APPENDIX 4

# Moody Centre Heritage Conservation Area Guidelines

## 1. Designation Category

The *Local Government Act* (Sections 614 and 615) allows for the establishment of heritage conservation areas to provide for long term protection of community heritage resources

## 2. Introduction

Moody Centre is a unique area, and dates from the time of the City's earliest development. This was Port Moody's historic commercial and residential downtown, located at the eastern head of Burrard Inlet and adjacent to the Canadian Pacific Railway tracks. The land slopes north towards the waterfront, with the CPR running east-west. The commercial part of Moody Centre includes the City's two main commercial streets, Clarke and St. Johns Streets, that run east-west through the area. The residential part of Moody Centre is located directly south of the downtown commercial area and extends up the Chines, a steep forested slope to the south, to the edge of the buildable slope. The character of the area is augmented by superb views to the north and by many mature landscaping elements.

Clarke Street developed as Port Moody's commercial core, later followed by St. Johns Street as the city grew. This historic area retains a number of early heritage structures; Clarke Street also retains the pedestrian scale and character of an early twentieth-century commercial village. There have been a number of initiatives to revitalize the area, resulting in the preservation of individual structures and sympathetic street works.

In response to redevelopment pressures on the City's oldest areas, local residents have expressed a desire to preserve the character and quality of the Moody Centre area. Previous studies and neighbourhood consultation have identified the need for the conservation of existing heritage buildings, and provided guidance on the development of new buildings in the central area. In recognition of its heritage value to the citizens of Port Moody, Moody Centre has been designated as a Heritage Conservation Area. That portion of the City identified in Schedule "E" which is attached to and forms part of this Plan, is hereby designated as a heritage conservation area. This is a distinct area with special heritage value and character, identified for heritage conservation purposes in the 2000 Official Community Plan.

The intent of the Heritage Conservation Area is to manage, not prevent, change. The retention of existing buildings in their historical context and character along with compatible new developments will allow residents and visitors to continue to appreciate the significant history of Moody Centre, while protecting its heritage character and enabling appropriate interventions that will enhance economic viability.

These guidelines are intended to assist property owners, residents, merchants, designers and the City of Port Moody in designing and evaluating proposed restorations and renovations of existing buildings and construction of new buildings in the Moody Centre Heritage Conservation Area. Any person renovating or restoring existing buildings, or undertaking new construction within the heritage area should consult these guidelines prior to making plans for the work.

As it developed as the historic town centre, Moody Centre displayed a surprising mix of businesses, industries, commercial properties and residences. This has resulted in a rich legacy of heritage sites, as documented in the Port Moody Heritage Register, that are diverse in style, type and age. Therefore, there is no common style to these buildings, rather they represent a straight-forward response to life in a growing mill town. Their scale and materials tend to be modest, but they represent over a century of local community pride and a unique sense of place.

### Within Moody Centre, there are two key groupings that deserve special attention in order to protect their fragile heritage character:

**The Moody Centre Commercial Area:** Centred on Clarke Street, this was the original town centre, and included a mix of commercial and residential buildings. The existing heritage buildings are generally 1 ½ to 2 storeys high, wood-frame in construction with gabled roofs, and designed in a Frontier vernacular. The area still retains the character of an Edwardian era village, built at a time before automobiles. Clarke Street retains this character because St. Johns Street later developed as an arterial road that catered to automobile-based businesses, therefore bypassing the earlier town centre.

**The Moody Centre Residential Area:** Located south of St. Johns Street, people who worked in Port Moody began to establish more permanent housing on large lots up the Chines. Some of these houses were very grand, reflecting the status of those who could afford them, while other were much more modest, providing accommodation for the many workers at the local industries. These houses share a common vernacular, that reflects the European origins of most of the early settlers. Many of these houses have been well-maintained in their original condition, and represent the origins of the community, and its continuity over time.

In order to protect and preserve this rich historical legacy, it is necessary to understand the value of these unique heritage resources. Globally, there has been a shift in heritage conservation towards a "values-based approach" that recognizes the importance of embedded historical and cultural values as the basis for understanding our heritage. This approach is based on a recognition of the importance of different interpretations, levels and meanings of heritage value, and considers a broad-based view that goes beyond just architectural value. A values-based assessment of heritage also looks at environmental, social/cultural, economic and even intangible aspects of our shared experience. In the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada, Heritage Value is defined as "the aesthetic, historic, scientific, cultural, social, or spiritual importance for past, present or future generations."

This evolving view of heritage also recognizes emerging trends in urban development and the need for integration and sustainability in community planning. This is a recognition of the environmental, social/cultural and economic importance of sustainability initiatives. Heritage conservation strongly supports all three pillars of sustainability.

Through community consultation, Statements of Significance were prepared that assessed the heritage value of these two significant sub-areas within Moody Centre, including their relation to each other and to the waterfront, historic infrastructure (e.g.,, survey patterns grids, roads and the railway), and other factors that defined their physical development.

