific relevant information be included in the heritage permit application.

5.1.1.16 In the event of a total loss of a building in the HCD due to natural disaster, rebuilding a replica of the building based on historic methods, craftsmanship or materials is not required. The/any replacement building must be built following guidance for new development or infill in the HCD Plan.

5.1.2 DEVELOPMENT PATTERN

5.1.2.1 Lot severances may be permitted on properties in the HCD. Proposals for severances must consider the context surrounding the property to determine if the proposed new lots fit the prevailing character of the surrounding HCD.

Proposals for lot severances require preparation of a HIA prepared by a qualified heritage professional, to the satisfaction of the Town, which demonstrates consistency with the goals, objectives, policies, and guidelines of this HCD Plan

Proposals for lot severances must come with a plan for development or infill that is consistent with the goals, objectives, policies, and guidelines of this HCD Plan.

5.1.2.2 The historic development pattern of the HCD has not included lot consolidation and lot consolidation is discouraged but may be permitted. Proposals for lot consolidations must consider the context surrounding the properties to determine if any proposed new development fits the prevailing character of the surrounding HCD.

Development utilizing lot consolidation requires the preparation of a HIA prepared by a qualified heritage professional, to the satisfaction of the Town, which demonstrates consistency with the goals, objectives, policies, and guidelines of this HCD Plan.

Development utilizing lot consolidation must come with a plan for development or infill that is consistent with the goals, objectives, policies, and guidelines of this HCD Plan

5.1.2.3 The pattern of setbacks, and general scale and massing for buildings in the HCD shall be maintained.

5.1.2.4 Additions to existing buildings in the HCD shall be located on the rear and/or on the side and be set well back from the façade of existing buildings.

5.1.2.5 No accessory building or structure (e.g. garages, sheds, additional residential units) shall be located closer to the front lot line than the main building.

5.1.2.6 New and expanded parking areas in front yards shall not be permitted. Parking areas shall be beside and/or behind the main building on properties in the HCD. Existing front yard parking areas may remain.

5.1.3 PUBLIC REALM AND STREETS

5.1.3.1 Changes to public landscapes and streetscapes in the HCD shall be permitted, so long as alterations are consistent with the policies and guidance of this Plan.

5.1.3.2 Capital improvements to the public realm—owned and/or managed by the Town—in the HCD shall include engagement with residents.

5.1.3.3 Planning for public realm and street improvements –under municipal control—shall be planned with a heritage conservation first approach. Ways shall be found to integrate other priorities such as accessibility, user friendly designs, infrastructure, transportation needs, and sustainability while focused on heritage conservation. In the event of a conflict, the Town will seek experts with experience blending heritage conservation with other objectives to find solutions that enable heritage conservation.

5.1.4 TREES AND LANDSCAPES

5.1.4.1 Changes to trees in the HCD must also comply with requirements of the Town's Tree By-law.

5.1.4.2 Healthy mature trees and canopies in the HCD shall be maintained and conserved whenever possible through good arboricultural practice. This HCD Plan recognizes that trees are susceptible to damage from pests, storms, and have a finite lifespan. Succession planning –based on the heritage characteristics of the HCD—is necessary to conserve the cultural heritage landscape of the HCD. The Town will plan for the succession of trees on public property and will support private property owners' initiatives at tree succession planning that enhances the cultural heritage landscape and character of the HCD.

Regional work in the Leslie Street right-of-way should consider conservation and succession planning for trees to support conservation of the historic character of the HCD.

5.1.4.3 Any tree on public property that is removed shall be replaced with a tree species suitable to the environment that will grow to approximately the same height and spread, subject to the professional judgement of the Town's Parks Department. If it is not appropriate to replace a dead or hazard tree with the same species, the replacement tree species shall approximate the same visual character of the tree to be removed, or in the case of infill, replicate the existing

form of the existing canopy, to retain the consistency and pattern of the canopy structure.

5.1.4.4 Mature trees in rows and hedgerows along Leslie Street and/or along side property boundaries in the HCD support its heritage character and shall be maintained.

5.1.4.5 Alterations to landscapes in the HCD shall be permitted, providing that the alterations are consistent with the policies and have regard for the guidelines of this HCD Plan.

5.1.5 VIEWS AND GATEWAYS

5.1.5.1 Gateways and views are focused on or framed by built heritage resources, trees, shrubs, gardens and monuments. Heritage Attribute gateways and views shall be conserved and works on adjacent properties shall not negatively affect identified views.

5.1.5.2 Views of Sharon Temple from the north along Leslie Street, and from the civic centre property (19000 Leslie Street) shall be conserved.

5.1.5.3 Views along streets in the HCD shall be conserved and maintained.

5.1.6 SIGNS

5.1.6.1 Applications for signs in the HCD must follow the Town's Sign By-law to regulate signs and advertising devices. Policies in this HCD Plan may supersede the Sign By-law.

5.1.6.2 New or replacement signs on buildings in the HCD shall not block heritage attributes, historic architectural features or ornamentation. New signs shall be consistent with the historic character of the building they are attached to, and their installation shall not damage or obscure historic features of the building.

5.1.6.3 Freestanding (ground) signs in front of buildings in the HCD shall not block views of heritage attributes or historic architectural features on the property.

5.1.6.4 Permanent or long-term signs in the HCD shall be illuminated externally. Permanent or long-term signs that are internally illuminated (backlit) are not permitted.

5.1.6.5 Signs existing before this HCD Plan is adopted by Municipal Council that do not comply with this HCD Plan are exempt from these policies. If pre-existing signs are to be replaced the policies of this HCD Plan shall apply.

5.1.7 FENCES

5.1.7.1 Fences in front yards or in front of the main building on properties are discouraged but are permitted, and if proposed shall follow the Town's relevant Zoning By-Law and Fence By-law.

5.1.8 PART IV DESIGNATION (INDIVIDUAL PROPERTY DESIGNATION) AND EASEMENTS

5.1.8.1 Properties in the HCD can be designated under Part IV Section 29 of the *Ontario Heritage Act*. Designation of an individual property will be based on further study which will identify property specific cultural heritage value and heritage attributes.

5.1.8.2 Properties in the HCD can be subject to heritage conservation easements under Part II or IV of the *Ontario Heritage Act*.

5.1.8.3 On properties in the HCD that are also subject to a heritage conservation easement under Parts II or IV or are designated under Part IV Section 29 of the *Ontario Heritage Act*; if there is conflict between the easement requirements or individual designation, and the HCD Plan, the highest standard of heritage conservation shall apply.

5.1.9 ARCHAEOLOGY

5.1.9.1 Proposals for development and site alteration involving ground disturbance in the HCD shall follow Provincial Planning Statement Policy 4.6.2. Development or site alteration is not permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.

5.1.9.2 On Municipal projects that will involve archaeological assessments in the HCD, the Town will engage early with Indigenous communities regarding archaeology in the HCD to ensure their interests are considered when identifying, protecting, and managing archaeological resources, following Provincial Planning Statement Policy 4.6.5. Engagement may be initiated in pre-planning phases for the project.

5.1.10 ENHANCING THE DISTRICT

5.1.10.1 The Town will create, provide links to, and maintain online resources to assist property owners in conserving and enhancing the heritage attributes of their properties.

5.1.10.2 The Town, in partnership with heritage organizations, may initiate and/or participate in public information programs to celebrate and highlight the cultural heritage value of the HCD and its component properties.

5.1.10.3 The Town may develop, maintain, and enhance—as appropriate—heritage conservation financial incentives available under Provincial legislation (heritage grant program, heritage conservation property tax relief, waiver of fees) to assist property owners to conserve the heritage attributes and character of their properties consistent with the policies and that have regard for the guidelines of this Plan.

5.1.10.4 Municipal Council may authorize the use of municipal funds to initiate additional cultural heritage and archaeological studies for the HCD or properties in the HCD.

5.1.10.5 The Town may provide training, or funding to attend training, for staff and members of the Heritage Advisory Committee to enable them to better assist in implementing the goals and objectives of this HCD Plan (e.g. workshops, attendance at conferences, in-house training sessions).

5.1.11 ACCESSIBILITY

5.1.11.1 Modifications to the public realm and contributing properties intended to improve accessibility and barrier-free access shall have minimal impact on heritage attributes, historic physical features, and materials.

5.1.12 SUSTAINABILITY

5.1.12.1 Proposed change to the public realm and contributing properties in the HCD intended to improve sustainability must be sensitive to the heritage character and heritage attributes of the HCD.

5.1.13 MAINTENANCE

5.1.13.1 The Town's Property Standards By-law and Property Maintenance By-law apply in the HCD. Designated heritage property provisions in these By-laws apply to properties in the HCD. Property owners are required to maintain their properties as defined in these By-laws.

5.1.13.2 The Town shall consistently enforce the Property Standards By-law and Property Maintenance By-law in the HCD with consideration for the goals, objectives, policies, and guidance of this Plan.

5.1.13.3 Regular property maintenance and minor alterations, as defined in Section 7.2.1 of this Plan, shall be permitted on properties in the HCD without requiring a heritage permit.

5.1.13.4 Contributing properties in the HCD shall be maintained as a first step in the conservation of cultural heritage value, heritage character, heritage attributes, and heritage integrity of the HCD.

5.1.14 MANAGING CHANGE FOR PROPERTIES ADJACENT TO THE HCD

5.1.14.1 The Town shall not permit development and site alteration –as defined in the Provincial Planning Statement—on properties adjacent to the HCD unless the heritage attributes of the HCD and properties in the HCD will be conserved. Council shall require proponents of any such development or site alteration to prepare a HIA to determine if there will be an adverse impact on the heritage attributes of the HCD and any of its properties.

5.1.14.2 Public Works adjacent to the HCD must consider how the project could affect the cultural heritage value, heritage character and heritage attributes of the HCD. Public Works project planners must consult with Town Planning Branch staff and –as needed—with the Heritage Advisory Committee on potential impacts. This may require preparation of a HIA by a qualified cultural heritage professional.

5.2 POLICIES FOR CONTRIBUTING PROPERTIES

5.2.1 ALL CONTRIBUTING PROPERTIES

5.2.1.1 Alterations to contributing properties—including projects that do and do not require heritage permits—shall be consistent with the goals, objectives, and policies of this HCD Plan.

5.2.1.2 Alterations and conservation work that require a heritage permit shall demonstrate how it considers and/or follows guidance from this HCD Plan.

5.2.1.3 Town Planning Branch staff will be available to owners for consultation early and throughout the planning and design process to assist project planning in meeting the goals, objectives, policies, and guidelines of this HCD Plan.

5.2.1.4 Heritage conservation projects including preservation, rehabilitation, and/or restoration activities shall be guided by this HCD Plan along with other Canadian and Ontario best practice guidance documents, such as the

Standards and Guidelines for the Conservation of Historic Places in Canada and *Eight Guiding Principles for the Conservation of Cultural Heritage Resources*.

5.2.1.5 New works, such as additions and accessory structures, shall be visually compatible with, subordinate to, and distinguishable from the historic building on the property.

5.2.2 COMMERCIAL PROPERTY

5.2.2.1 Commercial use of residential form buildings is permitted, subject to all other relevant municipal By-laws, municipal policies and site plan approvals on commercial properties. The residential form of the building shall be retained and modifications to the building must follow the policies and guidelines of this HCD Plan.

5.2.2.2 Parking for commercial properties shall be street parking and/or in parking areas beside and behind the historic building on the property. Front yard parking areas are not permitted.

5.2.2.3 Front yard parking existing before this HCD Plan is adopted by Municipal Council that do not comply with this HCD Plan are exempt from these policies. Property owners with front yard commercial parking areas are encouraged to relocate parking to the side and rear of the property and landscape front yards based on guidance from this HCD Plan.

5.2.3 INSTITUTIONAL/CIVIC PROPERTY

5.2.3.1 The landmark qualities and views of institutional (museum, library, religious) and civic properties shall be conserved and enhanced.

5.2.4 RESIDENTIAL PROPERTY

5.2.4.1 Additional residential units shall be permitted on residential properties in the HCD—where permitted by the Official Plan and Zoning By-law. Guidelines from this HCD Plan shall inform the design of these buildings.

5.3 POLICIES FOR NON-CONTRIBUTING PROPERTIES

5.3.1 Development, re-development, or site alteration to non-contributing properties, including built and landscape resources shall be permitted so long as the proposed project does not adversely impact or diminish the HCD's heritage attributes, integrity and character.

5.4 POLICIES FOR DEMOLITION AND BUILDING REMOVAL/RELOCATION

5.4.1 Building removal, relocation and/or demolition of buildings and structures on contributing properties –as defined in this HCD Plan—shall generally not be supported. Exemptions to this policy may be considered for buildings or structures on contributing properties when:

- All other options for heritage conservation (preservation, rehabilitation, restoration) on site were investigated and determined to not be viable.
- A building condition assessment and/or HIA prepared by a qualified professional that demolition is a last resort.
- A HIA demonstrates the heritage integrity of the building or structure has been lost.
- A HIA demonstrates that the building, accessory building, or structure is not a heritage attribute of the HCD and its loss will not have an adverse impact on the heritage character and heritage attributes of the HCD.
- When the structure proposed for demolition or removal is a secondary structure (such as a shed or deck) and Town Planning Branch staff are convinced that it is not a heritage attribute or contributes to the heritage character of the HCD.
- A building or structure is damaged beyond saving due to natural disaster.
- Public health and safety are considered compromised by the Town's Chief Building Official, based on a structural and/or designated substances report(s) prepared by professionals with relevant technical and heritage building expertise.

Note: A heritage permit is required for all applications for building removal, relocation or demolition.

5.4.2 Building removal, relocation and/or demolition of main buildings and structures on non-contributing properties –as defined in this HCD Plan—shall be permitted when it has been demonstrated –to the satisfaction of Municipal Council through a HIA—that the demolition will not have an adverse impact on the heritage attributes, heritage integrity and heritage character of the HCD, and/or where it is demonstrated that adverse impacts can be mitigated to the satisfaction of Municipal Council.

Building removal or demolition of a secondary structure (such as a shed or deck) shall be permitted when Town Planning Branch staff are convinced that it is not a heritage attribute or contributes to the heritage character of the HCD.

Note: A heritage permit is required for all applications for building removal, relocation or demolition.

5.4.3 Demonstrating that demolition is a last resort will require a building condition report by a structural engineer with heritage expertise. Municipal Council may require a peer review –paid for at the owner/applicant's expense—of any building condition report.

5.4.4 A heritage permit application for removal, relocation and/or demolition of a building or structure in the HCD (all properties) shall include an assessment of impacts on the cultural heritage values and character of the HCD. This will usually be in the form of a HIA. Town Planning Branch staff may scope a HIA and/or request specific relevant information be included in the heritage permit application.

5.4.5 A heritage permit application for building removal, relocation and/or demolition of building(s) or structure(s) in the HCD that is part of a development/redevelopment plan for the property must include plans for new buildings and site landscaping for the development/redevelopment that have been approved by the Town.

5.4.6 A heritage permit application for building removal, relocation and/or demolition of accessory buildings or structures (e.g. a garage, shed, deck) will be allowed, where the heritage permit application demonstrates that the accessory building or structure is not a heritage attribute of the HCD, does not contribute to the heritage character of the HCD and/or Municipal Council is satisfied that its loss can be mitigated. Property owners/proponents shall consult with Town Planning Branch staff to determine if plans for a replacement accessory building or structure should be included in the heritage permit application.

5.4.7 A heritage permit is required before a building permit for demolition (demolition permit) will be issued.

5.4.8 When demolition of a building or structure on a contributing property in the HCD has been approved by Council, the property must be documented in a written and photographic format (e.g. a heritage documentation report) and/or through digital documentation methods agreeable to the Town. The associated

documentation shall be sent to the Town for archiving. Proponents shall consult with Town Planning Branch staff for guidance on required documentation.

5.4.9 When demolition of a building or structure on a contributing property in the HCD has been approved by Council, Council may require some materials be salvaged as a mitigation measure.

5.4.10 When demolition of a building or structure on a contributing property in the HCD has been approved by Council, Council may require a form of public commemoration and/or interpretation as a mitigation measure.

5.4.11 Removal or relocation of a main building from a contributing property in the HCD (out of the HCD) shall generally not be permitted. Exemptions may be considered for temporary relocation.

5.4.12 Removal or relocation of an accessory building from a contributing property in the HCD (out of the HCD) may be permitted if a HIA –accepted by Municipal Council—determines it to be an appropriate conservation measure.

5.5 POLICIES FOR NEW DEVELOPMENT/INFILL

5.5.1 Plans for new development/infill in the HCD shall respect the heritage character and heritage attributes of the HCD and be consistent with the policies and guidelines of this HCD Plan. A new building in the HCD shall not stand out or compete with the character of the street. It should re-enforce the existing character and enhance the HCD. It may blend into the HCD.

5.5.2 New development/infill in the HCD shall be a product of its time and not copy or give a false sense of heritage. It shall draw inspiration from historic architectural styles from the HCD.

5.5.3 Designs for new development/infill in or adjacent to the HCD shall be subordinate to and shall not replicate the Sharon Temple.

5.5.4 New development/infill in the HCD shall be –generally—aligned with the front yard setback of adjacent (contiguous) properties. Variations are permitted based on guidance in this HCD Plan.

Where proposed new development/infill is between adjacent properties with different setbacks, follow guidance from this HCD Plan and consult with Town Planning Branch staff on suitable placement.

Deviations from this policy require a HIA.

5.5.5 New development/infill shall respect the architectural character of the HCD by drawing inspiration from the historic architectural styles found in the HCD. New development shall be a product of its time.

5.5.6 New development/infill shall maintain the pattern of –generally—one to two-and-a-half storey buildings along the street. Where additional height is permitted in the Official Plan and Zoning By-law it must be developed based on guidance from this HCD Plan.

5.5.7 The replacement of non-contributing buildings and/or buildings lost due to natural disaster, flood, fire, or severe structural instability shall be designed based on the guidance for new development/infill in this HCD Plan. Replacement buildings in these circumstances shall not be replicas or give a false sense of history.

5.5.8 The Town encourages intensification on vacant or underused lots in the HCD in the form of compatible infill. Intensification must be consistent with the policies and guidance of this HCD Plan.



6 GUIDELINES

These guidelines support the goals, objectives, and policies of this HCD Plan. They are based on best practices and regularly referenced principles, standards, and guidelines in heritage conservation. It is encouraged that projects proposing change in the HCD use these guidelines to conserve the cultural heritage values, character, and heritage attributes of the HCD.

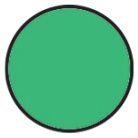
Planning for changes in the HCD should be based on a clear understanding of the cultural heritage value, character, and heritage attributes of the HCD and the individual property or project area. Conservation of Sharon's character depends on change that is sensitive to the individual property heritage attributes, patterns of development along the street, and the overall historic feel of the place. Authenticity and respect for historic materials and proportions will enhance the HCD. Change should not give a false sense of history.

The guidelines in this HCD Plan are based on conservation "best-practices" from Ontario, Canada, and internationally. Source guidance with additional context and more comprehensive information may be relevant in planning projects in the HCD and include:

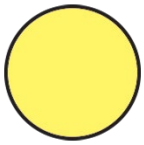
- Standards and Guidelines for the Conservation of Historic Places in Canada, from Canadas Historic Places (2010).
- Eight Guiding Principles in the Conservation of Historic Properties, from the Ontario Ministry of Citizenship and Multiculturalism.
- *Ontario Heritage Tool Kit*, from the Ontario Ministry of Citizenship and Multiculturalism (2025).
- Well Preserved, the Ontario Heritage Foundation's Manual of Principles and Practice or Architectural Conservation, by Mark Fram, Boston Mills Press, 2003, Third Edition.
- *Preservation Briefs*, US National Parks Service.

These "best-practice" guidance documents can assist in planning for conservation and appropriate change on contributing properties as well as ensure changes on non-contributing properties are compatible with the heritage character and heritage attributes of the HCD as defined in this plan. The guidance in this HCD Plan provide HCD specific approaches to heritage conservation and change. Property owners and/or project proponents should consult with Town Planning Branch staff early in the project planning process to understand how they can meet the goals, objectives and policies of this HCD Plan and to understand how these guidelines apply to the project.

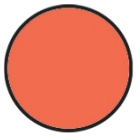
Some of the guidance in this HCD Plan includes illustrative diagrams with green, yellow, and red circles to indicate how concepts fit with this HCD Plan.



Diagrams with a Green circle illustrate a best practice and concepts that fits the character of the HCD and/or complies with the guidance of this Plan.



Diagrams with a Yellow circle illustrate a concept that is acceptable based on the guidance in the HCD Plan. However, there may be a better approach to proposed change that should be considered.



Diagrams with a Red circle do not comply with the guidance of this HCD Plan.

