Downtown Oakville Heritage Conservation District Study

Introductory Public Meeting
November 8th, 2011
Introductory Comments

Town Staff
Introductory Remarks

- Why are we doing the study?
  - Downtown Oakville Strategic Action Plan
- What is the purpose for tonight’s meeting?
  - Where are we at in the process?
- Misconceptions
Downtown Oakville Strategic Action Plan

- Endorsed by Council in Fall of 2010.
- Vision, Goals, Objectives:
  - Maintain the Downtown as a vibrant pedestrian-oriented mixed use centre.
  - Achieve a high quality of urban design.
- Protect and enhance the historic importance of the Downtown.
- 12 Strategic Actions (including examining a Heritage Conservation District).

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Purpose of Tonight’s Meeting

- Announce the study (kick-off meeting).
- Introduction of the Study Team.
- Help you understand the process and how to get involved.
- Initial reaction (questions, issues, and concerns)

Misconceptions:

- Council is going to approve tomorrow.
- It’s a done deal.
Presentation Overview

- Introduction to Project Team
- Study Area Overview
- Ontario Heritage Act Requirements for HCDs
- Work Plan Overview
- Planned Community Engagement
- Project Schedule
- Closing / Comments
Introduction to Project Team

- **MHBC**: heritage planning, landscape architecture / cultural heritage landscapes, Ontario Heritage Act compliance, and district guidelines.

- **George Robb Architect**: condition assessment, architectural conservation and district guidelines

- **Megan Hobson Research**: building inventory and historical research.
Study Area Overview

- Generally located between Sixteen Mile Creek (north and west), Allan Street (east), and Robinson Street (south).
- Immediately adjacent to three other existing HCDs.
- Study Area includes main shopping area of Downtown.
- Mix of uses and structures within Study Area (historic storefronts and homes, recent townhouse development, parking areas, community facilities).
- A lot of activity presently within the downtown core, and development pressure expected.
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Study Area Photos

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Study Area Photos (cont’d)
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Study Area Photos

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Ministry of Tourism and Culture Guidance

“A HCD may comprise an area with a group or complex of buildings, or a larger area with many buildings and properties. It may also comprise an entire municipality with a concentration of heritage resources with special character or historical association that distinguishes it from its surroundings.”
Ontario Heritage Act Requirements

PART V: HERITAGE CONSERVATION DISTRICT SCOPE OF STUDY

Scope of study:

- Examine the character and appearance of the area;
- Make recommendations as to a potential district boundary;
- Make recommendations on the objectives of the designation and the content of the heritage conservation district plan;
- Make recommendations on any changes to the official plan and any relevant by-laws.

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Ontario Heritage Act Requirements (cont’d)

PART V: HERITAGE CONSERVATION DISTRICT STUDY CONSULTATION

- Act requires consultation with the municipal heritage committee.
- Town has required extensive consultation with community.
Ontario Heritage Act Requirements (cont’d)

PART V: HERITAGE CONSERVATION DISTRICT PLAN CONTENT

Content of plan

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

• Explanation of the cultural heritage value or interest of the proposed heritage conservation district;

• A description of the heritage attributes of the heritage conservation district and policy statements, guidelines and procedures for managing change in the district; and

• A description of the alterations that the owner of property in the heritage conservation district may carry out without obtaining a permit.
Ontario Heritage Act Requirements (cont’d)

PART V: HERITAGE CONSERVATION DISTRICT PLAN CONSULTATION

Act requires that Council ensure:

- Information relating to the proposed heritage conservation district plan, including a copy of the plan, is made available to the public;
- At least one public meeting is held with respect to the proposed heritage conservation district plan; and
- Consult with its municipal heritage committee under section 28, the committee is consulted with respect to the proposed heritage conservation district plan.
- Town has also required consultation activities above and beyond the Act requirements.
Ontario Heritage Act Requirements (cont’d)