## 2.1 Heritage Value Of Moody Centre Commercial Area

The Moody Centre commercial area is valued as an example of an early twentieth-century downtown, typical of a small resource industry town of the pre-automobile era. The consistent and distinctive built form of the historic area is associated with the early development of Port Moody, and is comprised of commercial and institutional buildings located near the junction of the railway and the working waterfront. The earliest section of the commercial core along Clarke Street adjacent to the working waterfront dates from the time when Port Moody was developing rapidly as a mill town prior to the First World War. The announcement in 1880 that Port Moody would be the western terminus for the CPR caused rampant land speculation. Although few buildings were actually constructed at this time, the surveys of Moody Centre predated the CPR survey of downtown Vancouver, and reflect the standardized use of a twenty-metre (sixty-six foot) survey chain. After 1887, when the CPR extended a branch line west along Burrard Inlet to Vancouver, Port Moody entered a local depression with the loss of the rail economy. The settlement struggled until it developed primarily as a resource industry town with the construction of several large sawmills, BC Union Oil in 1910 and Imperial Oil's first west coast refinery in 1914. Lumber was readily available in Port Moody, and the early residential and commercial buildings were built of wood-frame construction.

As the population of the Lower Mainland expanded, and as automobiles were increasingly utilized for the movement of goods and people, a network of roads - many of them undertaken as make-work projects during the Depression - were developed throughout the region. In response to the increasing dominance of automobile traffic, St. Johns Street - one block south of the original commercial core on Clarke Street which was adjacent to the railway - was developed as a throughway that connected Vancouver, Burnaby and Coquitlam to the west and the Fraser Valley to the east. St. Johns Street continued to develop as an automobile-oriented service corridor, with buildings that had wider setbacks and higher densities than those in the Clarke Street core.

Evocative of Moody Centre's early development, a number of significant historic commercial, residential and institutional buildings have survived. There are also many examples of modest vernacular architecture, typical of a working mill town, including private homes with large gardens in the back, several general stores, and a hotel. The railway connection is still maintained with commuter and freight services, and the cedar mill, located on the waterfront adjacent to the rail line was until recently the last operating mill on Burrard Inlet.

### Character-Defining Elements

Key elements that define the heritage character of Moody Centre's commercial area include its:

- location at the eastern head of Burrard Inlet at the junction of the CPR main line and the working waterfront
- views north to Burrard Inlet and south to forested hills
- unified streetscape of commercial buildings that illustrate the main development period of the first half of the twentieth century, including buildings built to the street frontages, typified by architectural features such as cubic massing, dense site coverage, punched window openings and projecting cornices at the rooflines
- one and two-storey commercial buildings, including early false-front buildings and a quiet residential area on Clarke Street, as well as larger commercial buildings along St. Johns Street, that are surviving evidence of the development and growth of Port Moody as a resource industry town
- commercial realm: narrow, pedestrian-oriented streetscape on Clarke Street; wider, more open streetscape on St. Johns Street with greater traffic volume
- continuing commercial viability with a variety of independent businesses, and a mix of institutional and residential uses
- wood-frame construction for both early residential and commercial architecture
- street facades that are more elaborate than the more utilitarian rear facades
- electrical and telephone distribution systems in the service lanes

## 2.2 Heritage Value Of Moody Centre Residential Area

The Moody Centre residential area is associated with the continuing early twentieth-century growth and economic development of Port Moody. The consistent and distinctive built form of the area dates from the time when Port Moody was developing rapidly as a mill town prior to the First World War. Clarke Street, adjacent to the working waterfront and the CPR main line, was its earliest commercial core. As the population grew throughout the Lower Mainland, the commercial area expanded to include St. Johns Street, used as a throughway that connected Vancouver, Burnaby and Coquitlam to the west and the Fraser Valley to the east. The city is naturally constrained by water and steeply-sloping topography. As Port Moody grew, the residential area, adjacent to the downtown area, expanded up the Chines as far up as houses could easily be constructed. Indicative of early residential development patterns, the houses at the top of the Chines denote the city's original limit of expansion. Some of the City's most prominent homes were located on the lots closest to the downtown, while more modest houses were built further to the south. The street realm also becomes less formal the farther one moves south from the downtown; the City's first concrete sidewalks were built in 1926, but farther south curbs and sidewalks have never been installed.

The large lots, the regular grid imposed on irregular topography and the use of back alleys all reflect the original land surveys of Moody Centre. The announcement in 1880 that Port Moody would be the western terminus for the CPR caused rampant land speculation, that ended with the construction of the branch line west to Vancouver in 1887. Although few buildings were actually constructed at this time, the surveys of Moody Centre predated the CPR survey of downtown Vancouver, and reflect the standardized use of a twenty metre (sixty-six foot) survey chain.

This area has retained a number of good examples of early residential architecture, mainly single-detached dwellings on large lots. The size of the lots indicates the importance of small subsistence gardens, which augmented the food supply, necessary because of the difficulty of supplying this small, originally somewhat remote, settlement. The diversity of the size, style and architectural elaboration of the houses illustrate that all levels of society shared the neighbourhood, from the mill owners to the workers. Subsequent periods of prosperity are evident in the intermittent growth of the mid 1920s and 1930s, and after the Second World War when the area was finally built out.