6.1 GUIDELINES FOR THE ENTIRE DISTRICT

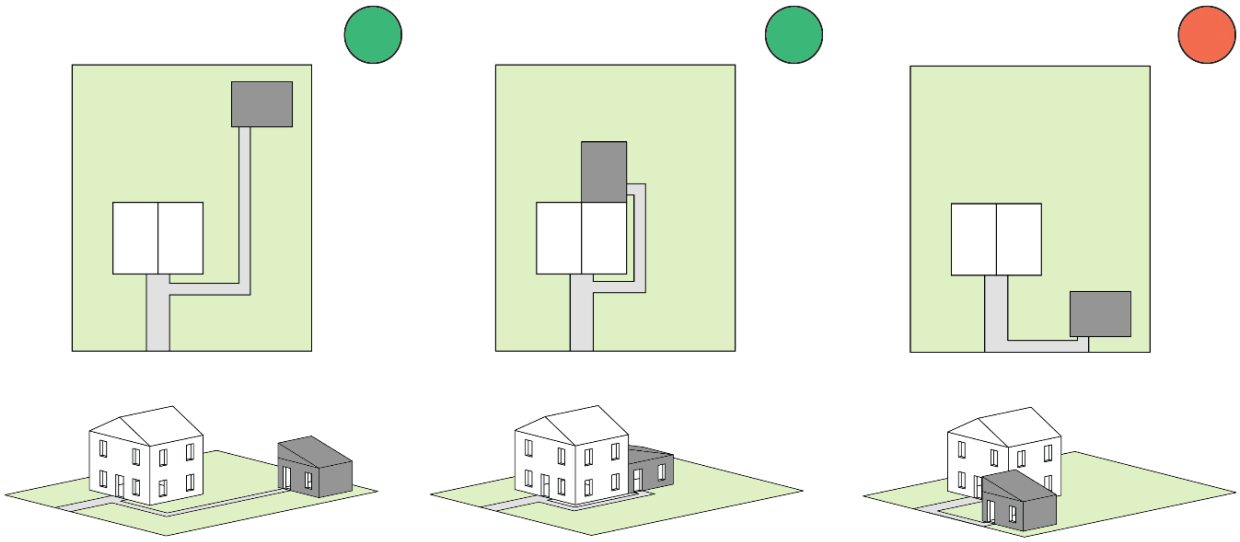
6.1.1 DEVELOPMENT PATTERN GUIDANCE

The pattern of development in the Sharon HCD reflects incremental changes over time since the early 19th century. The development from farming community to village is still evident in the landscape which is part of the heritage character of the village. The development pattern was generally comprised of single residential lots created from part of a larger original farm lot. Trees that were planted along the edges of fields –parallel to Leslie Street—in the 19th century either still exist or, in some cases, have been replaced with new trees on the same line. Newer trees and hedges were planted along the sides of properties. Single, detached houses were built facing the street with single lane driveways –usually—extending past the house. When garages were introduced to properties in the HCD they were often detached structures in the rear or side yards set back from the front of the house. Attached garages tended to be set back from the front of the house. These characteristics of the village development pattern are important for its overall heritage character. Accessory buildings and rear wings are, generally, modest vernacular structures that match or blend with the main building on a property.

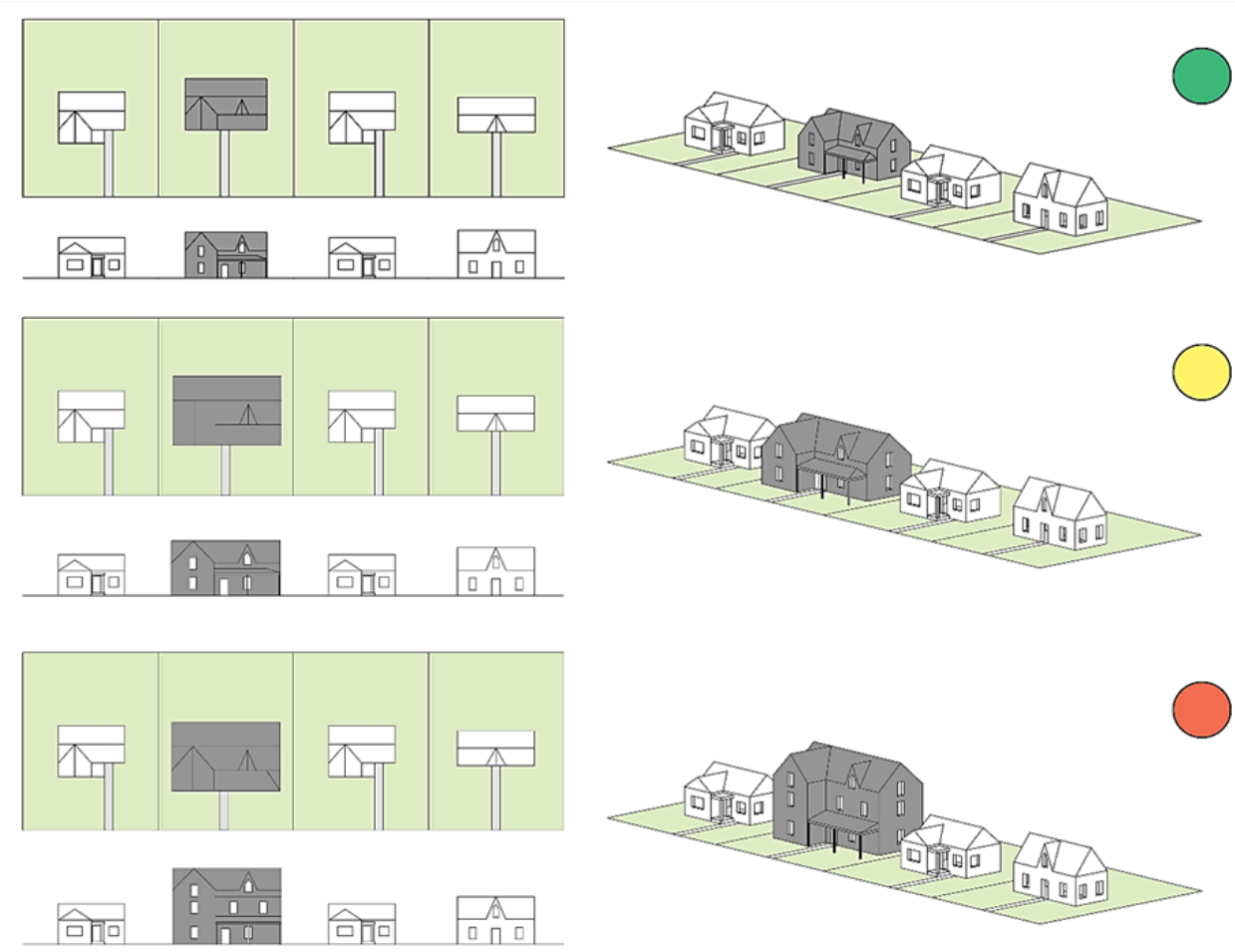
The following guidelines are encouraged to conserve the development pattern:

- Maintain a generally single detached residential built form on current residential properties in the HCD.
- Maintain landscaped or open space around the main building on properties. Generally, properties have space for a driveway and a hedge or trees beside a house, or on one or both sides. Many properties have wide side yards. Maintain this pattern by planning to generally match nearby side yard widths where infill is proposed and locating new structures with consistent setbacks to adjacent properties.

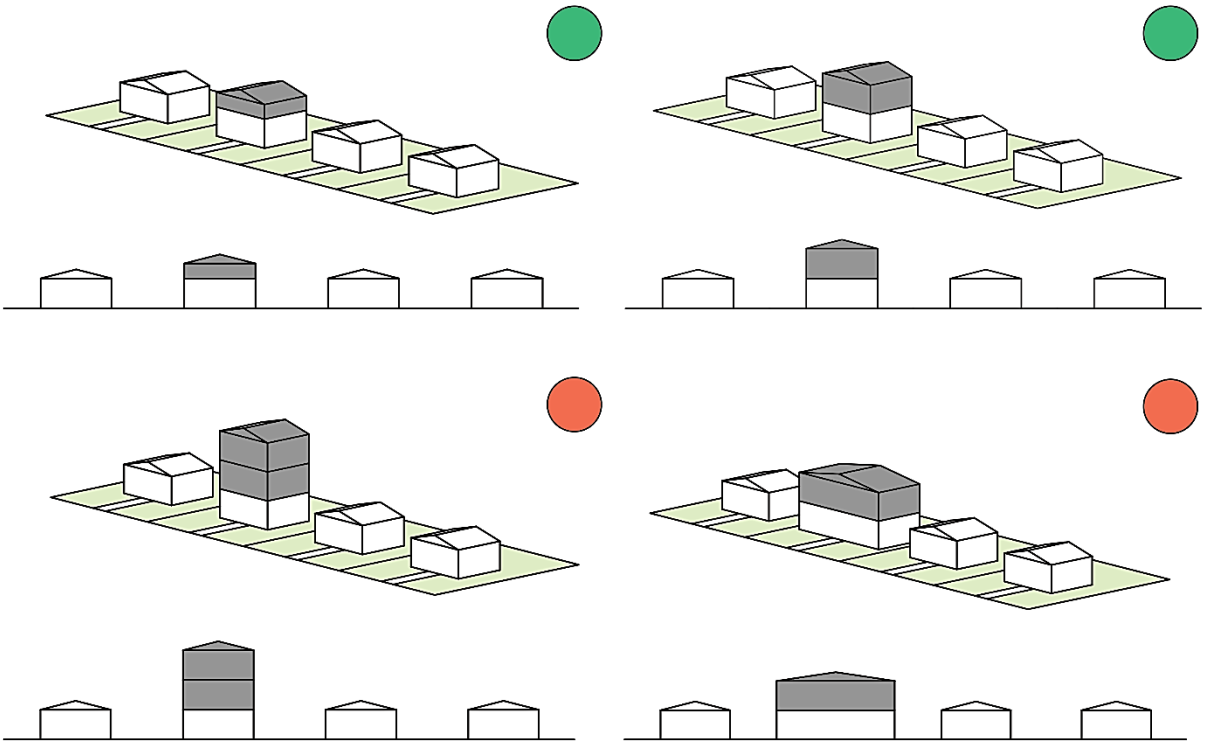
- Maintain distinct property boundaries by using vegetation such as hedges or gardens in front yards to mark the boundaries.
- Where additional residential units are allowed and proposed, they should be contained within the main building as rear additions, or in secondary buildings to the rear of a property behind and subsidiary to the primary building.



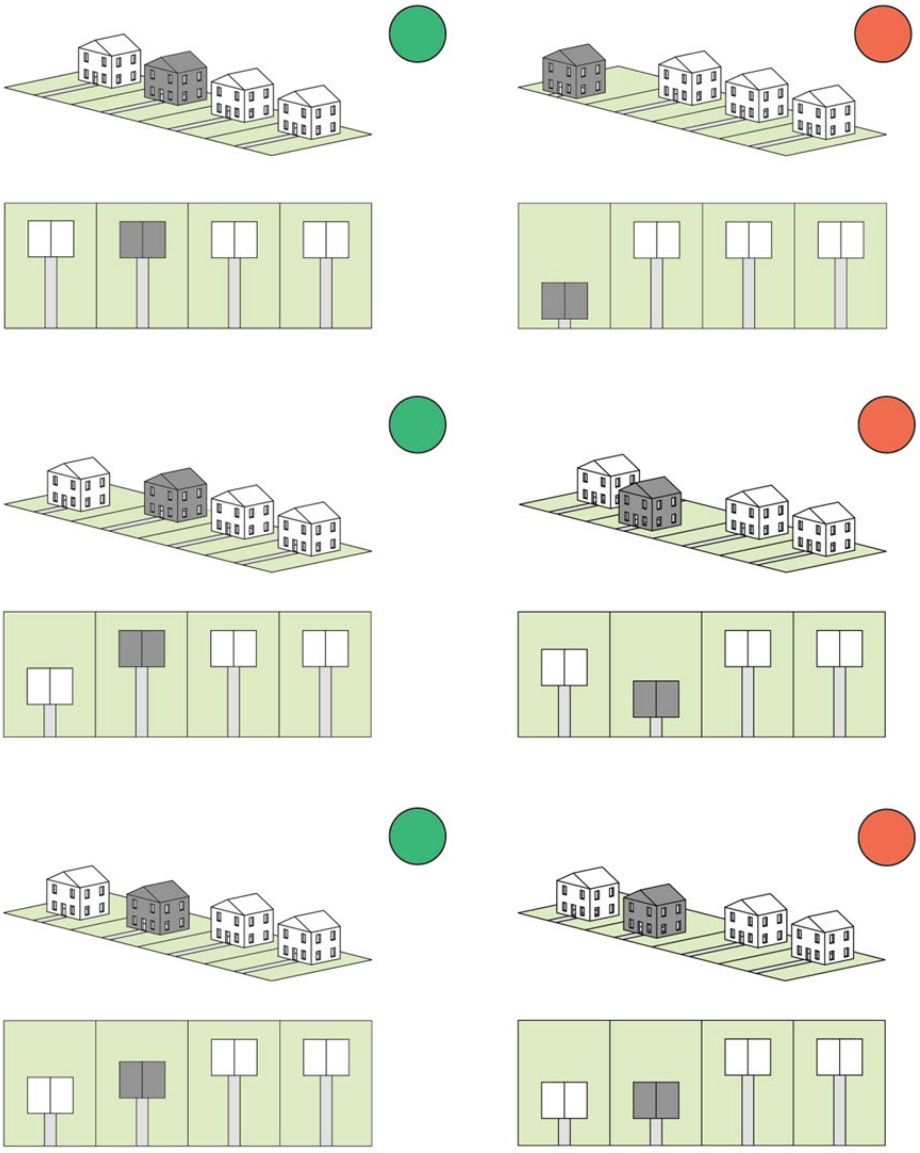
- Maintain and match the one to two-and-a-half storey scale of buildings facing streets in the HCD.



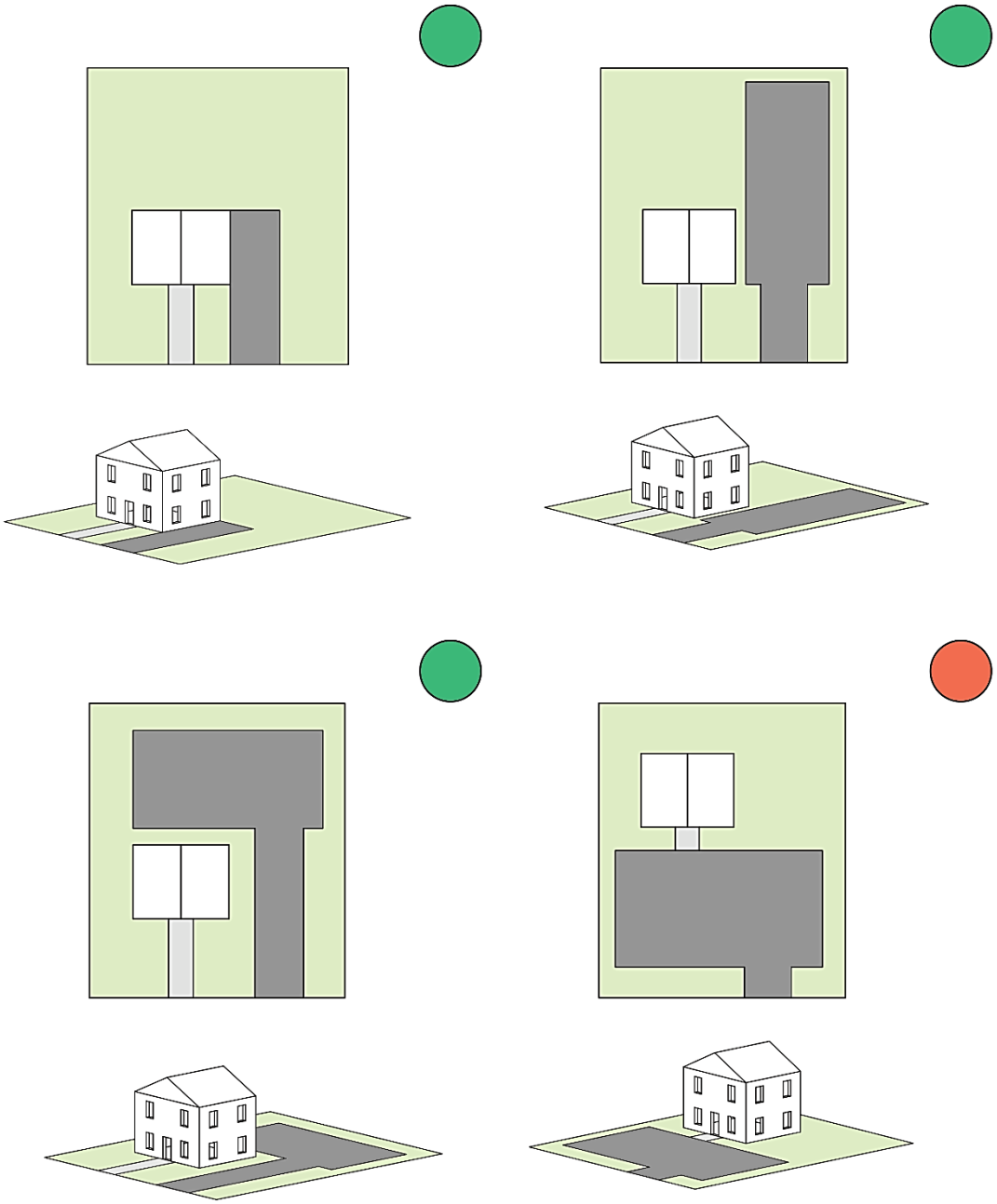
- New buildings or additions in and adjacent to the HCD should avoid significant changes in height, scale, or massing from existing and adjacent buildings in the HCD. Gentle and stepped back transitions and/or buildings of a comparable size are generally considered sensitive.



- New building setbacks from the street should be consistent with or complement those of adjacent buildings. Where adjacent buildings have a significant difference in setbacks, two approaches should be considered:
    - It is often appropriate to split the difference and set the new building approximately halfway between the adjacent ones.
    - In some circumstances, it may be appropriate to closely match or be very similar to the setback of one of the adjacent buildings. For example, in cases where the heritage character of the HCD benefits from a side view of the building close to the street, a new building on the neighbouring property should be set back to conserve that view.

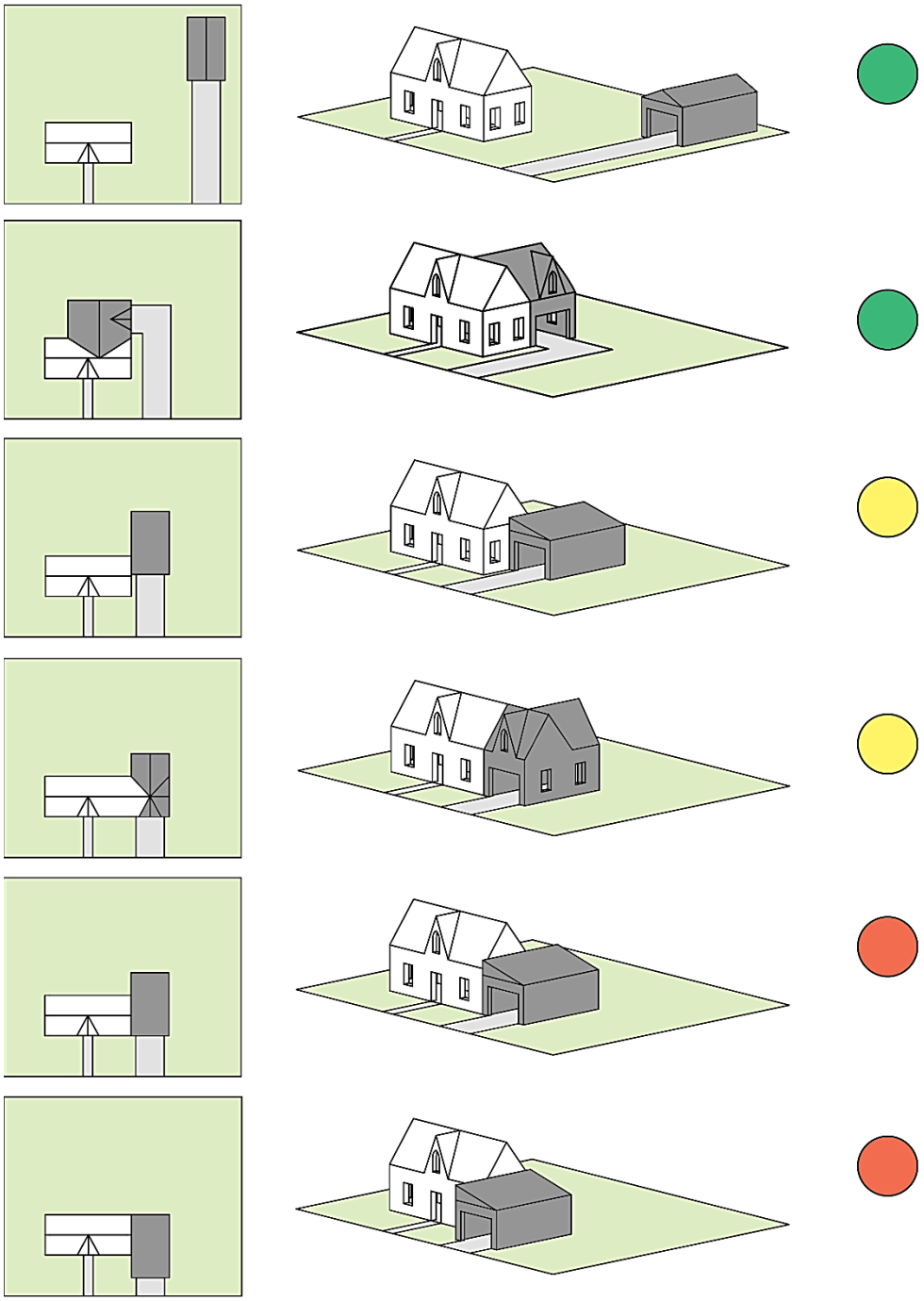


- Locate parking areas and driveways beside or behind the main building on properties in the HCD. Maintain the historic width of a driveway or parking area where it crosses a front yard.