- Section 41.1 requires municipalities to adopt by by-law the HCD Plans when designating an HCD.
- Section 41.2 prohibits passing of a by-law that is contrary to the objectives of the Plan, provided the Plan was adopted by by-law under Section 41.1.
- Section 42 strengthens the power of a municipality to regulate demolition.
Study Work Plan Overview

• Background Phase (we are here):
  – Initial meeting with Town Staff (done).
  – Preliminary Site Visit (done).
  – Kick-off meeting with Heritage Oakville (done).
  – Kick-off meeting with public and community groups (November 8th, we are here)
  – Prepare Background and Issues Identification Report and submit to Town Staff (November – no decision).
Study Work Plan Overview (cont’d)

• Phase 1 – HCD Study:
  – Meet with Town Staff to discuss Phase 1 and community engagement program, based on background work.
  – Circulate project newsletter to community, property owners, Heritage Oakville.
  – Complete historical research, evaluate building stock and landscapes within study area.
  – Prepare documentation of heritage resources.
Study Work Plan Overview (cont’d)

• Phase 1 – HCD Study (cont’d):
  – Review and assess Town policies and development proposals.
  – Recommend HCD boundary.
  – Host public meeting and meetings with community groups as necessary.
  – Prepare and present draft HCD Study to Town Staff and the community to gain feedback.

Finalize HCD Study and present to Council.
Study Work Plan Overview (cont’d)

- Phase 2 – HCD Plan and Guidelines:
  - If Council directs Phase 2 proceeds, attend meetings with Town and Heritage Committee to introduce / discuss Phase 2.
  - Prepare newsletter and circulate to community.
  - Develop guidelines to conserve heritage character of the area.
  - Recommend any required changes to the Town’s Official Plan and Zoning By-law.
• Phase 2 – HCD Plan and Guidelines (cont’d):
  – Prepare draft HCD Plan and Guidelines and present to Town Staff, Heritage Oakville, and community.
  – Hold follow-up meetings with specific groups as necessary.
  – Prepare final draft of HCD Plan and Guidelines and present to Council.
Study Work Plan Summary

- Incorporates a 3-stage process (Background Paper, HCD Study, HCD Plan and Guidelines).
- Includes effective public consultation / engagement program and ongoing communications.
- Builds on MHBC Staff experience with Ontario Heritage Act requirements and process.
- Project team has worked together effectively on a number of past projects related to HCDs, and can use past experience to resolve challenges that may arise during this project.
Planned Community Engagement

• Comprehensive community engagement program proposed to ensure that public is aware of the project and understands it.

• MHBC is aware of the importance of ongoing dialogue with public throughout HCD projects.

• Community engagement program has been designed to meet Town of Oakville, and Ontario Heritage Act requirements.
Planned Community Engagement

- Project includes the following aspects:
  - Initial meetings with Heritage Oakville, public and stakeholder groups to introduce project.
  - Project newsletters at start of Phase 1 and Phase 2.
  - Meetings with Town Staff / Heritage Oakville at start of Phase 1 and Phase 2.
  - Three public meetings at various stages of project.
  - Follow up meetings with community groups as necessary to answer specific questions.
  - Online presence of project on Town’s website.
Planned Community Engagement

• Establish three working groups focused on types of interest:
  – Business and commercial interests.
  – Residential property interests.
  – Heritage interests.

• Looking for 5 to 10 participants per group.

