

City of Windsor Built Heritage Impact Study/ Heritage Impact Assessment Guidelines

This Guideline details components of a Built Heritage Impact Study/Heritage Impact Assessment that is required to the satisfaction of the City of Windsor.

The Built Heritage Impact Study or Heritage Impact Assessment is a study used to identify and evaluate the impacts of proposed development on the cultural heritage resources, and to determine the appropriate conservation strategy for it. The HIA shall be based on accepted conservation principles and guidelines, including the following:

- The Parks Canada [Standards and Guidelines for the Conservation of Historic Places in Canada](#);
- Ontario Ministry of Tourism, Culture & Sport's [Eight Guiding Principles in the Conservation of Historic Properties](#);
- Ontario Ministry of Tourism, Culture & Sport's [Ontario Heritage Tool Kit](#), in particular,
- Ontario's *Heritage Conservation Principles for Landuse Planning*; and
- [Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation](#)
- [City of Windsor Official Plan](#) Policies
- Windsor Intensification Guidelines (June 2022) resulting from the [Multi-Residential Interim Control By-law Study](#)

Details of Contents

Identify the Cultural Heritage Resource

Site Documentation and Analysis/Site Information

- Document the context in which the site is located (may include Aerial Photo, Location Map and context with the area), including adjacent properties and land uses. This includes identifying all nearby impacted heritage properties and land uses. Identify the Heritage Register properties through mapping and photographs, in relation to the subject property.
- Describe the site and all structures on property and its heritage status under the *Ontario Heritage Act* and identification of any heritage easements or restrictions
- Document the existing condition or concerns surrounding the property, including quality photo documentation

Research on Design/Physical and Historical/Associative and Contextual Values

- Describe all heritage resources and values within the subject property (include exterior and interior, landscaping etc.)
- Include a chronological history of the property from land and development history, building history (document any additions or alterations etc. to property), with confirmation to construction dates
- Include ownership and user history
- Research material should include relevant historical maps, drawings, photographs, land records, assessment rolls, city directories, news articles etc.
- Provide summary on significance and heritage attributes for each structure existing on the property

Description of proposed Site Changes/Development and Impact to the Cultural Heritage Resource

- Describe site changes to heritage resource
 - Describe positive and adverse impacts of site changes to the heritage resource and surrounding lands. Refer to adverse impacts identified in the *Ontario Heritage Toolkit* which may include but not limited to:
 - o Removal/destruction of heritage features and loss to cultural heritage values
 - o Changes to the historic fabric and impact on the appearance
 - o Shadowing impact that may alter the appearance of the heritage attribute and heritage resources through a Shadow Impact Study (particularly during the autumnal equinox and winter solstice)
 - o Isolation of heritage attribute from its surrounding environment, context or a significant relationship
 - o Obstruction of significant views or vistas within, from, or of built and natural features
 - o Change in use and impact on heritage resource
 - o Land disturbance and impact on soils, drainage patterns affecting built heritage or archaeological resources
 - Provide full set of construction drawings. Proposal construction drawing must be in context with surrounding heritage resources.
 - Provide visual depiction of subject proposal and streetscapes with neighbouring properties (eg. composite photograph of the subject property streetscape with and without the proposed development, cross-section diagrams, for heritage areas/districts a visual contextual analysis with surrounding properties to demonstrate compatibility with common datum regulating lines and floor to height ratios of surrounding heritage buildings)
 - Assess and describe the structural concern of the impact of proposed changes to the heritage resource.
 - Construction Vibration Assessment may be required at a later date, and is to include consideration of the surrounding heritage resources. The assessment may include:
 - (a) Analysis of all construction activities potentially causing vibration impacts on the heritage resources
 - (b) Establishment of more stringent vibration criterion for heritage resource based on the potential for architectural and structural damage
 - (c) Background vibration measurements of the site and surrounding areas
 - (d) Predict extent of vibration impacts and identify all heritage structures within the vibration zone of influence
 - (e) Conduct pre-condition survey to establish condition of existing heritage structures
 - (f) Recommend vibration mitigation and monitoring program with establishment of “do-not-exceed” threshold levels, and a construction vibration control plan
- The Construction Vibration Assessment is to be completed by a qualified vibration engineer, as a condition of development approvals, and to the satisfaction of City Administration prior to any building permit issuance.

Analysis of Development Impact

- Demonstrate that policies from the City of Windsor [Official Plan](#) and the Provincial Policy Statement have been addressed. Address Windsor Intensification Guidelines (June 2022) resulting from the [Multi-Residential Interim Control By-law Study](#) where relevant.

- Provide description and rationalization of conservation treatment, detailing analysis of each alteration and intervention according to the *Standards & Guidelines*

Options for Mitigation and Alternatives

- Consider and describe alternative conservation/mitigation and development options that reduce and avoid negative impacts to the heritage resource
- Assess and clarify the benefits and negatives of each options proposed and conservation principles used
- Demonstrate effort to mitigate impact, maximizing integrity and compatibility with heritage resources impacted by provision of description of work and analysis of visual impact of proposal with heritage resources

Recommended Conservation Strategy

- Rationale and Justification for chosen option, specifying how the option ensures protection and enhancement of the heritage resource
- Conservation Scope of Work
- Implementation and Monitoring Plan when development is undertaken
- Provide References/Samples/Precedents to Conservation work

Other Requirements

- Provide bibliographical sourcing of all research material
- HIA is to be prepared by a qualified cultural heritage conservation professional who is a member of the [Canadian Association of Heritage Professionals](#).
- City Staff will determine completeness or acceptance of the HIA
- For review of the HIA, City staff may require to conduct site visit(s) on the property
- City Staff reserves the ability to require an alternative option for mitigation for consideration

Contact Kristina Tang, Heritage Planner at ktang@citywindsor.ca for additional information or clarification.

Other Recommended Resources:

- National Park Service, U.S. Department of the Interior's [Preservation Briefs](#).
- National Park Service, U.S. Department of the Interior's [Preservation Tech Notes](#).
- Region of Waterloo's [Practical Conservation Guides for Heritage Properties](#)

Sample Extract of City of Windsor Official Plan policies

Volume 1, Chapter 9 Heritage Conservation

9.3.7 Heritage Resources and Planning Initiatives

9.3.7.1 Council will integrate heritage conservation into the development and infrastructure approval process by:

*APPROVAL
PROCESS*

(d) Utilizing the planning approval process (subdivisions / condominiums, official plan amendments, zoning amendments, site plan control, consent, minor variance, demolition control) to facilitate the retention of heritage resources, and to ensure any proposed development is compatible with heritage resources;

*URBAN DESIGN
CRITERIA*

(e) Having regard to the following factors when assessing applications such as zoning amendments, site plan control applications, demolition control and payment-in-lieu, which may impact heritage resources:

- (i) Respecting the massing, profile and character of adjacent buildings;
- (ii) Approximating the width and established setback pattern of nearby heritage buildings;
- (iii) Respecting the yards, gardens, trees and landscaped grounds associated with the heritage properties and districts which contribute to their integrity, identity, and setting;
- (iv) Maintaining, enhancing or creating views and vistas of heritage resources; and
- (v) Minimizing the impact of shadowing on adjacent heritage properties, particularly on landscaped open spaces and outdoor amenity areas.