- Maintain pedestrian walkways from front doors to the street. Retain alignments and sizes of historic walkways. New front yard walkways should connect the front door of a building to the street.

- When a new garage is proposed, a detached structure is preferable to an attached garage.
- Garage additions to buildings should not open on the façade. They should be on the side or rear of a building. If garage additions are proposed on a front elevation or a new building is proposed with a front elevation attached garage, they should be set back noticeably from the main façade.



6.1.2 PUBLIC REALM AND STREETS GUIDANCE

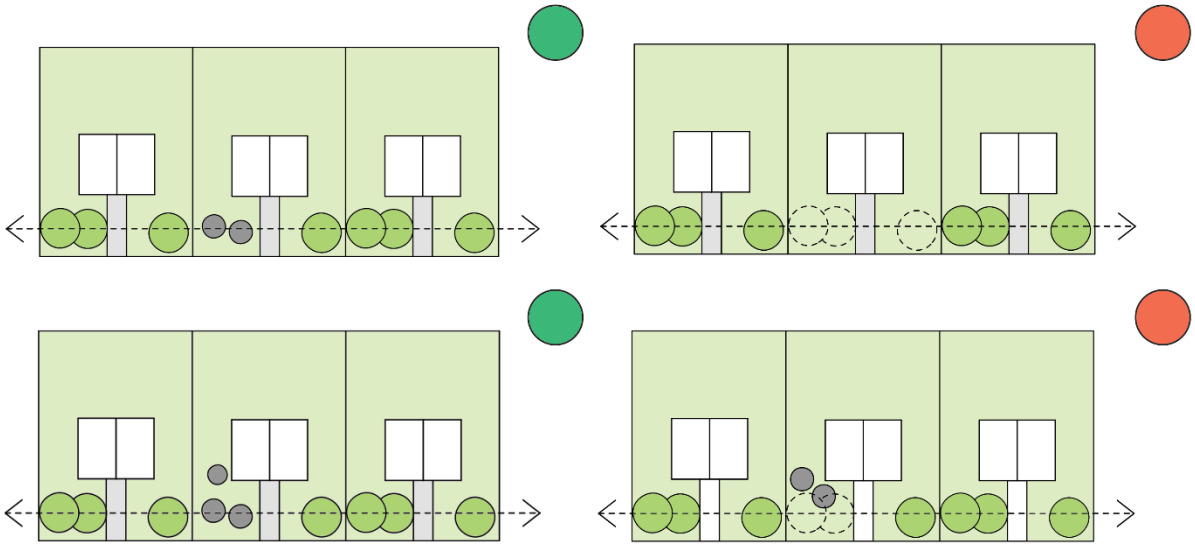
The public realm includes parks, the Civic Centre property, road rights-of-way and sidewalks. Leslie Street defines the linear character of the HCD with its two-lane street, relatively wide paved shoulders, and sidewalks. Simple wood utility poles are common in the HCD and blend with the surrounding trees. Children of Peace Park and the Civic Centre property include interpretive panels, sculpture and other public art, smaller historic features and monuments. The public realm and streets should be conserved and enhanced.

- Public interpretive panels should be regularly inspected for deterioration and damage. They should be updated and replaced, as necessary, before they start to look dated.
- The Town could explore opportunities for public interpretive and historically appropriate public art at the Civic Centre and Children of Peace Park.
- Changes to the street, including to sidewalks and shoulders, should not have an adverse impact on mature trees near the street.
- Public infrastructure—such as utility poles and boxes, streetlights, public benches, and bus stops—should not give a false sense of history. When changes are required or new infrastructure added, they should be contemporary, yet modest and compatible with the character of the HCD. They should blend in to become part of the background.
- Opportunities to remove visible infrastructure that are not heritage attributes–such as burying utilities— may be explored where it can be demonstrated that the project will not have an adverse impact on the heritage attributes of the HCD.
- Avoid installing noticeable telecommunications structures or fixtures in the HCD. These types of installations are more appropriate outside and/or around the edges of the HCD. If they are necessary in the HCD, explore ways to make them blend into the background.
- Utility poles and streetlights may support brackets for banners or signs, which may include banners or signs promoting or celebrating the HCD.

6.1.3 LANDSCAPES AND TREES GUIDANCE

Mature vegetation and trees in the HCD line the streets and define lot lines. Landscaping, gardens, and trees in front yards contribute to the heritage character and convey a sense of history that enhances the built architecture in the HCD. Some naturalized areas can be found in the HCD. Large mature trees and the tree canopy define much of the streetscape. Guidance to conserve and enhance landscapes and trees are:

- Maintain the health of mature trees through appropriate pruning and regular monitoring. This may require assistance from a professional arborist or similar type of expert.
- Where mature trees are planted in rows, either along Leslie Street or along side lot lines, maintain the row. Do not remove the trees until it becomes necessary due to damage or because the tree is dying. Plan for the succession of the row by planting new trees of the same or similar species in gaps.



- Use care when cutting grass around trees to avoid damage to the trunk.
- Plant native species.
- Wherever possible, replace a damaged or dying plant with the same species.
- Ornamental and introduced/non-native species could be planted in some circumstances, such as;
    - When historical evidence exists that demonstrates the species was intentionally planted in the area in the past;
    - Where native species are struggling due to pests (e.g. ash trees and emerald ash borer) or climate change and a different species, suitable to the area, with a similar growth pattern will thrive.
    - Introduction of a non-native species should only be done when it is known that the species has a benign effect on the local environment.
    - It is recommended that horticultural expertise be sought when introducing new vegetation species into the landscape of the HCD to ensure the proposed plants are historically appropriate and/or benign for the environment.

- Use shrubs and vegetation –including ornamental varieties—to screen features - such as utilities, garbage storage area, heat pumps, and air conditioners - that may be visible from the street.
- Plant and maintain lawns and gardens in front yards and limit hard and paved surfaces in front yards.
- Maintain naturalized areas or pollinator meadows / gardens in front yards where they are permitted.
- Hedges should be maintained using good horticultural practices.
- Where new hedges are proposed, the eventual size and thickness should carefully consider sightlines from along the street and ensure front yard views are not blocked.

6.1.4 VIEWS AND GATEWAYS GUIDANCE

Gateways into Sharon are framed by significant 19th century buildings across the street from each other. They give a sense of arrival into the historic village. Views along Leslie street and Mount Albert Road in both directions in the HCD generally show buildings with similar setbacks from the road next to each other and mature trees with gradual changes along the street. Significant clear views also include the Sharon Temple, Temperance Hall, and the Civic Centre from Leslie Street, especially views from the north looking west and south. These views are framed by trees but are clear from Leslie Street and its intersection with Mount Albert Road. Conservation and careful enhancement of these views maintain and celebrates the heritage character and value of the HCD.

- Ensure views of gateway and landmark buildings (See Section 3.2.3, Figure 3 and Figure 4 are maintained. Do not add signs, structures or significant new vegetation that will block views of the north and south gateway buildings from Leslie Street.
- When planning landscaping along the street and on municipally owned properties, that may change overall views of the Sharon Temple, Temperance Hall, and Civic Centre, review and complete analysis of how proposed changes could affect the views and the heritage character of the HCD (Figure 5).

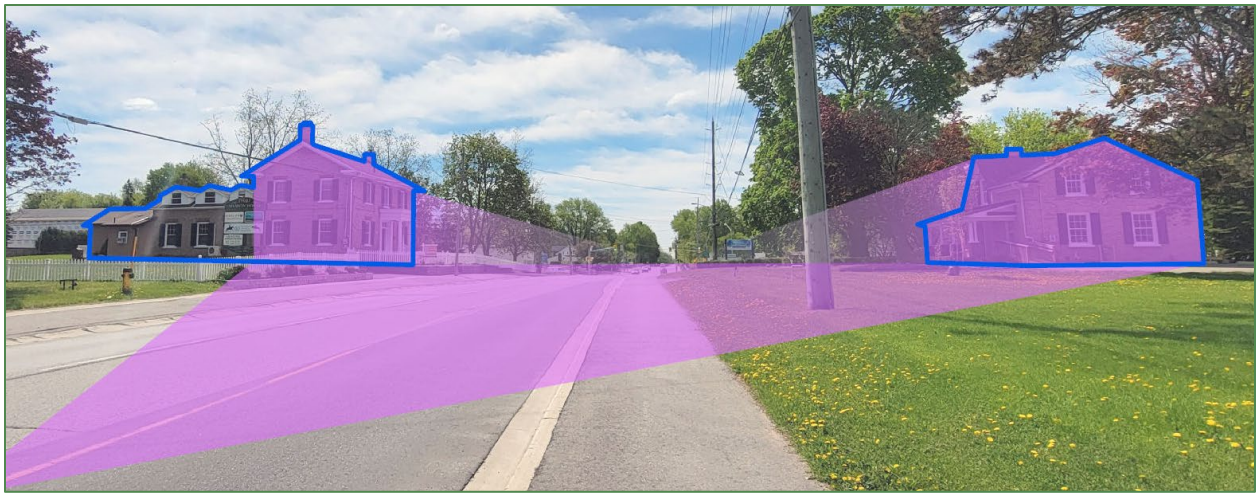


Figure 3. Northern Gateway view



Figure 4. Southern Gateway view



Figure 5. View of the Sharon Temple

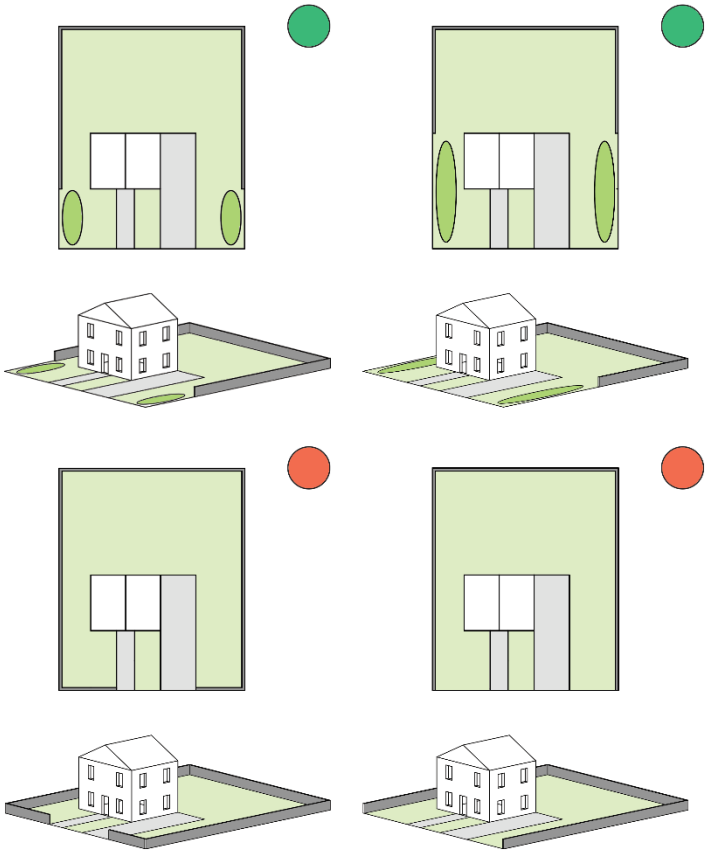
6.1.5 SIGNS

Signs in the HCD must meet the requirements of the Town's Sign By-law. Permitted signs should be consistent with the heritage character of the HCD.

- Signs affixed to buildings on contributing properties should ensure that they have no adverse impact on heritage character, features, or attributes of the building.
    - Affix signs that fit the scale of the building. If available, fit a sign to a historic signboard location.
    - Affix signs on brick or stone using existing historic mounting brackets or holes.
    - If new connection points are required on a brick or stone building, drill into mortar instead of the brick or stone.
    - If new connections are required on wood buildings, attach the sign where it will have the least impact on historic materials.
    - Avoid covering features such as; windows, string courses, cornices, or other decorative architectural features on contributing property buildings.
- Light signs with external sources such as lights affixed to the building above the sign that shine down. Lighting on signs should always be directed down onto a sign not up onto it.
- Signs and decals in windows should be easy to remove without damaging the window. Limits on window signs are detailed in the Town's Sign By-law.
- Signs that include or are a company logo are permitted; however, they should be sensitive to the heritage character of the HCD.
- It is encouraged that owners of properties with internally illuminated (backlit) signs replace them with externally lit signs based on guidance from this HCD Plan.
- Avoid installing large signs or buildings close to the street that could obscure streetscape views.

6.1.6 FENCES

Fences are uncommon in front yards and should be avoided, except where historical documentation, photographs and/or art can demonstrate a fence existed in that location in the past. Fences around side and rear yards are common. The heritage character of the HCD is supported when fences are limited to areas behind the main building on a property.



- Fences around side and backyard boundaries should not extend in front of the façade of the house on a property in the HCD. Gardens or hedges marking lot lines along the edges of front yards are common and are appropriate.
- Where fences visible from the street are proposed, the design should be based on historic styles, wherever possible. Review historic photographs of the area to help and inspire appropriate fence styles.
- Fences around side and back yards should be modest in size and be constructed in wood or metal.
- Blend fences in the HCD into the background, whenever possible, by using natural colours or gardens around the fence to fit into a vegetated setting.
- Maintain fences regularly. If they are painted, ensure the paint is well-kept to prevent corrosion or rot.
- Temporary fencing should be removed quickly after it is no longer required.
- Permanent or long-term temporary fencing or barriers to mark commercial or event food and drink service areas should fit the historic character of the HCD. Modest black metal or simple wood barriers fit the character of the district.

6.1.7 ACCESSIBILITY

- Accessibility and barrier free access projects should be planned and designed with heritage conservation in mind.
- Work with accessibility and heritage conservation specialists to find ways to design accessibility projects that will have no or minimal impact on the heritage character and heritage attributes of the HCD.
- Proposed changes to provide accessibility on the front or sides of buildings in the HCD that are visible from the street should be designed to blend with the historic character of the building.
- Proposed changes to heritage attributes for accessibility/barrier free access should consider reversible changes first and only consider permanent interventions after demonstrating why the change to the heritage attribute is necessary.
- Changes to sidewalks for accessibility improvements should avoid impacts to mature trees and wrap around them with space to avoid damage to roots.

6.1.8 SUSTAINABILITY

Heritage conservation and projects for improved sustainability should be planned together. Building conservation should be sustainable and new technologies that are environmentally friendly and sustainable are encouraged so long as they are planned in a way that is sensitive to the heritage character of the HCD. Since sustainable technologies change rapidly, projects that propose new technologies need to be carefully reviewed for their impact on the heritage character of the HCD

- Projects to improve sustainability and/or energy efficiency in the HCD may require consultation with experts in heritage conservation and technical experts in the proposed change. Projects that require a building permit are required to meet the Ontario Building Code (OBC) and owners should consult with heritage conservation and technical experts, and Town Building Officials on ways to meet OBC requirements while conserving heritage attributes. This may involve discussion of compliance alternatives under the OBC.
- Heritage conservation and rehabilitation should be considered first when improvements to a building envelope are proposed such as window, door, and insulation upgrades. Historic approaches and repair of historic elements may be more sustainable than upgrades to new products/technologies.
- Technology such as solar panels and heat pumps are allowed in the HCD. They should be installed where they will not have a negative impact on the character of the HCD. This may involve installation in a place not visible from the street, where

they can be screened from view, or where analysis can demonstrate that they will blend in or not generally be noticeable.

6.1.9 MAINTENANCE

Routine monitoring for building and vegetation condition along with regular property maintenance is required to conserve the heritage character of the HCD. The Town's Property Maintenance By-law regulates and prescribes standards for the maintenance of private property in the Town; this includes requirements for heritage properties. See Appendix C for suggested regular maintenance activities for properties in the HCD.

- Cleaning and maintenance should use the gentlest methods first before exploring stronger and potentially more invasive processes. Remove surface soiling without damaging the underlying material. Avoid high-pressure washing, abrasive and chemical stripping products where there is risk of damage to historic materials.
- Climbing vegetation on buildings should be checked to ensure that it is not damaging historic materials. If vegetation is damaging a building, it should be carefully removed using methods least likely to damage the historic materials of the building. This may require consultation with landscape professionals with heritage building experience.
- Address sites of damage or deterioration as soon as possible.
- Avoid blocking or covering original materials with new materials.
- Where repairs are required, avoid using stock mouldings with standard profiles. Preserve and restore original materials and use the original as a template for replacement parts.
- Regularly inspect, recoat, and use wood preservatives on wood elements of historic buildings to prevent deterioration such as insect infestation and rot.
- Wherever possible, use traditional methods of repairing historic materials on buildings.
- Avoid the use of salt for de-icing near historic brick and masonry.
- Do not seal brick or stone (e.g. painting). New coatings on brick or stone should only be added where absolutely necessary and be breathable and water repellant.
- Where re-pointing brick or stone masonry is required, match the colour and profile of the original mortar and use an appropriate mortar type that will not damage the historic brick or stone. This may require consultation with technical experts with heritage conservation experience.

6.1.10 ADJACENT PROPERTIES

Changes on properties adjacent (contiguous) to the HCD can affect the heritage character of the district. Proposed changes on properties adjacent to the HCD should be sensitive to the heritage character of the district.

- Maintain hedges and mature trees on the boundary with the HCD as a buffer or screen, including on properties that back onto the HCD or are on the rear property line of properties in the HCD.
- New buildings or additions adjacent to the HCD should avoid significant changes in height, scale, or massing from existing and adjacent buildings in the HCD. Gentle and stepped back transitions and/or buildings of a comparable size are generally considered sensitive (See Diagrams in Section 6.1.1).
- New buildings adjacent to the HCD should have setbacks generally consistent with the setbacks of the nearest buildings in the HCD.
- Changes to properties adjacent to the HCD should not introduce features—such as, large signs, hedges, fences, new buildings or additions to buildings—that will block views into the district.
- Proposed developments adjacent to the HCD may be required to submit angular plane studies, perspective drawings or similar drawings to demonstrate that the proposed development will not block views into the district.

6.2 GUIDELINES FOR CONTRIBUTING PROPERTIES

These guidelines are for the conservation of heritage character and heritage attributes and for changes to contributing properties through alterations and/or additions. (See Figure 2).

6.2.1 ALL CONTRIBUTING PROPERTIES

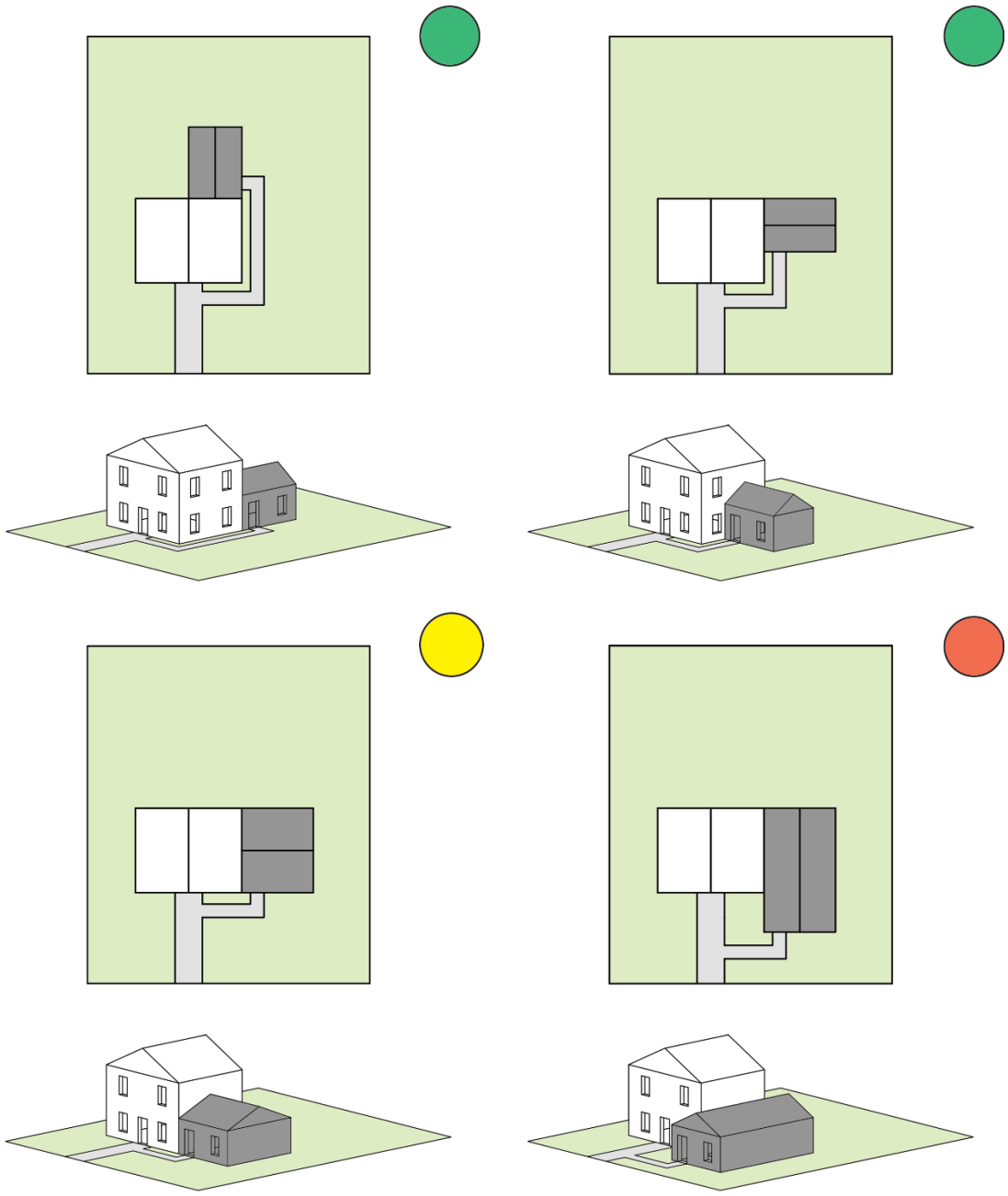
6.2.1.1 GENERAL CONSERVATION GUIDANCE

- Monitor and maintain landscape elements and buildings throughout all seasons.
- Research and find out as much as possible about the history of a property including its buildings and landscape before planning significant changes. Base any proposed changes on this research, which may include looking at old and historic photographs, artwork, or maps to understand previously completed changes to the property.
- Examine historic buildings for evidence of changes over time to its materials, layout, and decorative elements.