• If you wish to be considered for one of the groups please sign up at the end of the meeting on one of the three contact sheets.
<table>
<thead>
<tr>
<th>TASK 1</th>
<th>Project Initiation and Preparation of Report</th>
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<tbody>
<tr>
<td>Project Initiation includes Town Staff meetings and Committee meetings.</td>
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<td>Conduct preliminary site visits.</td>
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<td>Review scope of work and key deliverables.</td>
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<tr>
<td>Prepare project report and key deliverables.</td>
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<td>Establish timelines and project milestones.</td>
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<tr>
<th>TASK 2</th>
<th>Background Research and Inventory</th>
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<td>Prepare study area background research.</td>
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<tr>
<td>Study area challenges, structures and other property features within the proposed Heritage Conservation District (HCD) Study Area, as well as adjacent properties, to document heritage attributes.</td>
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<tr>
<td>Identify and inventory all built features, structures and natural heritage landscapes within the study area.</td>
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<td>Examine the integrity of the building stock.</td>
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<td>Identify the visual environment positive and negative aspects including distinctive spaces, significant viewpoints, views and topographical features.</td>
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<td>Prepare documentation of heritage resources within the study area, including 1-2 page information sheet, complete with photographs of property (ideally a mix of historical and contemporary), construction information, architectural style, original owner, historic use, and statement of significance.</td>
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<th>TASK 3</th>
<th>Policy Review and Land Use Research</th>
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<td>Conduct a review of the existing policies, bylaws and bylaws that apply to the study area.</td>
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<td>Identify any new or revised policies that will affect the study area.</td>
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<td>Prepare and present a draft HCD Plan and Guidelines to Council.</td>
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<th>TASK 4</th>
<th>Present Draft HCD and Recommendations to Council</th>
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<td>Conduct Public Meeting #1 to introduce the plan, Heritage Conservation District Designation process, and identify any critical issues and offer feedback.</td>
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<td>Schedule follow-up meetings with community groups, businesses associations, neighborhood associations, and other stakeholders.</td>
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<td>Conduct Council Meeting #1 on the topic of Draft HCD Plan and Guidelines.</td>
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<th>TASK 5</th>
<th>Preparation of Heritage Conservation District Plan and Guidelines</th>
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<td>Should Council decide to proceed with the Phase Two of the Heritage Conservation District Designation Process (Plan and Design Guidelines), initiate preparation of the Heritage Conservation District Plan and Guidelines (Appendix A) and prepare for the Draft Heritage Conservation District Plan and Design Guidelines.</td>
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<tr>
<td>Essential meetings with Town Staff/Planning Committee and Heritage Conservation Advisory Committee to introduce Phase 2 of project.</td>
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<td>Prepare project newsletter and circulate to area property owners, community groups, and heritage conservation advisory committee.</td>
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<td>Final design, consultation and implementation guidelines consistent with the heritage character of the property.</td>
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<td>Make recommendations as to any changes that will be required to the Town’s Official Plan and to any existing bylaws, policies, and Zoning Bylaw.</td>
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<td>Research and recommend appropriate financial incentives / support programs to facilitate implementation of Heritage Conservation District Plan and Design Guidelines.</td>
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<td>Prepare the Draft Heritage Conservation District Plan and Design Guidelines statement for public and community review and consideration.</td>
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<td>Present Draft Heritage Conservation District Plan and Design Guidelines statement to the Planning Advisory Committee.</td>
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<td>Prepare statement of significance for the Heritage Conservation District, and finalize the recommended inventory.</td>
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<th>TASK 6</th>
<th>Project Implementation and Final Report</th>
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<td>Conduct follow-up meetings with community groups to finalize project and gain project endorsement.</td>
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<td>Finalize feedback and inclusion of project in the proposed HCD Study Area, as well as adjacent properties, to determine heritage attributes.</td>
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1. The public meeting is scheduled for [insert date], but we are of the opinion that the community will be more receptive in [insert time frame] or on a [insert type of event], as into conflict with summer holidays.

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Closing

• Exciting initiative for Town of Oakville.
• Will be plenty of activity in the next year.
• MHBC and project team will work hard to ensure that community concerns are addressed and that HCD will be effective to conserve heritage of area.

Comments / Questions?

• Any initial feedback from community about project?
• Concerns or questions?
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Thank-you.

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Contact for Information

Susan Schappert
Heritage Planner, District West / East Planning Services

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