- Use evidence of historic materials, details, and construction methods to inform changes to a property.
- Make changes reversible, wherever possible.
- Retain elements of buildings that are sound, stabilize fragile elements, repair what can be repaired, and only replace as much as is required.
- Choose contractors and other required consultants (as required) with experience working on historic buildings.
- Record changes to a property and retain samples of original materials that are replaced.
- Share records (such as photographs) of significant exterior changes with the Town's planners so they can supplement the information on the HCD Study inventory sheets and maintain ongoing histories of properties in the HCD.
- Historic buildings often have features that may not meet the standards of the OBC. When these features are conserved, maintained, and retained; they do not need to be upgraded to meet contemporary standards. Changes to historic buildings may require meeting OBC requirements and owners should discuss options for compliance alternatives under the OBC to retain and conserve historic features with the Town's Planning Staff and Chief Building Official.
- Restoration of historic features missing from a property before the HCD By-law was passed is not required. However, restoration based on documentary and/or physical evidence can enhance the heritage character of the HCD and should be considered as part of renovation projects.
- Crawl spaces or slab foundations could be replaced with full basements, especially in cases where foundation work is necessary. Adding a full basement should not raise the historic building from its original height.

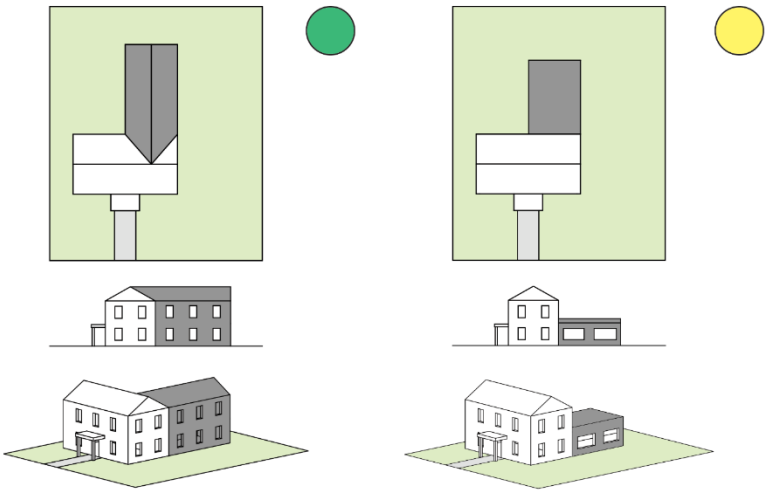
6.2.1.2 GENERAL GUIDANCE FOR ADDITIONS

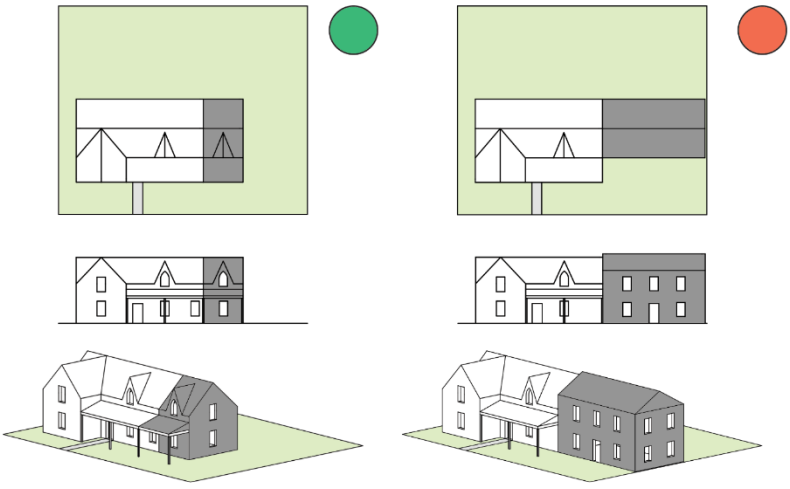
- Additions to historic buildings should be rear and/or side wings. It is encouraged that additions be on the rear of existing buildings.
- Side additions should be clearly set back from the façade of the heritage building.



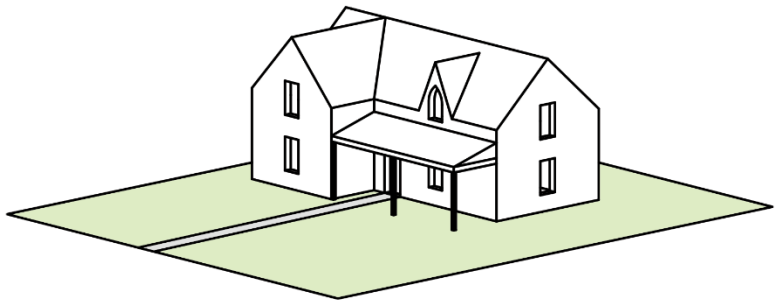
- Additions should be designed so that they can be removed or replaced in the future without significant damage to the historic part of the building.
- Access to additions should be through existing door or window openings where possible. Where new door openings are required, they should be as minimally invasive as possible to the historic part of the building. Removed historic materials should be salvaged and saved for other building repairs and/or to reverse the change if desired in the future. Removal of entire walls should be avoided.

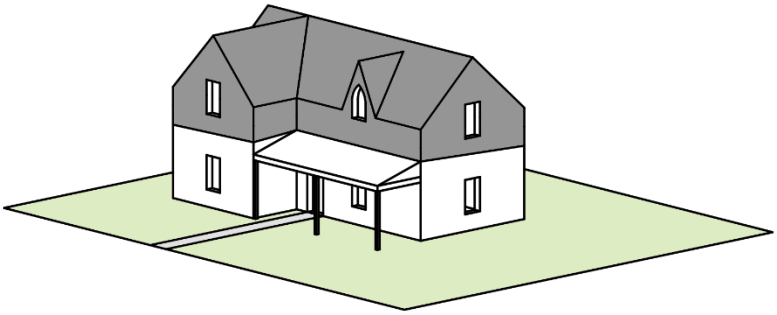
- Additions should complement or relate to the existing architectural style of the building while being distinguishable from the historic part of the building. Additions can generally match the historic building or be a contemporary design so long as they are clearly understandable as a new part of the building. Methods to distinguish an addition from a historic building should be clearly recognizable but can be noticeable or subtle. Some methods, include:
    - A contemporary or modern architectural style that respects the principles and proportions of the historic part of the building;
    - Different cladding materials (e.g. a historic brick building may have a wood siding clad addition);
    - Different colour cladding materials (a wood siding clad building where the cladding on the addition is a different shade or different complementary colour than the historic part of the building;
    - A wing that has smaller dimensions (narrower and/or shorter) than the historic part of the building;
    - An addition connected by a smaller connecting structure (e.g. a breezeway);
    - Architectural details such as mouldings, string or belt courses.

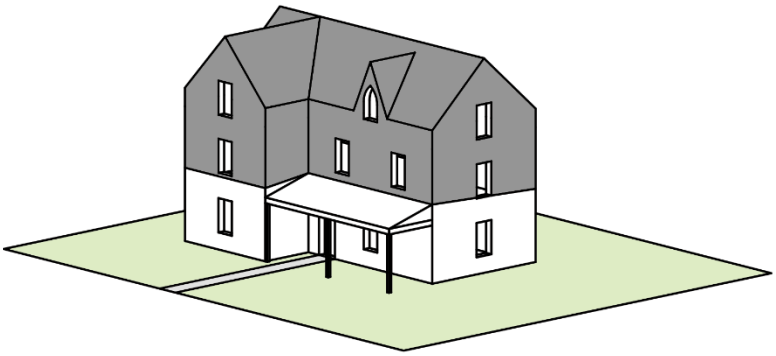




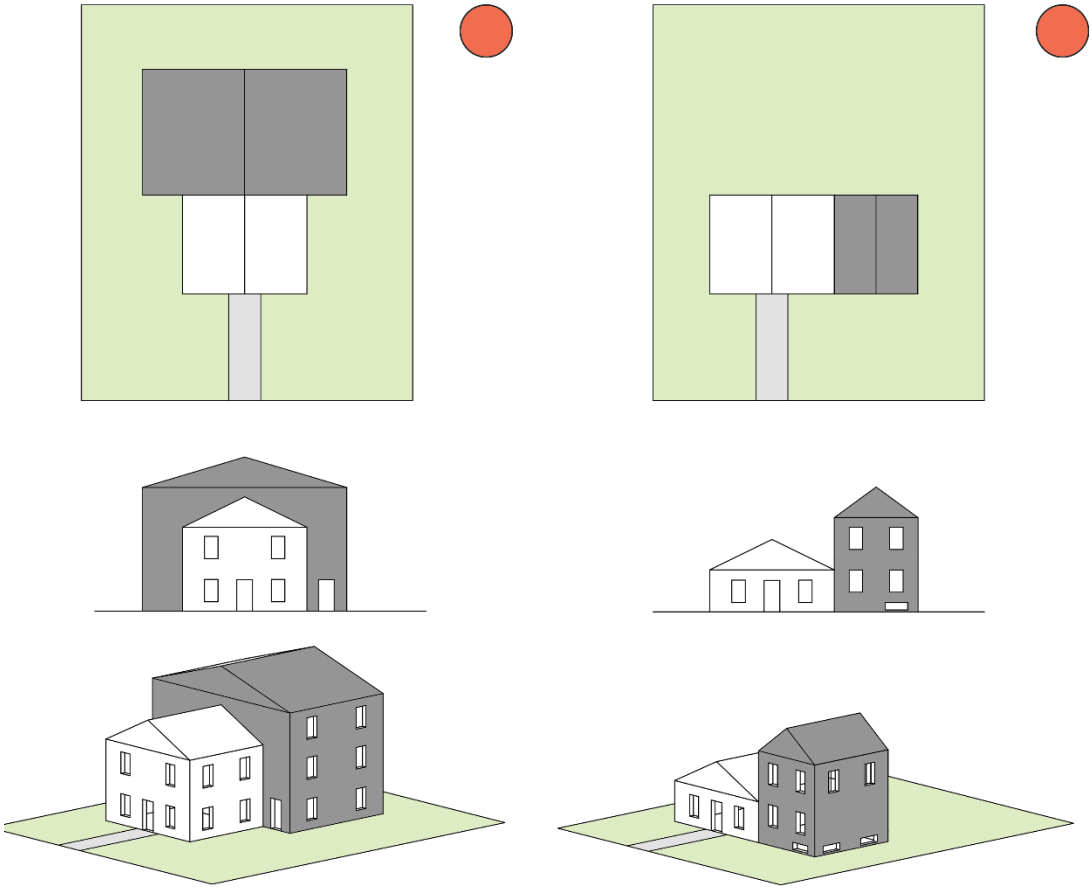
- Large additions should enable the historic part of the building to be the focus or highlight of the property. They should be designed by architects or designers with demonstrated experience working with heritage structures and areas. Generally, sympathetic additions match, are set back from, or appear smaller than the historic part of a building.
- New stories on top of historic buildings should be avoided. However, a sensitively designed, modest change from a one-and-a-half storey building to a two-storey building or a two to two-and-a-half storey building may fit the character of the HCD. Larger change, such as changing a one storey to a two-story building or a two storey to a three-storey building should not be considered.







- Rear or side additions that are much taller than the historic structure should be avoided. Sensitively designed additions that are slightly taller than the historic part of the building and are inconspicuous may be permitted.
- Additions that change a house from a one, or one-and-a-half storey to a side split or back split style are discouraged.

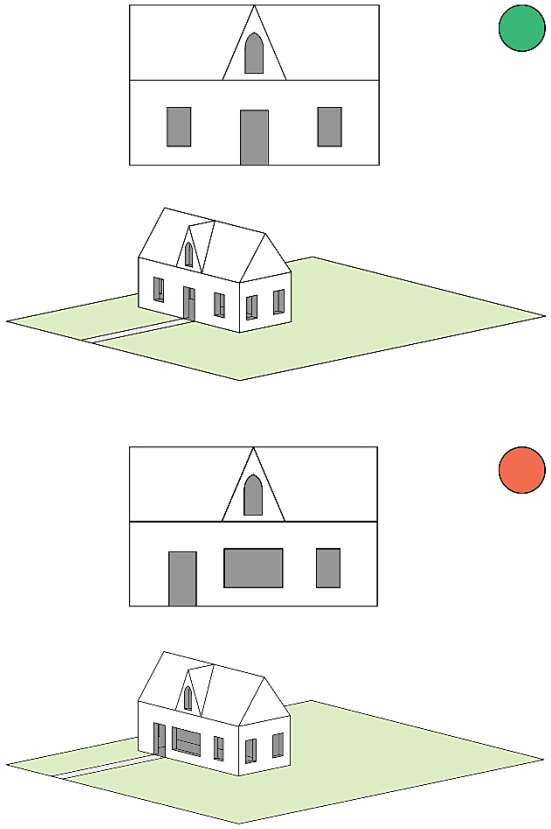


6.2.1.3 MATERIALS

- When making changes to a building use high quality material that fit the historic character of the HCD. Authentic or real materials such as brick, concrete, stone, and wood are more compatible with the heritage character than materials such as plastic, vinyl, fiberglass, and aluminum. Faux brick, stone, and wood should be avoided.
- In cases where materials such as composites, plastics, vinyl, fiberglass, or metals (such as aluminum) are proposed and/or make sense, they should be high quality and only considered if necessary. When composite materials that look like natural materials are permitted, they need to appear as realistic as possible.

6.2.1.4 FAÇADES AND CLADDING

- Maintain the façade (street facing elevation) of historic buildings. Avoid changes such as new dormers, larger window or door openings, new styles of door or window, different cladding, or alterations to the roofline.
- Where exterior stairs such as emergency exit stairs are required, they should not be on the façade. Exterior access or emergency stairs should be on the sides or rear of a structure and should be in a material or have a finish that is compatible with the character of the historic building.
- Maintain decorative features on building façades and elevations visible from the street. Where decorative features are obscured (such as being covered), they should be exposed, if possible.

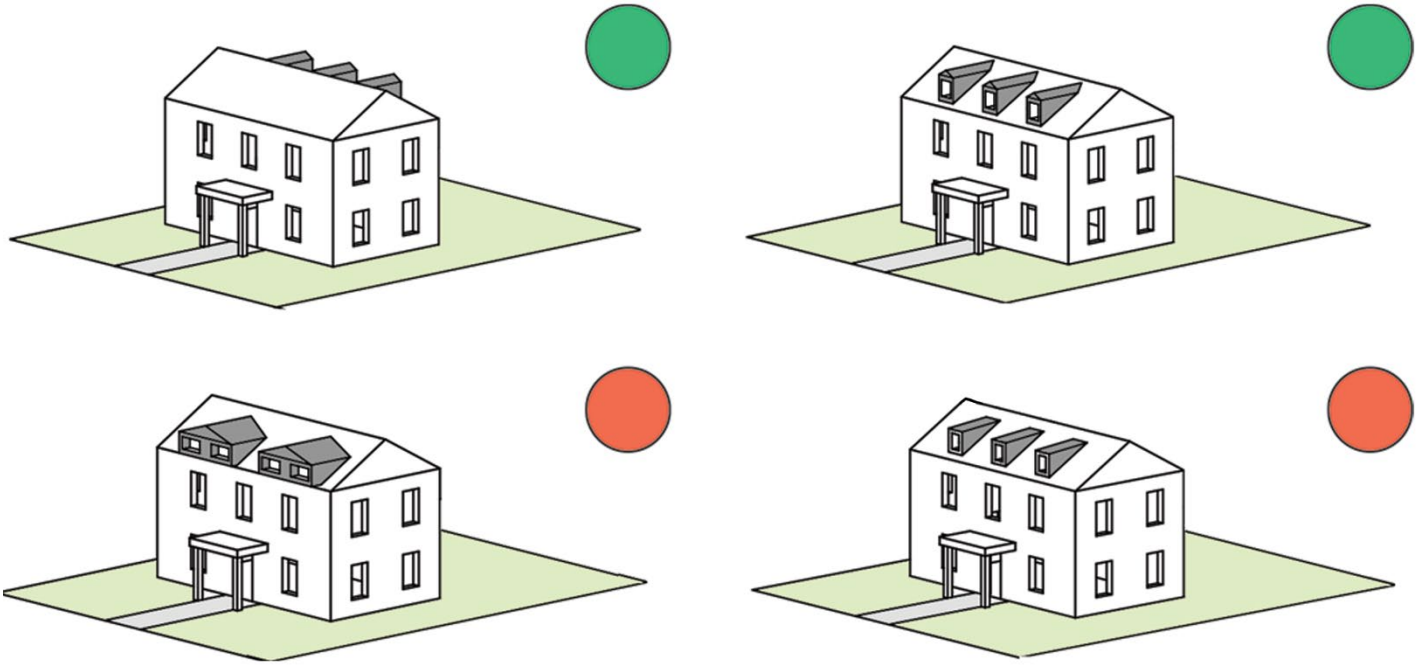


- Deteriorated cladding should be repaired. Where repair is not possible, retain what can be retained and source new material to match. Relocating historic materials from a non-visible part of the building to repair visible areas may be considered.
- Garages should not be on the façade of a building.

6.2.1.5 ROOFS

- Roofing material should be consistent between a historic building and any addition.
- Asphalt shingles are the most common roofing material in the HCD. Metal roofing is permitted but clay tiles should be avoided. Roofing materials require replacement over time and plans to replace them (material, style and colour) should be compatible with the age and architectural style of the historic building.
- Owners do not need to restore roofing materials to an earlier material (e.g. if a house has asphalt shingles that need replacement but originally had wood shingles the owner is not obligated to restore to that earlier period).

- Alterations to the roofline and shape of historic buildings visible from the street should be avoided. This includes adding new dormers.
- New dormers that are added to roofs should fit the overall proportions and rhythm of existing dormers. They should not be the dominant feature of the roof.

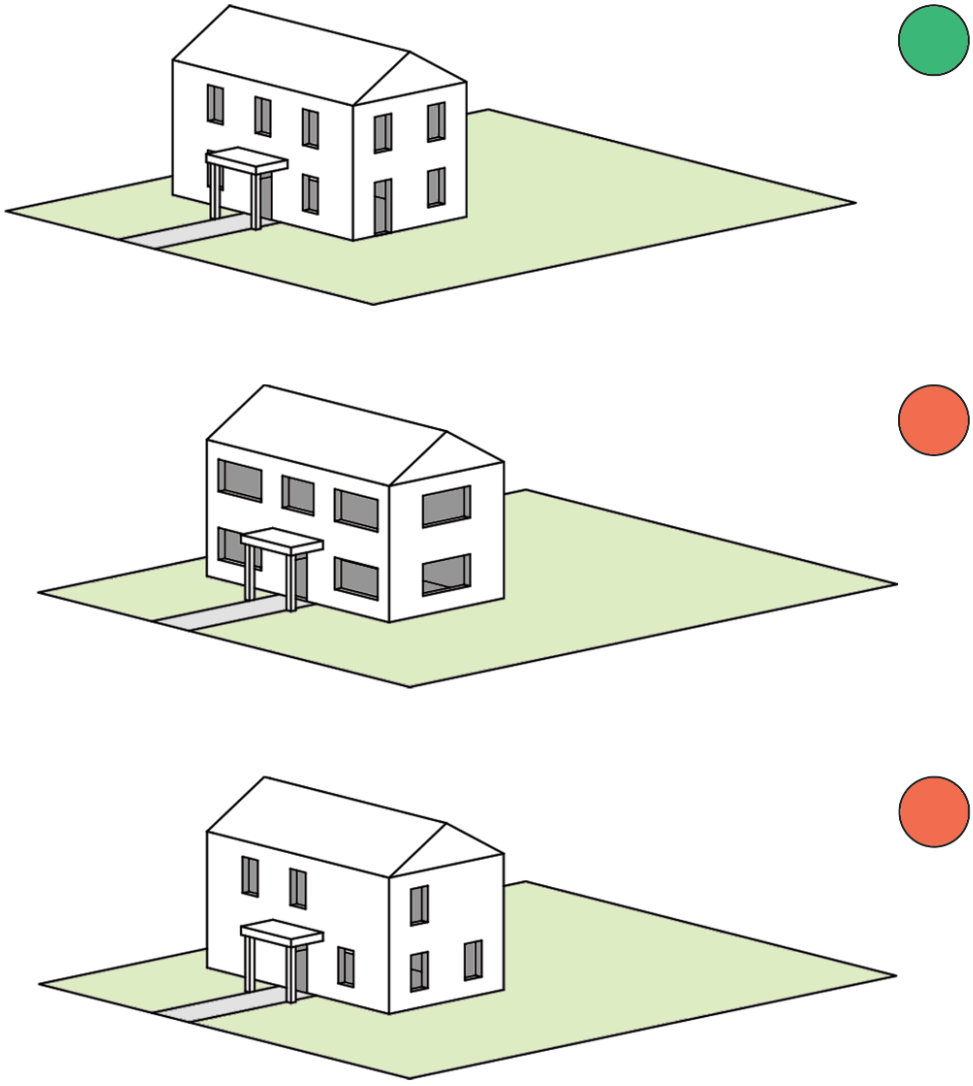


- Flat roofs are uncommon in the HCD. If flat roofs are proposed on additions or new structures, they should be at the rear of a property and/or be small, discrete changes to a building.
- Chimneys are important features on many historic buildings and should be retained wherever possible, even if they are non-functional. Non-functional chimneys should be capped to prevent animal, pest, and water infiltration. Caps must complement the character of the historic structure.
- Decorative features on gable ends, dormers, soffits, fascia, and chimneys should be maintained and should not be covered or obscured.
- Decorative features that have been obscured should be revealed.
- Where decorative features have been removed or are in poor condition, they should be repaired and owners should consider restoration based on available evidence or historic documentation.

6.2.1.6 WINDOWS AND DOORS

- Repair, recondition, or re-build existing historic windows and doors before replacing them.
- Windows and doors should be appropriate to the historic period of the building (e.g. appropriate windows for an 1850s building will be different than those for a 1950s building). Understand the character of the building based on its history when considering making changes to windows or doors. See Appendix D for a list and description of sources that may help understand historic windows and doors.
- Where historic windows or doors are damaged or deteriorated and can not be repaired, replacements should replicate the style and pattern of the original (e.g. a sash window should be replaced by a sash window).
- Replacement wood, double pane, windows should have true external muntins on the exterior of the glass (do not install grilles between the glass panes).
- External or internal storm windows may be appropriate for some historic buildings and can be a way to improve energy efficiency and reduce heat loss through historic windows. Storm windows can be built with replaceable sections which could allow them to remain installed year-round while allowing glass panes to be replaced with screens depending on the season.
- Where a historic window has clear glass, avoid changing it to frosted, decorated, or mirrored glass.
- Historic flashing and trim for windows and doors should be retained whenever possible. When doing work on windows and doors, new flashing may be required but trim should be carefully removed and restored. Where trim is missing or damaged, new trim can be installed that matches the original.

- Avoid creating new window or door openings on building facades. If new windows or door openings are allowed on a façade or side elevation visible from the street, maintain the rhythm and proportion of existing windows and doors.

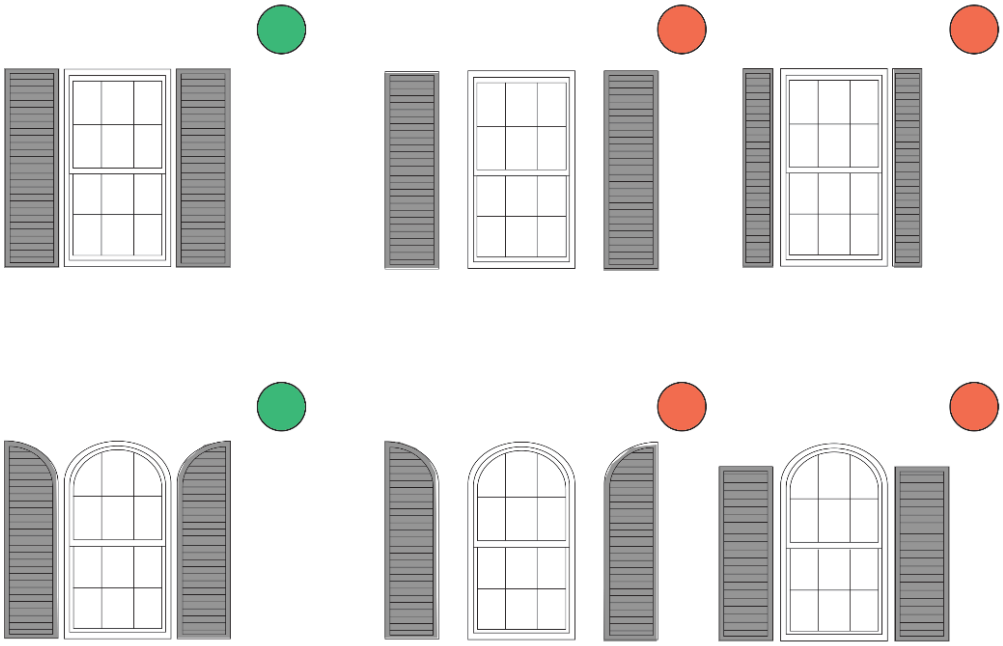


- Do not fill in window and door openings—to turn the opening into a solid wall—on the façade of a historic building.
- The arrangement of wall to window/door opening space on the façade and visible side elevations of historic buildings should have much more wall space than windows/doors.

- Shutters are not sympathetic to all styles of building. Where shutters were part of a building in the past, they may still be appropriate. Proposals for new shutters should carefully assess the style of the building and existing window moulding to determine if shutters are appropriate.

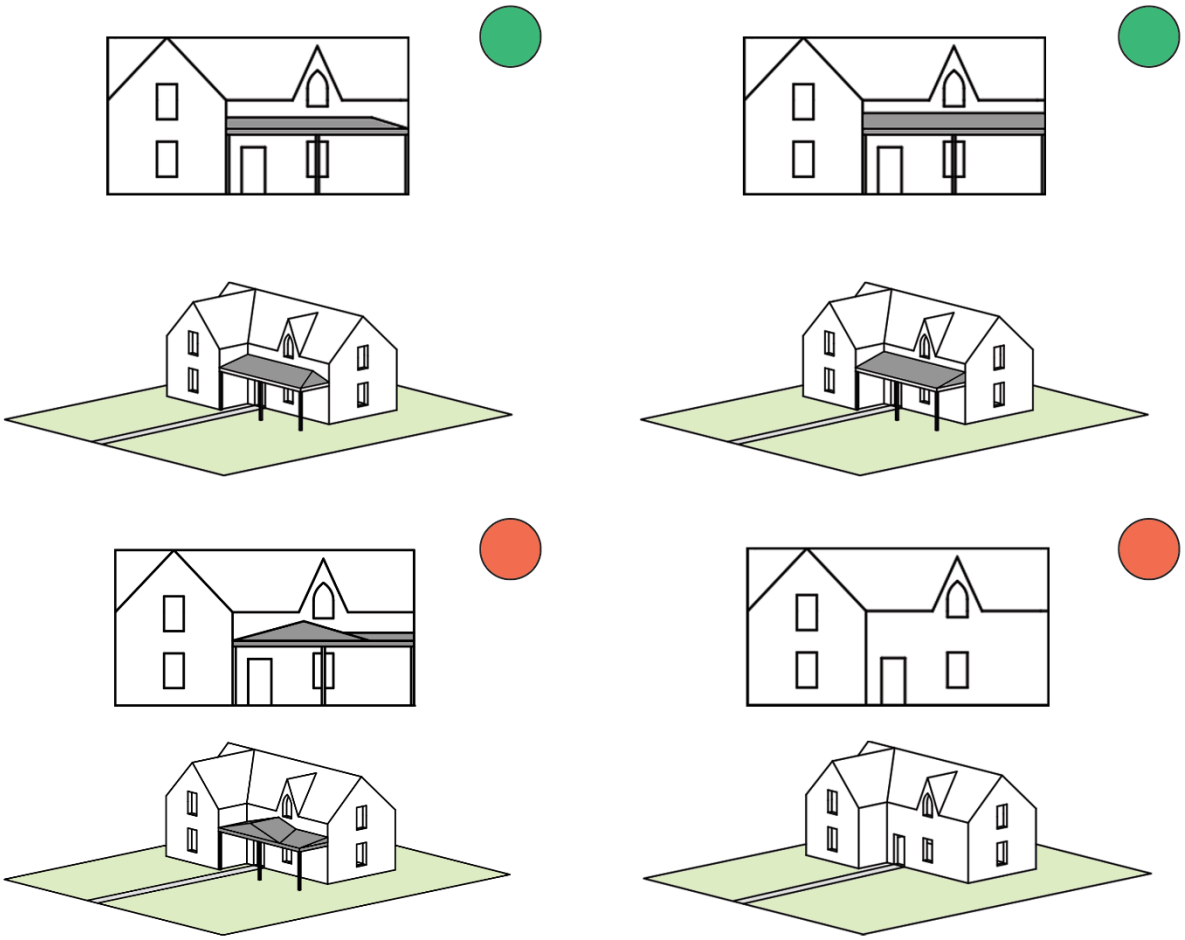


- Shutters should be a style appropriate to the architectural style of the building.
- False shutters are appropriate decorative features on some middle and late 20th century building styles. False shutters should only be installed where physical or documentary evidence exists that the building had them in the past or was designed to have them.
- Shutters on buildings from the 19th and early 20th century should be functional. They should be a size and shape that fit the window and should have period appropriate shutter hardware.



6.2.1.7 PORCHES, VERANDAS, AND STEPS

- Porches, verandas, and associated steps should be conserved instead of replaced, wherever possible.
- If a historic porch or veranda has been removed the porch or veranda should be replaced based on physical or documentary evidence.
- Existing porches and open verandas should remain open. Avoid enclosing them with windows or wall cladding. Screens, especially removable ones, are permitted.
- Existing porches and verandas that have been enclosed with glazing (windows) should be maintained. If changes are proposed to an enclosed porch or veranda;
  - glazing should not be replaced with a wall(s).
  - restoration of an enclosed porch or veranda to a former open structure is encouraged. Any restoration should be based on documentary and/or physical evidence.
- If a porch or veranda will be enlarged, make new elements compatible with the original style and decorative features.
- Awnings (cloth or metal) should be avoided on front and side elevations visible from the street.
- Two-storey porch enclosures are to be avoided.
- New porches or verandas that fit the architectural character of the building are permitted. This may require careful research into appropriate styles and decorative elements. New porches or verandas that match the proportions of the building would fit the heritage character of the HCD while over or undersized porches, verandas, or decorative elements (e.g. oversized columns or undersized balusters) should be avoided. See Appendix D for a list and description of sources that may help understand historic porches.



6.2.1.8 SERVICE EQUIPMENT, UTILITIES AND TELECOMMUNICATIONS

- Service equipment –including dryer vents, furnace vents, electrical connections, air conditioners, heat pumps, etc.–should not be located in areas visible from the street. They should be located at the rear or near the rear on the sides of buildings.
- Utility providers should place meters on the rear or near the rear on the sides of buildings.
- Service equipment and meters that are visible from the street should be screened. Vegetative screening may be most appropriate for the HCD.
- Garbage sheds attached to a historic building should be at the rear or near the rear on the sides of the building and be unobtrusive from the street.

6.2.2 ADDITIONAL GUIDELINES FOR COMMERCIAL PROPERTIES

Many commercial properties in the HCD are in former residential buildings. This contributes to the character of the HCD.

- Historic storefront attributes should be retained and conserved wherever possible.
- Large storefront windows should be conserved.
- Historic sign boards should be conserved and used for their intended purpose – holding the building's sign.
- Changes to front/main entrances of historic commercial buildings to facilitate barrier free access is permitted. Any changes should carefully consider and demonstrate how to conserve as many historic details and decoration as possible, input from an architect, designer, structural engineer and/or contractor with heritage and accessibility experience is recommended. These changes should be reversible wherever possible.

6.2.3 ADDITIONAL GUIDELINES FOR INSTITUTIONAL/CIVIC/RELIGIOUS PROPERTIES

Institutional, civic, and religious properties in the HCD have their own unique requirements. These places are important for the community and the heritage character of the HCD.

- Decorative features on the buildings on these properties are important for the character of the HCD and should be maintained and conserved.
- The large lots surrounding these properties are functional for events and parking and contribute to the historic character of the streetscape. Changes to the landscaping should be carefully considered for impacts on the character of the HCD and the properties relationship to the street.
- Views of institutional, civic, and religious buildings from the street should be maintained and enhanced. Do not block views with permanent signs or new structures. Carefully maintain trees and gardens to ensure views can be appreciated.
- Changes to front/main entrances of institutional, civic, and religious buildings to facilitate barrier free access is permitted. However, any changes should carefully consider and demonstrate how to conserve as many historic details, decoration, and original design/proportions as possible. These changes should be reversible wherever possible.

6.3 GUIDELINES FOR NON-CONTRIBUTING PROPERTIES

Properties that are non-contributing are still part of the character of the HCD and may, over time, be reassessed for how they fit the character of the HCD. The generally modest buildings and mature trees on many non-contributing properties are consistent with the heritage character of the area. Many of these properties blend into the overall district. Changes to these properties need to be sensitive to the district. Changes to the buildings and landscapes of these properties can enhance the character of the HCD.

It is not necessary to conserve features on these properties that do not support the cultural heritage value, character, and attributes of the HCD. However, adaptation and changes to these properties must enhance and not diminish the district. Municipal Planning Staff can be consulted on proposed changes to these properties to provide guidance on ways to fit the prevailing character.

- Guidelines for new development / infill should be applied when a building or structure on a non-contributing property is proposed for replacement, or where the property is vacant, and/or where sufficient space for infill is available.
- When making changes to structures or adding to them, use architectural influences from historic properties in the HCD for inspiration. Designs should reflect the modest, vernacular characteristics of the area but should not try to create a false sense of history.
- When making changes to a building, use high quality materials that fit the historic character of the HCD. Authentic or real materials such as brick, concrete, stone, and wood are more compatible with the heritage character than materials such as plastic, vinyl, fiberglass, and aluminum. Faux brick, stone, and wood should be avoided.
- In cases where materials such as composites, plastics, vinyl, fiberglass, or metals (e.g. aluminum) are proposed and/or make sense, they should be high quality and only considered if necessary. When composite materials that look like natural materials are permitted, they need to appear as realistic as possible.
- Proposed changes to front yard landscapes should match the characteristics of contributing properties.

6.4 GUIDELINES FOR DEMOLITION, BUILDING REMOVAL, OR RELOCATION

When building removal, relocation, or demolition—in full or in part—are allowed (with the required heritage permit and building permit):

- Limit changes on the property as much as possible. Only remove, relocate, or demolish what is necessary.

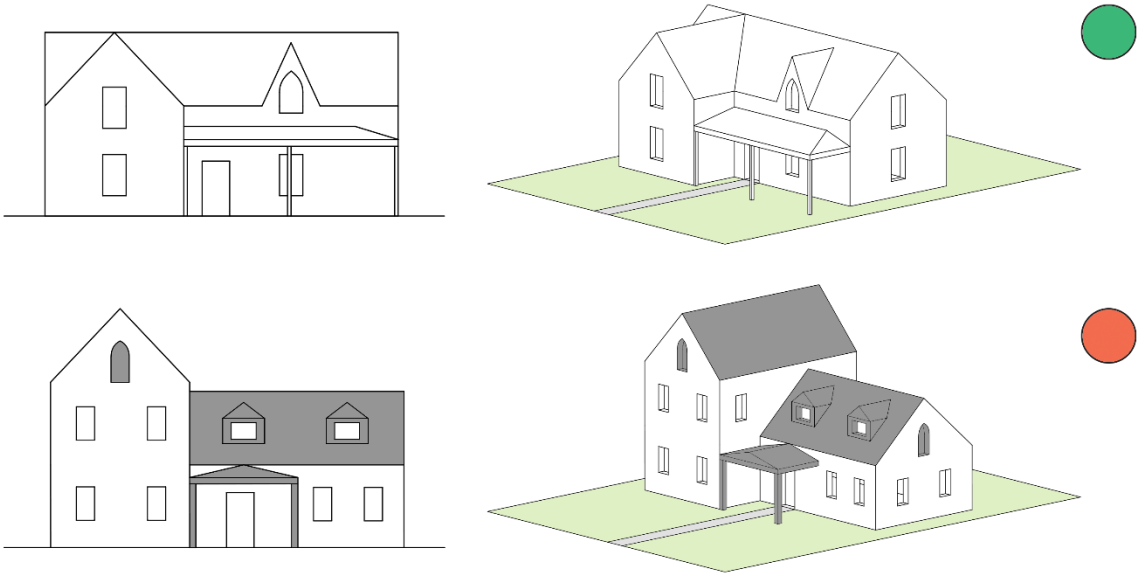
- Avoid damaging vegetation or other parts of the landscape that may contribute to the heritage character of the district, wherever possible.
- A written temporary protection plan may help ensure parts of the property or adjacent properties are not adversely affected by building removal, demolition, or relocation work.
- Deconstruction and salvage should be considered before demolition where materials are sent to landfill.
- Salvaged materials could be saved for re-use in their original form such as removing windows, doors, trim, or hardware to be used in a new setting. Salvaged materials could also be saved for reuse after modification. For example, wood elements could be re-used on other parts of the property, on other properties or milled into new products (e.g. salvaged timbers, beams, floorboards, roofboards).
- Projects that require commemoration or interpretation should be developed in consultation with Town Planning Branch staff.

6.5 GUIDELINES FOR NEW DEVELOPMENT/INFILL

New development and infill are allowed in the HCD but should be designed to be sympathetic and subordinate to buildings and landscape features that demonstrate the cultural heritage values, character, and heritage attributes of the district. New features should complement the slowly evolved heritage character of the HCD.

- New buildings should not replicate existing heritage styles but should be contemporary while demonstrating consistency with the design principles and façade proportions of historic architectural styles common in the HCD. New buildings can draw inspiration from or be a modern interpretation of historic styles found in the HCD.
- New buildings should be designed by architects or designers with demonstrated heritage experience.
- New buildings should not introduce modern versions of historic architectural styles that were not found in the district. For example, styles such as Chateau, Tudor, or Colonial Revival, Beaux Arts, Art Deco, Second Empire, and Queen Anne styles were not found in Sharon historically, and modern buildings derived from styles not found in the HCD will not fit the prevailing character of the district.
- New buildings should be readily understood as contemporary.

- New buildings should be readily understood as a single architectural style. Avoid blending influences from several styles in a single new building.



- Infill buildings along the streets should match the proportions, setbacks, façade size, height, and massing patterns of the historic streetscape around the subject property.
- Corner properties or properties with clear views to them from along the streetscape should have architecturally interesting buildings and landscape treatments that fit the character of the HCD.
- New buildings should use exterior materials that fit the character of the HCD such as brick, stone, and wood.



7 IMPLEMENTATION

All owners of property in the HCD, including the Town, must comply with the requirements of the *OHA* and the *Sharon Heritage Conservation District Plan and Guidelines*. The Town is responsible for managing change in the HCD and overseeing heritage conservation activity and development. Some change in the HCD will require a permit from Municipal Council – known as a heritage permit—before changes are made. The heritage permit process is intended to be pro-active and guide decision making to prioritize conservation of the heritage values, character and attributes that define Sharon as a unique place in the Town.

The following sections highlight the typical steps that a property owner must and/or should take when contemplating any alterations, additions, or other work to their buildings and properties within the HCD. It outlines:

- consultation with the Town;
- requirements and a typical process for heritage permit applications;
- how emergency situations may be approached;
- appeals; and,
- proactive conservation approaches that may apply in some situations.

7.1 MUNICIPAL CONSULTATION

Before submitting a heritage permit application, applicants should consult with Town Planning Branch staff. This consultation could include various methods, such as; email correspondence, phone call, virtual meeting, or in person meeting. The complexity of a proposed project may determine the appropriate method of consultation. Complex projects may benefit from more than one consultation session.

Town Planning Branch staff will assist applicants in navigating the heritage permit process.

7.1.1 PURPOSE

The purpose of consultation is:

- For the owner/applicant to outline what they wish to do;
- To allow the owner/applicant to ask questions;
- Enable all parties to get a clear understanding of the proposed project and potential implications for the HCD;
- Identify potential opportunities for heritage conservation and/or enhancement of the HCD;

- Understand potential project constraints;
- Consider preliminary implications of proposed changes on the HCD;
- Identify key issues;
- Enable Town Planning Branch staff to provide preliminary feedback;
- Enable Town Planning Branch staff to explain the heritage permit application process and required information;
- Enable Town Planning Branch staff to provide a list of any required and/or recommended supporting documents; and,
- Enable Town Planning Branch staff to advise or recommend if external heritage expertise is required or should be considered.

7.1.2 MEETING ATTENDANCE

Consultation for heritage permit applications are held between the property owner/applicant and a representative(s) from the Town Planning Branch. The Town Planner responsible for cultural heritage will attend. Representatives from other Town departments and/or external subject matter experts may be asked to attend if a project requires or would benefit from their involvement. For complex projects, the owner/applicant may want –but is not required to have—experts helping them plan the project to attend; such as, an architect, designer, builder, planner, engineer, etc.

7.1.3 TIMING

Consultation communication should occur early in the process of planning a project and should allow Town Planning Branch staff to have a good understanding of what is proposed.

7.1.4 NO FEE

There are no fees for heritage permits or associated consultation with Town Planning Branch staff.

7.2 HERITAGE PERMIT APPLICATIONS

The Town's primary management tool for heritage conservation and change management is a heritage permit which is required for actions that may affect the heritage attributes of the HCD. This Plan outlines which actions require a heritage permit.

The heritage permit process is administered by Town Planning Branch staff. Requests are processed according to the requirements of the *OHA* and in accordance with Town requirements.

Section 42 (1) of the *OHA* states:

> No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:
>
> 1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
> 2. Erect any building or structure on the property or permit the erection of such a building or structure.
> 3. Demolish or remove, or permit the demolition or removal of, any attribute of the property if the demolition or removal would affect a heritage attribute described in the heritage conservation district plan that was adopted for the heritage conservation district in a by-law registered under subsection 41 (10.1).
> 4. Demolish or remove a building or structure on the property or permit the demolition or removal of a building or structure on the property.[x]

Section 42 (2) of the *OHA* allows exemptions to a heritage permit:

> Despite subsection (1), the owner of a property situated in a designated heritage conservation district may, without obtaining a permit from the municipality, carry out such minor alterations or classes of alterations as are described in the heritage conservation district plan in accordance with clause 41.1 (5) (e) to any part of the property in respect of which a permit would otherwise be required under subsection (1). [xi]

The Council of the Corporation of the Town of East Gwillimbury has the authority under Section 41 (1) of the *OHA* to grant, grant with terms and conditions, or refuse, an application for a permit to alter, demolish or remove, or erect any building or structure in the HCD.

Town Planning Branch staff will work with property owners to help navigate the heritage permit application process as needed and aid in development or building approvals that may be required for proposed work in the HCD.

7.2.1 HERITAGE PERMIT EXEMPTIONS AND CLASSES OF ALTERATIONS

The following descriptions and Table 1 outline which classes of alterations typically do and do not require a heritage permit. Owners/applicants should consult with Town Planning Branch staff on proposed renovation, new building and/or demolition projects to review requirements. The Town's General Manager of Development Services (or their delegate) may approve some heritage permits under the Towns Delegated Authority By-law. Some works that may be approved by Town Planning Branch staff will be deferred to Municipal Council for

a decision if the decision-making process becomes complicated and/or when approval may come with conditions or where the heritage permit may be denied.

7.2.1.1 MAINTENANCE

General property maintenance activities do not require a heritage permit. They are intended to be ongoing, routine and non-destructive activities. They are necessary to ensure long-term conservation of cultural heritage resources. Property maintenance should be carried out in accordance with the Town's *Property Standards By-law*, *Property Maintenance By-law*, and *Tree Protection By-law*.

Repair or replacement of some materials with like materials and colours are considered maintenance (e.g. replacing a shingle roof with new shingle roof or painting exterior woodwork with the same or very similar colour).

Appendix C includes a checklist of recommended maintenance items for all properties in the HCD. Maintenance does not require a heritage permit.

7.2.1.2 LANDSCAPE

Most landscaping projects do not require a heritage permit. Removal of healthy mature trees and hedges could have an adverse impact on the heritage attributes of the HCD and may require a heritage permit. Some landscaping projects also require a permit under the Town's *Tree Protection By-law*.

7.2.1.3 INTERIOR RENOVATIONS

Interior renovations do not require a heritage permit.

Interior renovations may still require other permits such as; buildings permits, electrical permits or plumbing permits. Property owners should consult with relevant experts and the Town's building officials on any other permits required for interior renovations.

Historic properties may have interior features that have cultural heritage significance, even though a heritage permit is not required for interior renovations, owners should consider if there are significant heritage features and if they can be conserved throughout a renovation process.

7.2.1.4 EXTERIOR RENOVATIONS – CONTRIBUTING PROPERTIES

Exterior renovations to buildings on Contributing Properties usually require a heritage permit. Some changes that will not affect the heritage attributes of the HCD may be exempt. Minor changes that are consistent with the guidelines in this HCD Plan may be approved by the Town's General Manager of Development Services (or their delegate) through delegated authority. Major changes, proposed changes that are not aligned with the goals, objectives and policies of this HCD Plan and/or changes where the Town feels conditions on approval are

appropriate will be reviewed by the Heritage Advisory Committee and Municipal Council before a decision is made.

7.2.1.5 EXTERIOR RENOVATIONS – NON-CONTRIBUTING PROPERTIES

Exterior renovations to buildings on Non-Contributing Properties may require a heritage permit. Changes –not including demolition—that will not affect the heritage attributes of the HCD and are based on the guidelines in this HCD Plan may be exempt following a review by Town Planning Branch staff. Proposed major changes and changes that do not follow guidance from this HCD Plan require a heritage permit. Proposed major changes that are not aligned with the goals, objectives and policies of this HCD Plan and/or changes where the Town feels conditions on approval are appropriate will be reviewed by the Heritage Advisory Committee and Municipal Council before a decision is made.

7.2.1.6 NEW BUILDINGS AND STRUCTURES

Proposed new buildings and structures in the HCD require a heritage permit. Heritage permits for small accessory buildings such as sheds and modest structures that blend in such as decks and patios may be approved by staff through delegated authority. Larger buildings and structures, such as garages, additional residential units, infill buildings or new buildings on new/vacant/underutilized lots require a heritage permit approved by Municipal Council.

7.2.1.7 BUILDING DEMOLITION AND REMOVAL

Demolition or removal of a building or structure in the HCD requires a heritage permit. Demolition or removal of a small building or structure such as a shed or modest deck may be approved by staff through delegated authority provided it is not a heritage attribute. Demolition or removal of large buildings or structures, including partial demolition of wings or additions, requires a heritage permit approved by Municipal Council.

When a heritage permit for demolition is approved, the municipality encourages owners to consider deconstruction and material salvage as a preferred approach. Owners are supported in preparing a Documentation and Salvage Report, including a Salvage Feasibility Assessment that evaluates whether materials have market demand, heritage or reuse value, can be recovered safely, and whether recovery is cost-effective. Where feasible, heritage elements and quality building materials should be carefully documented and removed for reuse, helping to reduce landfill waste, retain cultural value, and provide resources for future projects and the wider community.

Table 1. Classes of Alteration Heritage Permit Requirements

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Maintenance	Painting exterior wood in the same or substantially similar colour.	No	No	No heritage permit required.
	Painting a door any colour.	No	No	No heritage permit required.
	Replacement of broken glass or woodwork on windows.	No	No	No heritage permit required.
	Replacement of siding with the same siding.	No	No	No heritage permit required.
	Replacement of asphalt shingles and roof flashing with the same material and same or substantially similar colour and style.	No	No	No heritage permit required.
	Repair and replacement of soffit, fascia and associated moulding with the same material and the same style.	No	No	No heritage permit required.
	Repair of decorative wood brackets and trim around roofs.	No	No	No heritage permit required.
	Repair, including replacement of parts, of woodwork (e.g. trim, moulding, wood windows, wood doors) where the repair	No	No	No heritage permit required.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	matches the historic material and style and is based on physical and/or documentary evidence.			
	Weatherproofing such as caulking.	No	No	No heritage permit required.
	Chimney repairs and capping that does not change the appearance of historic chimneys.	No	No	No heritage permit required.
	Repair to eavestroughs and downspouts or replacement with matching ones.	No	No	No heritage permit required.
	Repair or replacement of decorative features (e.g. cresting, spires, finials, balustrades) with replacements that match historic decorative features.	No	No	No heritage permit required.
	Repair or replacement of porch, pillars, pilasters, cornice, railing and balusters, when replacements match the historic shape and profile.	No	No	No heritage permit required.
	Structural repairs that are not visible from outside the building and do not adversely affect the structural integrity of the building.	No	No	No heritage permit required.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Landscape – Trees and Hedges	Invasive Species tree, shrub removal.	No	No	No heritage permit required.
	Juvenile tree, shrub pruning or removal.	No	No	No heritage permit required.
	Mature Tree or Shrub pruning to maintain its health.	No	No	No heritage permit required.
	Normally healthy but damaged mature tree or hedge removal in an emergency situation (e.g. damage from a natural disaster or bad storm where human safety is at risk and/or heritage attributes of the HCD are at risk).	Yes	No	General Manager of Development Services or their Delegate.
	Healthy Mature Tree or Hedge removal (non-emergency situation).	Yes	No	Municipal Council.
	Unhealthy Mature Tree or Hedge removal and replacement with similar based on guidance from the HCD Plan.	Yes	No	General Manager of Development Services or their Delegate.
	Unhealthy Mature Tree or Hedge removal with no replacement.	Yes	No	Municipal Council.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Landscape - Gardens	General gardening.	No	No	No heritage permit required.
	Convert significant parts of front and/or side yard lawns clearly visible from the street into other landscape setting (e.g. formal gardens, wildflower meadow, pollinator garden).	No	No	No heritage permit required.
Landscape – Water Features	Adding a water feature (i.e. decorative pond, fountain) not visible from the street.	No	No	No heritage permit required.
	Adding a water feature (i.e. decorative pond, fountain) visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
Landscape – Deck/Patio	Install deck or patio, not visible from the street.	No	No	No heritage permit required.
	Install deck or patio, visible from the street.	Yes	No	General Manager of Development Services or their Delegate.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Landscape – Driveways/ Parking and Walkways	New or increased driveways or parking areas.	Yes	Yes	General Manager of Development Services or their Delegate.
	Repaving or resurfacing existing driveway, parking area and/or walkways.	No	No	No heritage permit required.
	Changing driveway/parking area/sidewalk material.	Yes	No	General Manager of Development Services or their Delegate.
	New walkways visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
Interior Renovations	N/A	No	No	No heritage permit required.
Exterior Renovations – Additions	An addition following guidance from the HCD Plan.	Yes	Yes	Municipal Council.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	An addition that does not follow guidance from the HCD Plan.	Yes	Yes	Municipal Council.
Exterior Renovations – General Alterations	Alterations that are not visible from the street and follow guidance from the HCD Plan.	No	No	No heritage permit required.
Exterior Renovations – Roofs	Re-roofing in a different material, colour and/or style.	Yes	No	General Manager of Development Services or their Delegate if the project follows guidance from the HCD Plan. Municipal Council, if the project deviates from HCD Plan guidance.
	Alterations to the roofline, visible from the Street.	Yes	No	Municipal Council.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	Alteration to the roofline, not visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Chimney work that does not change its appearance.	No	No	No heritage permit required.
	Chimney work that changes its appearance.	Yes	No	General Manager of Development Services or their Delegate.
	Removal or addition of a chimney.	Yes	No	General Manager of Development Services or their Delegate.
	Soffit and/or fascia replacement with different materials.	Yes	No	General Manager of Development Services or their Delegate.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	Replacement of eaves troughs with a different material and/or design.	Yes	No	General Manager of Development Services or their Delegate.
Exterior Renovations - Walls	Cladding replacement with different materials or colour not visible from the Street.	No	No	No heritage permit required.
	Cladding replacement with different materials or colour visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Replication of decorative details and/or trim, or recreation of historic decoration based on physical or documentary evidence.	No	No	No heritage permit required.
	Decorative element and/or trim removal and/or replacement with a different material or style.	Yes	No	General Manager of Development Services or their Delegate.
Exterior Renovations – Windows	Window replacement in the same material, size and design.	No	No	No heritage permit required.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	Window replacement in a different material, size and/or design where the window is visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Shutter replacement with the same size and design.	No	No	No heritage permit required.
	Shutter replacement or installation of a new or different size, style and/or material.	Yes	No	General Manager of Development Services or their Delegate.
	Shutter removal.	Yes	No	General Manager of Development Services or their Delegate.
	Alteration to window trim style or material.	Yes	No	General Manager of Development Services or their Delegate.
Exterior Renovations – Doors	Door replacement in the same material, size and design.	No	No	No heritage permit required.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
	Door replacement not visible from the street.	No	No	No heritage permit required.
	Door replacement in a different material, style, and/or size visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Addition or replacement of a storm or screen door.	No	No	No heritage permit required.
	New door opening or conversion of a window to a door, not visible from the street.	No	No	No heritage permit required.
	New door opening or conversion of a window to a door, visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Alteration to door trim style or material.	Yes	No	General Manager of Development Services or their Delegate.

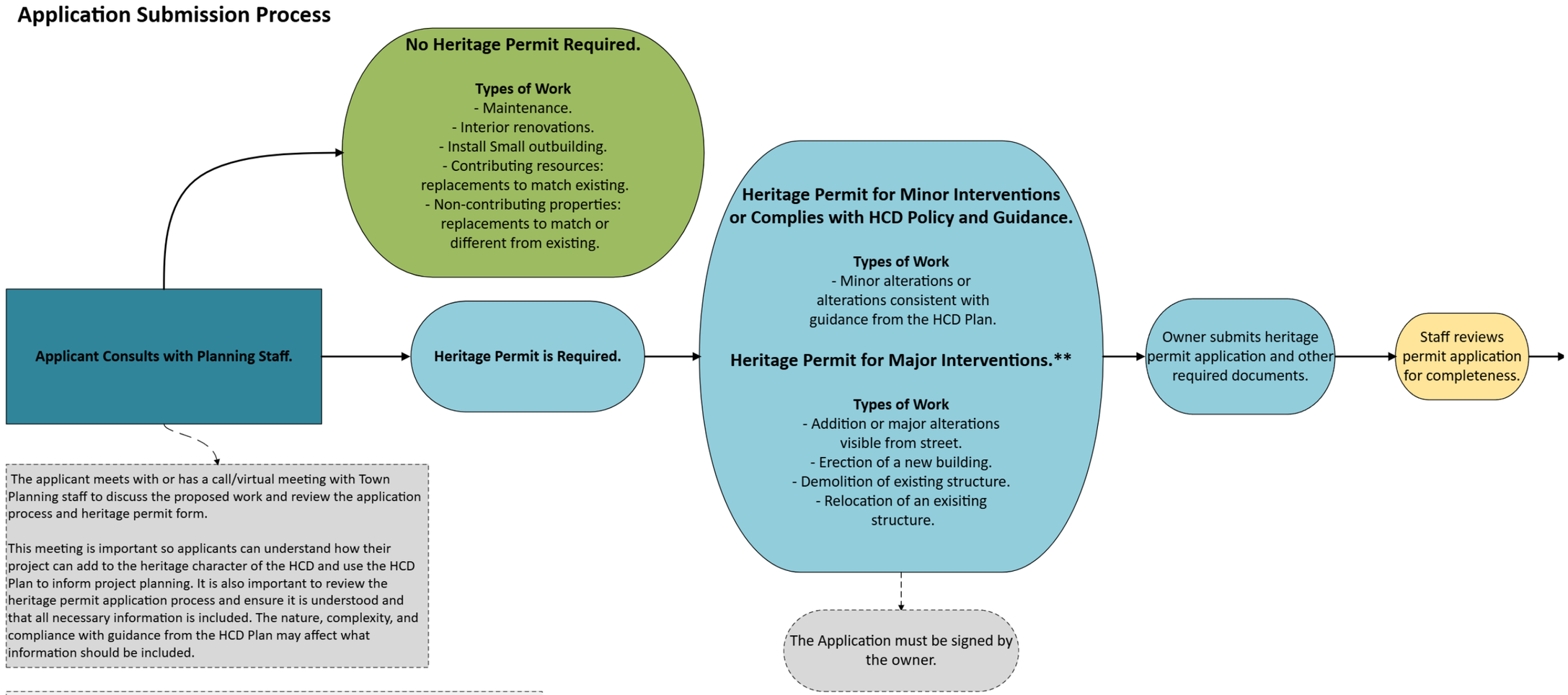
Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Exterior Renovations – Porch/ Veranda	Porch or veranda replacement in the same materials, size and design.	No	No	No heritage permit required.
	Porch or veranda replacement with changes to materials, size, and/or design not visible from the street.	No	No	No heritage permit required.
	Porch or veranda replacement with changes to materials, size, and/or design visible from the street.	Yes	No	General Manager of Development Services or their Delegate.
	Porch or veranda removal, visible from the street.	Yes	No	Municipal Council.
	Addition of a porch or veranda, visible from the street.	Yes	No	Municipal Council.
Exterior Renovations – Signs	Addition of a permanent or long-term sign	Yes	Yes	General Manager of Development Services or their Delegate.

Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
Exterior Renovations – Utilities, Telecommunications, etc....	Installation of utilities, telecommunications, solar panels, generators, etc. not visible or screened from the street.	No	No	No heritage permit required.
	Installation of utilities, telecommunications, solar panels, generators, etc. visible from the street.	Yes	Yes	General Manager of Development Services or their Delegate.
New Buildings/ Structures	Construction of a sensitively designed, small outbuilding not requiring a building permit (i.e. a shed) to the sides/rear of a property.	No	No	No heritage permit required.
	Construction of a sensitively designed outbuilding that requires a building permit (i.e. detached garage, large shed, additional residential unit) to the sides and set back or rear of a property.	Yes	Yes	General Manager of Development Services or their Delegate if the plans follow guidance of the HCD Plan. Municipal Council if the plans deviate

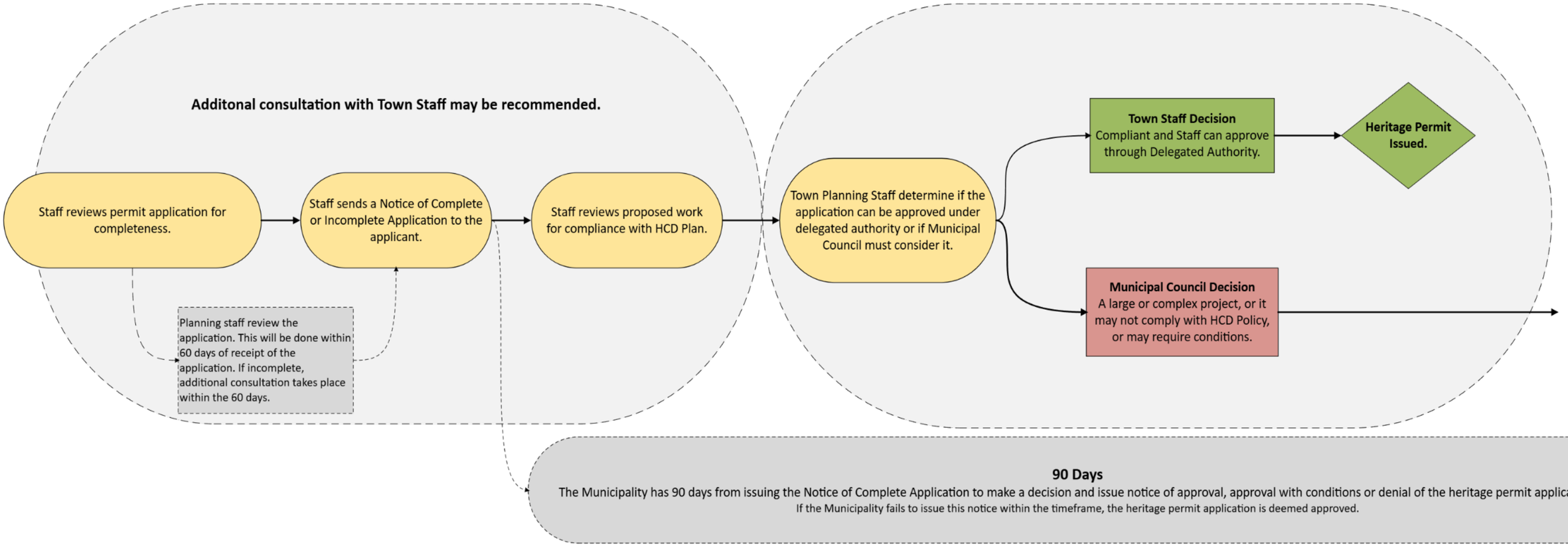
Class of Alteration / Work	Alteration/Work	Heritage Permit – Contributing Property	Heritage Permit – Non-Contributing Property	Heritage Permit Approval Authority
				from the Guidance of the HCD Plan.
	Construction of a new –full size—building (2nd house or commercial building) on a lot.	Yes	Yes	Municipal Council.
	Construction of a new building that requires a building permit on a vacant lot.	N/A	Yes	Municipal Council.
Building Demolition/ Removal	Demolition of an existing building or structure that requires a demolition permit.	Yes	Yes	Municipal Council.
	Relocation of an existing building or structure to another location. This may be inside the HCD or to another location entirely.	Yes	Yes	Municipal Council.
	Demolition or relocation of an existing building or structure that does not require a demolition permit (i.e. a small shed or modest sized deck).	No	No	No heritage permit required.

7.3 HERITAGE PERMIT APPLICATION PROCESS

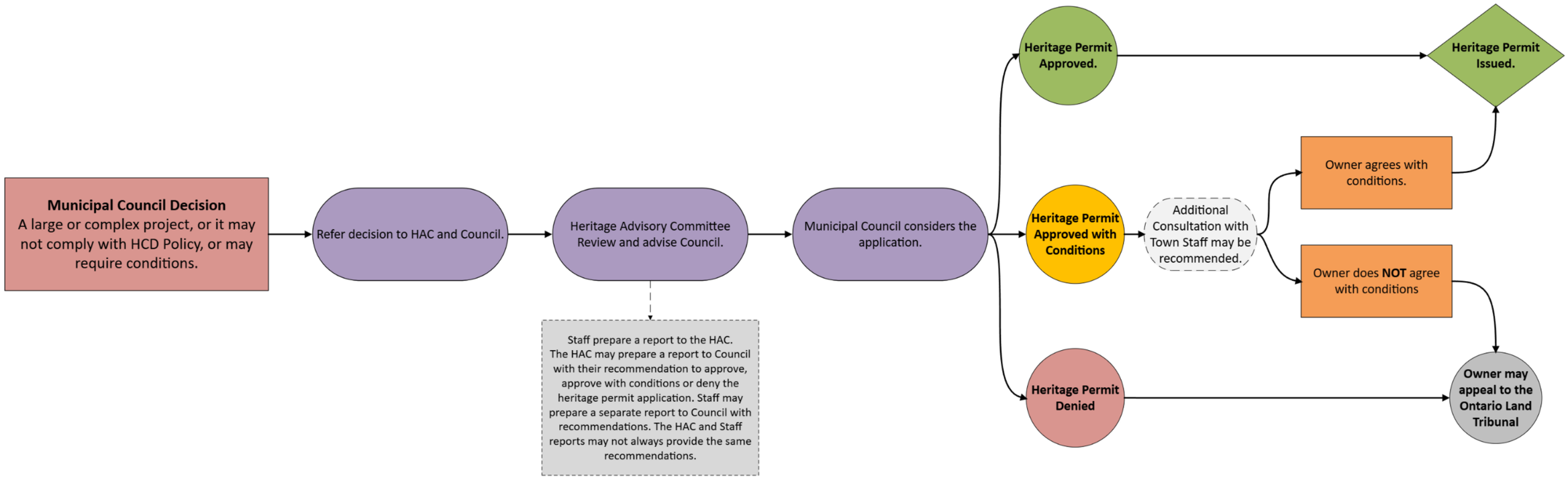
All applications for approval must follow the requirements of the *OHA*. This flow chart outlines a general process for heritage permit applications.



Early Staff Approval Process



Final Approval Process



90 Days

The Municipality has 90 days from issuing the Notice of Complete Application to make a decision and issue notice of approval, approval with conditions or denial of the heritage permit application.
If the Municipality fails to issue this notice within the timeframe, the heritage permit application is deemed approved.

7.4 EMERGENCY SITUATIONS

Emergency situations are circumstances where a building or structure, part of a building or structure and/or trees are unsafe and there is imminent concern of collapse.

Emergency situations in the HCD that require demolition, partial demolition or removal that may affect the heritage attributes of the HCD still require a heritage permit.

Property owners in this situation should consult with Town Planning Branch and Building Branch staff as early as possible to determine if heritage attributes are likely to be affected and identify appropriate next steps. The Town will coordinate and expedite heritage planning work in these situations. This may require a special HAC and/or Municipal Council meeting.

Temporary supports or protection measures may be required to protect people and support the building, structure, or area of concern while decisions on potential heritage conservation measures or approval of a heritage permit are made. Inspection of the building, structure, or area of concern can be completed by the Town's Building Officials provided that they are a professionally licensed engineer.

In the event of a total loss of a building in the HCD due to natural disaster, rebuilding a replica of the building based on historic methods, craftsmanship or materials is not required. The/any replacement building must be built following guidance for new development or infill in the HCD Plan.

Demolition of ruins and construction of a new building in its place requires a heritage permit.

7.5 APPEALS

7.5.1 APPEALS TO HERITAGE PERMIT DECISIONS

The owner of a property has the right to appeal refusal of a heritage permit or approval with terms and conditions (that the owner/applicant disagrees with) for an application to alter any part of a property within the HCD to the Ontario Land Tribunal (OLT) The owner has 30 days in which to give notice of an appeal to the OLT after receipt of the refusal or the permit or approval with conditions [OHA Part V Section 42 (6) and (7)].



Appendix A Abbreviations and Glossary

Abbreviations

EGOP - East Gwillimbury Official Plan

EG ZBL – East Gwillimbury Zoning By-Law

HCD - Heritage Conservation District

HIA - Heritage Impact Assessment

LHC - LHC Heritage Planning and Archaeology Inc

MPAC - Municipal Property Assessment Corporation

MW - Mirriam Webster

OBC - Ontario Building Code

OED - Oxford English Dictionary

OHA - *Ontario Heritage Act*

O. Reg. 9/06 - *Ontario Regulation 9/06*

OLT - Ontario Land Tribunal

PPS - Provincial Planning Statement

Sharon - the Village of Sharon

S&Gs - *Standards and Guidelines for the Conservation of Historic Places Canada*

TMHC - TMHC Inc.

YROP- York Region Official Plan

Glossary

Accessory Building/ Structure

[Accessory Uses] Uses of land that are found on the same parcel as the principal use, but are subordinate and incidental and includes accessory structures- YROP

[Accessory Use] A use naturally and normally incidental to, subordinate to or exclusively devoted to a principal use and located on the same lot therewith, including home occupation uses and home industries. A residential unit for the owner, manager or caretaker of a commercial, residential, recreation or institutional use shall be considered an accessory use- EGOP

A detached building or structure, the use of which is naturally and normally incidental to, subordinate to, or exclusively devoted to the main use or building, and located on the same lot- EG ZBL

Accessory Dwelling Unit (See Also Additional Residential Unit)

[Accessory Apartments] one self-contained dwelling unit created through converting part of or adding onto an existing dwelling- EGOP

[Accessory Apartment]) a separate dwelling unit that is subsidiary to and contained within a single-detached, semi-detached, duplex, townhouse, back-to-back townhouse, or stacked townhouse dwelling unit- EG ZBL

[Accessory Use]) a use naturally and normally incidental to, subordinate to or exclusively devoted to a main use and located on the same lot- EG ZBL

Additional Residential Unit

1. A second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.

2. A third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.

3. A residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the

detached house, semi-detached house or rowhouse contains any residential units. -Section 1(2) Ontario Regulation 299/19.

Adjacent

…for the purposes of Policy 4.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan- PPS

Adverse Impact

[Adverse] preventing success or development- OED

Agricultural Village/ Evolved Rural Village

[Agricultural Use] the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; beekeeping; agro-forestry; maple syrup production; equestrian uses; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities- EG ZBL

[Agricultural] the science or practice of farming, including cultivation of the soil for the growing of crops and the rearing of animals to provide food, wool, and other products- OED

[Village] a group of houses and associated buildings, larger than a hamlet and smaller than a town, situated in a rural area- OED

Alteration

[Alter/Alteration] means to change in any manner and includes to restore, renovate, repair or disturb- OHA

Archaeological Assessment

A survey undertaken by a provincially licensed archaeologist to identify an archaeological site and, to the extent required, the cultural heritage value or interest of the site and applicable mitigation measures. There are four levels of assessment that are specific to the circumstances, a Stage 1, Stage 2, Stage 3 or Stage 4 archaeological assessment, each of which is required as completed by a provincially licensed archaeologist in accordance with the current Provincial requirements, standards and guidelines applicable to provincially licensed archaeologists- YROP

Archaeological Potential

[Areas of…] areas with the likelihood to contain archaeological resources, as evaluated using the processes and criteria that are established under the Ontario Heritage Act- PPS

Archaeological Resources

Includes artifacts, archaeological sites and marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological assessments carried out by archaeologists licensed under the Ontario Heritage Act- PPS

Building Setbacks

[Setback] the distance between a lot line and the nearest point of any building or structure for which a setback is required. For a corner lot with a daylighting triangle, the exterior side lot line is deemed to extend to its hypothetical point of intersection with the extension of the front lot line and/or rear lot line for the purposes of calculating the front, rear and exterior side yard setbacks, but at no point may a building or legal encroachment extend into the daylighting triangle- EG ZBL

The distance by which a building or part of a building is set back from the property line- OED

Built Heritage Resource

Means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community- PPS

Change Management

[Change Management] the management of change and development within a business or similar organization- OED

[Management] the process of dealing with or controlling things or people- OED

Commemoration

To serve as a memorial of- MW

The action or fact of commemorating a dead person or past event: / a ceremony or celebration in which a person or event is remembered / mark or celebrate (an event or person) by doing or producing something- OED

Compatible

Compatible use means a use which respects the cultural significance of a place. Such a use involves no, or minimal, impact on cultural significance- Burra Charter 2013

[Compatible] able to have a harmonious relationship; well suited- OED

Conservation

All actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve "Preservation," "Rehabilitation," "Restoration," or a combination of these actions or processes- Standards and Guidelines for the Conservation of Historic Places Canada

Conserved

Means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments. - PPS

Cultural Heritage Landscapes

Means 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- PPS

Cultural Heritage Value

[Heritage Value] the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings- S&Gs

Cultural Heritage Value or Interest

See 'Cultural Heritage Value'

Decision Makers

Someone who is known or primarily responsible for making decisions- MW

Deconstruction

Returning a place to a known earlier state using newly introduced material- derived from Heritage Planning: Principles and Practices

Reduce (something) to its constituent parts in order to reinterpret it- OED

Demolition

[Demolish] to tear down, raze- MW

Design, Historical, and/or Contextual Value

Development

Means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act- PPS

Eclectic

Composed of elements drawn from various sources- MW

Deriving ideas, style, or taste from a broad and diverse range of sources- OED

Emergency Work

[Emergency] a serious, unexpected, and often dangerous situation requiring immediate action – OED

Façade

The front of a building- MW

The principal front of a building, that faces on to a street or open space- OED

Gateway/Views

A sight or prospect, typically of attractive natural scenery, that can be taken in by the eye from a particular place- OED

Heritage Attribute

Means, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest- OHA

Means, as defined under the Ontario Heritage Act, in relation to real property, and to the buildings and structures on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest- PPS

Heritage Conservation District

A geographically defined area with distinct heritage character that is protected by a municipal bylaw under the Ontario Heritage Act- Tool Kit 2025

Heritage Integrity

The ability of the physical features of a property to represent or support its cultural heritage value or interest or covey its heritage significance- Toolkit 2006

[Integrity] the condition of being unified or sound in construction- OED

Heritage Values

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings- Standards and Guidelines for the Conservation of Historic Places Canada

High Quality Material

The standard of something as measured against other things of a similar kind; the degree of excellence of something- OED

Historic Architectural Features/ Ornamentation

[Ornamentation] decorative elements added to something to enhance its appearance- OED

Impact

See 'Adverse Impact'

Infill

Buildings constructed to occupy the space between existing structures- OED

Integrity

See 'Heritage Integrity'

Intensification

Means the development of a property, site or area at a higher density than currently exists through:

a. redevelopment, including the reuse of brownfield sites and underutilized shopping malls and plazas;

b. the development of vacant and/or underutilized lots within previously developed areas;

c. infill development; and d) the expansion or conversion of existing buildings- PPS

Interpretation

Means all the ways of presenting the cultural significance of a place. Interpretation may be a combination of the treatment of the fabric (e.g. maintenance, restoration, reconstruction); the use of and activities at the place; and the use of introduced explanatory material- Burra Charter 2013

Landmark [Properties]

A recognizable natural or human-made feature used for a point of reference that helps orienting in a familiar or unfamiliar environment; it may mark an event or development; it may be conspicuous- Heritage Property Evaluation Tool Kit 2025

Landscape

Any geographical area that has been modified, influenced or given special cultural meaning by people, and that has been formally recognized for its heritage value- Standards and Guidelines for the Conservation of Historic Places Canada

Landscaping

Make (a garden or other area of ground) more attractive by altering the existing design, adding ornamental features, and planting trees and shrubs- OED

Large Structures

A building or other object constructed from several parts- OED

Lot Consolidation

When two or more abutting parcels under a single ownership are consolidated at the land registry office pursuant to an Application to Consolidate Parcels- MPAC

Lot Severance

The process of dividing one property into two or more properties- MPAC

Maintenance

Routine, cyclical, non-destructive actions necessary to slow the deterioration of an historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save- Standards and Guidelines for the Conservation of Historic Places Canada

Major Exterior Renovations

[Renovations] restore (something old, especially a building) to a good state of repair- OED

Minor Alterations

Change in character or composition, typically in a comparatively small but significant way / make structural changes to (a building)- OED

Minor Exterior Renovations

See 'Major Exterior Renovations'

Modifications

Make partial or minor changes to (something)- OED

Preservation

The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value- Standards and Guidelines for the Conservation of Historic Buildings Canada

Protected Heritage Resource/ Property

Means property designated under Part IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act; property subject to a heritage conservation easement or covenant under Part II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites- PPS

Public Landscapes and Streetscapes

A view or scene of streets, especially in a city- OED

Public Realm

The publicly owned places and spaces that belong to and are accessible by everyone. These can include municipal streets, lanes, squares, plazas, sidewalks, trails, parks, open spaces, waterfronts, public transit systems, conservation areas, and civic buildings and institutions. (Ontario Professional Planners Institute, Healthy Communities and Planning for the Public Realm A Call to Action, 2016)

Rare

There were few in number originally, or there are few in number today due to subsequent loss- Ontario Heritage Tool Kit 2025

Redevelopment

Means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites- PPS

Rehabilitation

The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value- S&Gs

Restoration

The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value- S&Gs

Retention

The continued possession, use, or control of something- OED

Reuse

Use again or more than once- OED

Reversible Change

Changes that can be removed at a later date without damaging the character-defining elements of the historic place- derived from the S&Gs

Scale

The relative size or extent of something- OED

Significant Historical Associations

[Significant] in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act- PPS

Site Alteration

Means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site- PPS

Sympathetic

Designed in a sensitive or appropriate way- OED

Unique

The only one of its kind or a prototype- OED

Vernacular

Indigenous, made locally by inhabitants; made using local materials and traditional methods of construction and ornament; specific to a region or location- S&Gs

Views/Vistas

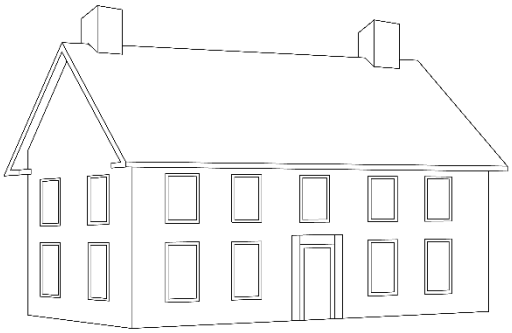
See ‘Gateway/View’

Appendix B Architectural Styles

The following is a list and description of architectural styles commonly used in Ontario over the last two centuries. Buildings built in these styles or demonstrating influences from these styles are present in the HCD. Most of the buildings in the HCD are vernacular buildings that include some influences from these styles. Some buildings may include details common to more than one style. Some buildings are unique; they are the only one that demonstrate features of a style. Table 2 identifies which architectural styles or influences are found on each property in the HCD.

GEORGIAN

The Georgian architectural style was common in Ontario between 1784 and 1860. It was a continuation of the English Renaissance and Palladian Classicism styles and was brought to Upper Canada (Ontario) by English settlers and United Empire Loyalists. Georgian buildings typically had a rectangular floor plan with a centre-hall layout, were one to three storeys, had symmetrical elevations with Classical proportions, and had steep gable roofs. Common details include:



- Brick, stone, or wood siding;
- String/belt course(s);
- Pilasters and/or piers;
- Steeply pitched side gable roofs;
- Plain cornices with returned eaves on side gables;
- Small-paned double-hung windows (often in a multi lite format such as 6 over 6 or 12 over 12); and,
- Central, panelled door with transom (flat or fanlight) and sidelights.



CLASSICAL REVIVAL

The Classical Revival architectural style was common in Ontario between 1830 and 1860. It originated in Europe during a time of resurging interest in Greek and Roman architectural forms and orders. The style became popular in Upper Canada and the United States of America in the early- to mid-19th century when it was commonly found in pattern books. Classical Revival buildings typically had a symmetrical rectangular floor plan with a centre- or side-hall layout, were one to two storeys, had symmetrical elevations with Classical proportions, and had side gable or hip roofs often with a pedimented portico. Common details include:



- Temple form, with a taller centre area and lower wings on both sides;
- Brick, stone, stucco, or wood siding;
- Entablatures, metopes, triglyphs, and/or volutes;
- Cupola;
- Low to medium gable or hip roofs with pediment or returned eave and dentilled frieze;
- Multi-paned windows (often arranged in a 9 over 9 or 6 over 6 format);
- Decorative window surrounds with voussoirs, jack arches, sills, and storm shutters;
- Decorative door surrounds with voussoirs, jack arches, engaged columns, transom, and sidelights; and,
- Pedimented portico



GOTHIC REVIVAL

The Gothic Revival architectural style was common in Ontario between 1830 and 1900. It originated in England during a time of resurging interest in the architectural forms and styles from the English Gothic period. Gothic Revival residences were promoted by A. J. Downing, a landscape architect, and J. C. Loudon, an academic, as well as by The Canada Farmer, which identified the architectural style as cheap residential dwelling. As a result, the Gothic Revival architectural style became abundant in Ontario. Gothic Revival buildings typically had a rectangular floor plan with a centre-hall layout or an "L" shaped plan, were one-and-a-half to two storeys and had high side or cross gable roofs with a centre gable on their primary elevation. Rectangular-plan versions often had symmetrical elevations with a projecting centre bay. Common details include:



- Emphasis on verticality;
- Brick (monochrome or polychrome), stone, or wood siding;
- String/belt course(s) common with polychromatic versions;
- Decorative window surrounds with hood-moulds, voussoirs, jack arches, sills, and storm shutters;
- Lancet, segmentally arched, bay, and oriel windows with multi-paned windows (often arranged in a 2 over 2 format);
- Decorative door surround with hood-moulds, voussoirs, jack arches, transom, and sidelights;
- Full- or partial-width verandahs with carved or turned posts and vergeboard;
- Steeply pitched side or cross gable roofs with centre gable or dormer(s);
- Decorative vergeboard along open gable ends; and,
- Roof finials and pinnacle.



EDWARDIAN

The Edwardian Classicism architectural style was common in Ontario between 1900 and 1930. It was favoured for its adherence to Classical design motifs and general simplicity. Its simplicity – particularly in residential versions of the style – made it common in domestic, residential settings. Edwardian Classicism buildings typically had a square or rectangular floor plan, were two to two-and-a-half storeys, had balanced asymmetrical elevations, and had medium gable or hip roofs. Common details include:

- Simple, formal design including a balanced façade;
- Finely jointed, smooth monochromatic brick;
- Medium gable or hip roof with cornice and frieze;
- Roof eaves supported by blocks or cantilevered brackets;
- Dormers that match the shape/style of the main roof;
- Plain chimney(s);
- Generous use of fenestration;
- Flat brick arches, voussoirs, or stone/concrete lintels over windows;
- Stone/concrete lug sills;
- Frontispiece or portico with subdued pilasters or piers over/surrounding the main entrance;
- Flat brick arches, voussoirs, or stone/concrete lintels over the main entrance; and,
- Full-height glass doors.





ARTS AND CRAFTS

The Arts and Crafts architectural style was common in Ontario between 1910 and 1930. It appeared in Late Victorian Britain in response to industrial mass production and looked to reintroduce the individual skill of craftsmen into architectural development. Arts and Crafts buildings typically had rectangular or asymmetrical floor plans, were one-and-a-half to two-and-a-half storeys, had horizontal massing, and had steep gable roofs. Common details include:

- Simple, asymmetrical, and horizontal massing;
- Use of a variety of cladding materials including brick, stone, stucco, and/or wood siding (board and batten, drop lap, shiplap, and cedar shakes);
- Organically shaped and decorative façade details such as false half timbering;
- Gable roofs with exposed structural members;
- Use of multiple window types and shapes; and,
- Covered porches with roof supported by large stone or wood piers.

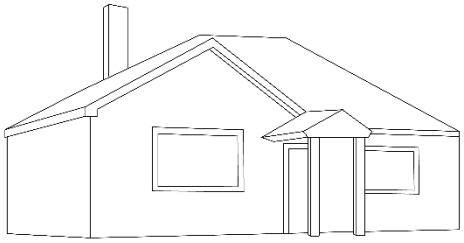




MINIMAL TRADITIONAL

The Minimal Traditional architectural style was common in Ontario between 1925 and 1950. It was developed primarily in response to growing demand for inexpensive, efficient homes that could be built quickly for the working class. The style dominated residential development during the Great Depression and the Second World War before declining in popularity in place of larger, Ranch style houses. Minimal Traditional buildings typically have a rectangular floor plan, one storey height, and low or medium gable or hip roof. Common details include:

- Stucco, clapboard, shiplap, or tongue-and-groove cladding;
- Brick or stone accent cladding;
- Gable or hip roof with shallowly overhanging or flush eaves;
- Stucco or brick chimney;
- Grouped, multi-light sash windows;
- Solid or partially-glazed wooden main entrance door; and,
- Small covered entrance porch.





UNIQUE STYLES

Unique architectural styles, influences or construction methods that reveal the heritage integrity, convey the heritage character, and inform the heritage attributes of the HCD include:

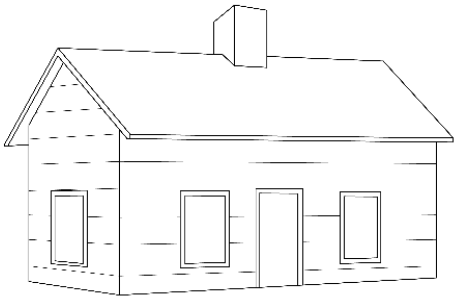
- Log buildings;
- Neo-Classical;
- Picturesque;
- Regency; and,
- Romanesque Revival.

Log House

The Log House architectural style was common in Ontario beginning in 1780. Log houses were common upon the first settlement of land because they were quick to build and used readily available materials. Log Houses typically had a rectangular floor plan, one storey height, and had a shed or gable roof. Common details include:

- Log walls;
- rubblestone chimneys; and,
- small windows.

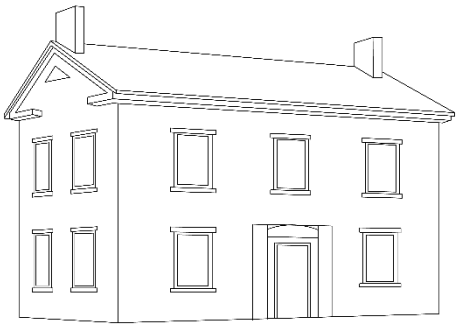
The only log building in the HCD area is part of the Sharon Temple complex.





NEO-CLASSICAL

The Neo-Classical architectural style was common in Ontario between 1800 and 1860. The Neo-Classical style was an evolution of the preceding/concurrent Georgian style. In contrast with the Georgian style, the Neo-Classical style more closely emulated building forms and styles from the Classical – primarily Roman – period. Neo-Classical buildings typically had a rectangular floor plan with a centre-hall layout, were one to three storeys, had symmetrical elevations with Classical proportions, and had side gable roofs. Common details include:



- Brick, stone, or wood siding;
- Ornamented panels;
- Pilasters and/or piers, often near the outer corners;
- Medium pitched roofs with returned eaves, elaborate dentils, and cornices;
- Louvred vents on gable ends;
- Palladian windows;
- small-paned double-hung windows; and,
- central, panelled doors with fanlight transom and sidelights.



Neo-Classical influences are present in the Sharon Temple and David Willson Study buildings.

PICTURESQUE

Picturesque usually applies to landscape design, however the idea informed buildings. Picturesque landscapes and buildings informed by the idea were common in Ontario between 1820 and 1840 but was an important aesthetic throughout the 19th century. In Canada, the Picturesque style borrowed from preceding Classical styles including Georgian and Neo-Classical. It was often applied to cottage or villa style buildings and surrounding landscapes. The style relied on the physical location of a building, as it encouraged a more dramatic character. The architecture and landscape were intended to complement each other and bring architecture and landscape design close to nature. Picturesque buildings typically had an irregular symmetrical or asymmetrical floor plan, intricate details, a variety of forms, were one to one-and-a-half storeys and had gable or hip roofs. In Picturesque settings buildings were often integral but subordinate to the overall setting. Picturesque buildings were typically located in romantic, secluded, or heavily wooded settings. Common details include:

- Stucco or clapboard cladding;
- Tall chimneys; and,
- Large, multi-paned windows.



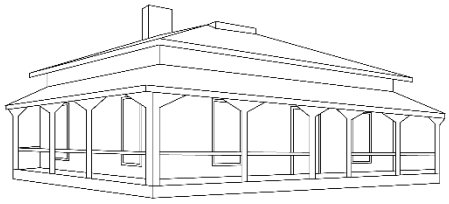
The John T. Stokes house/Maplehyrn at 18817 Leslie Street is an example of a property that fits the Picturesque aesthetic.



REGENCY

The Regency architectural style was common in Ontario between 1820 and 1840. It Began in England when Prince Regent commissioned John Nash, one of England's most notable architects, to build the Royal Pavilion in the style of an Indian temple. Early renditions of the style in Ontario were commissioned by British officers settling in Canada. Regency buildings typically had a square or rectangular floor plan, were one storey, had symmetrical elevations, and had low hip roofs. Common details include:

- Brick, stucco, or clapboard cladding;
- Low hip roofs with simple cornices and friezes;
- Classical window surrounds;
- Floor to ceiling windows;
- French doors;
- Large verandah with trellis supports.





ROMANESQUE REVIVAL

The Romanesque Revival architectural style was common in Ontario between 1850 and 1900. It originated in Europe and was inspired by early 19th century romanticism. It looked to emulate architectural forms and orders from the Romanesque Period in Europe that began in the 9th century. Romanesque Revival buildings typically had a rectangular floor plan with asymmetrical towers, were one to two-and-a-half storeys, had symmetrical elevations (aside from towers, where present), and had low to high gable or hip roofs. Common details include:

- Polychromatic brick or stone;
- Polychromatic brick or stone string/belt course(s);
- Square or round buttresses;
- Low to high gable or hip roofs with decorative parapet, corbelling, and/or frieze;
- Roof finials and pinnacles;
- Round arched window surrounds;
- Round, segmentally arched, bay, and oriel windows with multi-paned windows; and,
- Round arched window surrounds.

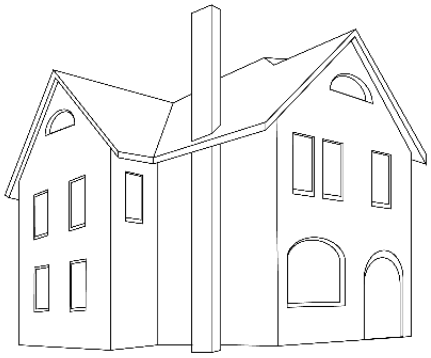




Table 2. Properties in the HCD, Architectural Style or Influences

Address	Contributing / Non-Contributing	Building Architectural Style and/or Influences
3 Arthur Hall Drive	Non-contributing	Vernacular
4 Arthur Hall Drive	Non-contributing	Vernacular
19040 Leslie Street	Contributing	Ontario Vernacular Gothic Revival
19027 Leslie Street	Contributing	Classical Revival
19003 Leslie Street	Non-contributing	Vernacular
19000 Leslie Street	Contributing	Contemporary
18995 Leslie Street	Non-contributing	Vernacular
18994 Leslie Street	Contributing	Ontario Vernacular Temperance Hall design
18977 Leslie Street	Non-contributing	Vernacular Arts and Crafts
18974 Leslie Street	Contributing	Neo-classical Ontario Vernacular Boomtown Pennsylvania Classical Revival Georgian
18967 Leslie Street	Contributing	Vernacular
18960 Leslie Street	Contributing	Ontario Vernacular
18959 Leslie Street	Non-contributing	Vernacular Ranch
18957 Leslie street	Contributing	Vernacular Classical Revival
18952 Leslie Street	Contributing	Ontario Vernacular
18949 Leslie Street	Contributing	Vernacular
18944 Leslie Street	Contributing	Ontario Vernacular

Address	Contributing / Non-Contributing	Building Architectural Style and/or Influences
18939 Leslie Street	Contributing	Vernacular Arts and Crafts
18936 Leslie Street	Contributing	Vernacular Farmhouse
18933 Leslie Street	Non-contributing	Vernacular
18922 Leslie Street	Contributing	Edwardian Classical
18921 Leslie Street	Contributing	Ontario Cottage Gothic Revival
18908 Leslie Street	Contributing	Vernacular
18907 Leslie street	Contributing	Vernacular Romanesque Revival
18899 Leslie Street	Contributing	Vernacular Classical revival
18898 Leslie Street	Non-contributing	Mid-20th Century Bungalow
18890 Leslie Street	Contributing	Ontario Vernacular Classical Revival
18885 Leslie Street	Contributing	Vernacular Classical revival
18882 Leslie Street	Non-contributing	Mid-20th Century Bungalow
18873 Leslie Street	Contributing	Vernacular
18872 Leslie street	Contributing	Vernacular Cottage
18863 Leslie Street	Non-contributing	Vernacular Ranch
18860 Leslie Street	Contributing	Vernacular Minimal Traditional
18852 Leslie Street	Contributing	Ontario Vernacular
18849 Leslie Street	Contributing	Vernacular Edwardian

Address	Contributing / Non-Contributing	Building Architectural Style and/or Influences
18846 Leslie Street	Contributing	Ontario Vernacular
18838 Leslie street	Contributing	Ontario Vernacular Classical Revival
18833 Leslie Street	Non-contributing	*Vacant lot*
18828 Leslie Street	Non-contributing	Bungalow
18825 Leslie Street	Non-contributing	Vernacular Modern Chateau
18817 Leslie Street	Contributing	Vernacular
18816 Leslie Street	Non-contributing	20th Century Bungalow
18804 Leslie Street	Contributing	Vernacular Minimal Traditional
18794 Leslie Street	Contributing	Vernacular Gothic Revival
18782 Leslie Street	Non-contributing	*Vacant lot*
18770 Leslie Street	Contributing	Vernacular Gothic Revival
18716 Leslie Street	Contributing	Ontario Vernacular
18707 Leslie street	Contributing	Vernacular Gothic Revival
18705 Leslie street	Non-contributing	Vernacular
18699 Leslie Street	Non-contributing	Vernacular
18694 Leslie Street	Non-contributing	Vernacular Regency Cottage
18689 Leslie Street	Non-contributing	Vernacular
18687 Leslie Street	Non-contributing	Vernacular
18686 Leslie Street	Contributing	Vernacular Classical Revival

Address	Contributing / Non-Contributing	Building Architectural Style and/or Influences
18685 Leslie Street	Non-contributing	Vernacular Dutch Revival
18681 Leslie street	Contributing	Vernacular Minimal Traditional
18671 Leslie Street	Contributing	Vernacular Minimal Traditional
18648 Leslie Street	Contributing	*Influenced by the design of the Sharon Temple*
18646 Leslie Street	Contributing	Vernacular Minimal Traditional
18642 Leslie Street	Contributing	Vernacular Gothic Revival
18611 Leslie Street	Contributing	Vernacular Georgian
1522 Mount Albert Road	Contributing	Vernacular Minimal Traditional
1526 Mount Albert Road	Contributing	Vernacular Minimal traditional
1523 Mount Albert Road	Contributing	Vernacular Minimal Traditional
1513 Mount Albert Road	Contributing	Vernacular
1507 Mount Albert Road	Non-contributing	*Vacant lot*
3 Ward Avenue	Non-contributing	Vernacular
4 Ward Avenue	Non-contributing	Vernacular

Appendix C Recommended Maintenance Checklist

General property maintenance activities do not require a heritage permit. They are intended to be ongoing, routine and non-destructive activities. They are necessary to ensure long-term conservation of cultural heritage resources. Property maintenance should be carried out in accordance with the Town's Property Standards By-law, Property Maintenance By-law, and Tree Protection By-law.

Table 3 includes a checklist of some recommended maintenance items for all properties in the HCD. This list is not exhaustive and can be updated by Town staff as required.

Table 3 Recommended Maintenance Checklist

Maintenance Activity	When to Check	Frequency	Checkbox
1. **Check roof for signs of damage/deterioration (e.g., sloping/sagging, missing shingles, damaged flashing).**	Spring	Annually	☐
2. **Check eavestroughs and downspouts to ensure they are free from obstruction and functioning properly.**	Spring and Fall	Bi-annually	☐
3. **Check chimney for deteriorated mortar joints, broken/cracked bricks, and cracked or broken capping.**	Annually	Spring	☐
4. **Check exterior cladding for signs of damage and/or deterioration (e.g., deteriorated mortar joints, broken/cracked bricks, rotting wood boards, cracked stucco, damaged/worn paint).**	Annually	Spring	☐
5. **Check caulking and weatherproofing at all structural openings (windows, doors, skylights, and basement hatchways) for signs of air and water leaks. Apply lubricant or replace weatherproofing, as necessary.**	Spring and Fall	Bi-annually	☐

Maintenance Activity		When to Check	Frequency	Checkbox
6.	**Check all structural openings (windows, doors, skylights, and basement hatchways) for function, missing hardware, missing/damaged screens, and missing/damaged shutters. Check for broken glass.**	Spring and Fall	Bi-annually	☐
7.	**Check for openings in the exterior wall that could allow rodent, vermin, and/or insect entry.**	Annually	Spring	☐
8.	**Check for signs of water pooling around the exterior of all buildings.**	Annually	Spring	☐
9.	**Check attic for signs of moisture, mould, pest infestation, and obvious structural defects.**	Spring and Fall	Bi-annually	☐
10.	**Check interior face of exterior walls for signs of moisture ingress or blistering.**	Spring and Fall	Bi-annually	☐
11.	**Check interior floor and ceilings for signs of sloping or sagging).**	Spring	Annually	☐
12.	**Check and plan landscaping (e.g., manicured yards, flowerbeds) to identify and plan around removal/remediation of soil settlement and water ponding.**	Spring	Annually	☐
13.	**Check trees for required maintenance including trimming, pruning, spraying, injecting, fertilizing, treating, cabling, and bracing (in accordance with *By-law 2024-077*).**	Spring-Fall	Monthly	☐
14.	**Check fencing for deterioration.**	Spring	Annually	☐

Appendix D Select Sources For Architectural Style Descriptions

The following is an annotated list of some sources on heritage conservation and historic architecture and buildings in Ontario. This is not an exhaustive list. These sources may be useful in providing additional understanding of the buildings and landscapes found in the Sharon HCD or how to research or care for and conserve the cultural heritage value of properties in the HCD.

The Buildings of Canada: A Guide to Pre-20th Century Styles in Houses, Churches and Other Structures
Barbara A. Humphreys and Meredith Syme

This illustrated reference guide was published by Public Works Canada in 1980 and provides a comprehensive overview of architectural styles in Canada prior to the 20th century. Supplemented with photographs, line drawings, and floor plans, the guide analyses stylistic influences from English, French, and American architecture as well as regional styles in residential, institutional, and religious structures.

PDF copies can be found on the Historic Places website here:
https://www.historicplaces.ca/media/7173/buildingsofcanada.pdf

Humphreys, Barbara A., and Meredith Syme. *The Buildings of Canada: A Guide to Pre-20th-Century Styles in Houses, Churches and Other Structures*. Ottawa: Public Works Canada, 1980.

Ontario Architecture: A Guide to Styles and Building Terms
John Blumenson

This illustrated guide contains a comprehensive survey of architectural styles and terminology specific to Ontario from the late 18th century through the modern era. Organized chronologically, the book outlines key stylistic characteristics with clear descriptions and accompanying photographs. It also contains a glossary of building terms to further clarify style descriptions.

PDF copies can be found on the Internet Archive website here:
https://archive.org/details/ontarioarchitect0000blum/mode/2up

Blumenson, John. *Ontario Architecture: A Guide to Styles and Building Terms, 1784 to the Present*. Toronto: Fitzhenry & Whiteside, 1990.

Ontario Heritage Tool Kit, 2025
Government of Ontario

This updated tool kit, published by the Ministry of Citizenship and Multiculturalism, provides comprehensive guidance for implementing the Ontario Heritage Act. The toolkit comprises five newly revised guides: Designating Heritage Properties; Heritage Conservation Districts;

Heritage Property Evaluation; Your Community, Your Heritage, Your Committee; and Heritage Places of Worship. It is designed to support municipal officials, heritage advisors, property owners, and community stakeholders in the conservation, evaluation, and designation of heritage properties across Ontario.

The Tool Kit can be accessed on the Government of Ontario's website here: https://www.ontario.ca/page/ontario-heritage-tool-kit

Ontario. Ministry of Citizenship and Multiculturalism. *Ontario Heritage Tool Kit*, updated May 9, 2025. Toronto: Government of Ontario, 2025.

Well Preserved The Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation, 2003
Mark Fram

A reference for conserving heritage buildings. This source is an introduction and practical source for the rehabilitation of Ontario's architectural heritage. It includes examples of broad architectural styles. It combines concise, clear text with abundant photographic examples, the book presents planning advice for assessing, protecting, designing, repairing, and enhancing heritage structures of any age and style. Illustrated chapters cover the elements of foundation, floor and wall stabilization, roofing, masonry, exterior and interior woodwork, metalwork, stucco, concrete, composites and plaster, windows, entrances, exterior paint, interior finishes, and fixtures.

A copy can be found on the Internet Archive website: https://archive.org/details/wellpreservedont0000fram

A copy can be found on the Ontario Heritage Trust website:

https://www.heritagetrust.on.ca/pages/publications/well-preserved

Standards and Guidelines for the Conservation of Historic Places in Canada
Canada's Historic Places

This resource serves as a pan-Canadian benchmark for heritage conservation. It outlines conservation principles and guidelines for decision-making, intervening, and using historic places. In addition, it demonstrates the differences between preservation, conservation, restoration, and rehabilitation providing principles and guidelines for each type of project.

A copy can be found on the Canada's Historic Places website:

https://www.historicplaces.ca/media/18072/81468-parks-s+g-eng-web2.pdf

Eight Guiding Principles in the Conservation of Historic Properties
Ministry of Citizenship and Multiculturalism

Prepared by the Ministry of Citizenship and Multiculturalism and endorsed by the Ontario Heritage Trust, the resource provides a high-level framework for decision-making in conservation.

A copy can be found on the Ontario Heritage Trust website:

https://www.heritagetrust.on.ca/pages/tools/tools-for-conservation/eight-guiding-principles

Window Rehabilitation and Restoration Guidelines for Heritage Conservation to Reduce Greenhouse Gas Emissions
Ontario Heritage Trust

This document is intended to guide historic window rehabilitation and restoration. It outlines traditional building methods and guidelines for repair and maintenance of wood windows. This will be helpful for planning for and implementing maintenance and repair of wood windows within the District.

A copy can be found on the Ontario Heritage Trust website:

https://www.heritagetrust.on.ca/user_assets/documents/2018-12-Heritage-Windows-Info-Sheet.pdf

References

Byers et al., Rural Roots: Pre-Confederation Buildings of York Region, 1976.

Cooper, Matthew, Living Together: How Communal Were the Children of Peace, in Ontario History, Volume LXXIX, Number 1, March 1987.

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Spooner, Hillary, Sharon Temple and the Children of Peace, in Ontario History, Volume L, Number 4, 1958.

Endnotes

[i] OHA Part V Section 42(5).
[ii] Land Registry Office 65, "Abstract/Parcel Register, York Region (65), East Gwillimbury, Book 7, Concession 2; Lot 9 to 19," https://www.onland.ca/ui/65/books/71922/viewer/831764531?page=1.; Byers, M. *et al*., "Rural Roots: Pre-Confederation Buildings of York Region," (University of Toronto Press, 1976).
[iii] Spooner, H., "Sharon Temple and the Children of Peace," in Ontario History, Volume L, Number 4, 1958.
[iv] McCutcheon, H., "A Geographic Study of East Gwillimbury Township," Unpublished Thesis Presented to the Faculty of the Department of Geography, McMaster University, 1964.
[v] Cooper, M., "Living Together: How Communal Were the Children of Peace," in Ontario History, Volume LXXIX, Number 1, March 1987.
[vi] Rolling, G. M., "East Gwillimbury in the Nineteenth Century," (Ryerson Press, 1967).; Rayburn, A., "Place Names of Ontario," (University of Toronto Press, 1997).
[vii] Rolling, G. M., "East Gwillimbury in the Nineteenth Century."; Rayburn, A., "Place Names of Ontario."
[viii] Martin, S., "Sharon Temple was an architectural beacon in 1867, just as today," in East Gwillimbury Express, 21 June 2017.
[ix] Parks Canada, "Sharon Temple National Historic Site of Canada," n.d., https://www.pc.gc.ca/apps/DFHD/page_nhs_eng.aspx?id=512.
[x] Ontario Heritage Act, Part V, Section 42(1).
[xi] Ontario Heritage Act, Part V, Section 42(2).