### Character-Defining Elements

Key elements that define the heritage character of Moody Centre's residential area include its:

- location directly south of the commercial downtown core, reaching up the Chines on a steep slope, with east to west rolling hills and open views to Burrard Inlet and the North Shore mountains
- pedestrian-oriented streets, with east-west street ends contained within the area, with rear alleys and a more informal street realm to the south without curbs and sidewalks
- single-detached, residential buildings, consistently modest in form, scale, massing and architectural design, dating from the first half of the twentieth century, featuring a common vernacular of wood-frame construction including the use of pitched roofs, porches and verandahs, wood siding and wooden-sash windows
- large, spacious lots, with wide side yards, setbacks, gardens and garages at the rear and relatively low ground coverage
- mature associated landscape features, including boulevards, trees and green spaces

## 3. Guidelines

The Guidelines provide for the conservation of the character of the Moody Centre Heritage Conservation Area by managing change that complements the established streetscape and maintains the integrity of the architectural forms. It is vital to the integrity of the Heritage Conservation Area to have the established heritage character serve as inspiration for new development.

These Guidelines are based on an examination of the existing conditions of the area and how best to manage the character of the historic building stock while allowing change in the area, including new construction. The character of Moody Centre is dependent on its entire collection of buildings, structures and landscape elements, and it is essential that all components work together to provide a harmonious appearance. The underlying principles of the Guidelines are based on the integrity of individual buildings, and respect for the original design concept for each structure, as well as integration of each building within a unified vision for the entire area. The overall framework should be the development of cohesive and visually appealing streetscapes based on authentic historic character.

The objectives of the Moody Centre Heritage Conservation Area are:

- to recognize and enhance the historic nature of Moody Centre for the benefit of present and future generations;
- to ensure that all building restorations, rehabilitations, renovations or alterations, and property development or redevelopment within the Moody Centre Heritage Conservation Area respects the history and enhances the heritage character and heritage value of Moody Centre;
- to promote conservation, restoration, and heritage sensitive rehabilitation and renovation of the heritage buildings in the Moody Centre Heritage Conservation Area;

- to regulate subdivision within the Moody Centre Heritage Conservation Area; and
- to accommodate infill development that is consistent with the existing heritage buildings and enhances the heritage character of Moody Centre.

The Guidelines are based on the preservation and enhancement of the individual historic character of each authentic heritage building. Therefore it is recommended that original materials be retained or uncovered, that lost details be replaced, and that historically inappropriate elements not be added.

Depending on the complexity of a project, building owners are encouraged to retain suitable professional consultants that can provide sound advice and prepare project designs that achieve a set of objectives and solutions that all parties — including, where applicable, the public and Council — can support. Illustrations in these guidelines should not be considered the only options available to designers. The design of new buildings should remain an expression of contemporary times while still respecting Moody Centre's authentic architectural legacy.

## 3.1 General Requirements

All applications shall conform to existing City Bylaws, unless bylaws are varied or supplemented as part of the approval process. Within the context of the Heritage Conservation Area, and specifically for heritage projects, bylaw variances can be considered in order to achieve better outcomes.

The Heritage Conservation Area encompasses a number of different zoning schedules. Any proposed work must conform to existing zoning. Special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or Heritage Revitalization Agreements. In non-heritage developments, bylaw variances can be considered if they will improve overall conformance with the area's heritage character. In those cases where zoning requirements are considered for variance, the heritage character of the area will remain the primary concern.

In addition, all applications must conform to the Moody Centre Development Permit Area Guidelines (DPA 2). These guidelines provide specific advice on situations not covered under the Heritage Conservation Area Guidelines.

Pursuant to Section 614 and 615 of the *Local Government Act*, Heritage Alteration Permits will be issued by the City, subject to the terms and conditions considered necessary by Council, or its delegate, to carry out work that complies with the guidelines.

**Property owners within the Heritage Conservation Area may do any of the following types of development with the approval of a Heritage Alteration Permit:**

- Subdivision of a property;
- Addition/Alteration to the exterior of a building (including windows, doors, porches and exterior siding);
- Construction of a new building; or
- Demolition of a building.

**A Heritage Alteration Permit is not required for:**

- Interior renovations, except those that affect structural integrity;
- Exterior maintenance and repairs that do not affect the heritage character of the area or heritage value of property, including repainting in identical colours or routine upkeep. Note: any alterations to windows, siding or architectural features will require a Heritage Alteration Permit;
- Landscaping that does not affect the heritage character of Moody Centre or the heritage value of the property (e.g., maintains significant areas of planted/greenspace and limits paved areas);
- Construction and maintenance activities carried out by, or on behalf of, the City; or
- Regular and emergency City maintenance of municipal infrastructure conducted in a manner that is consistent with the objectives of the Heritage Conservation Area designation, subject to the approval of the General Manager of Community Development.

With respect to the heritage properties, the following general considerations support the objectives set out above:

a. Rehabilitation of buildings and structures in the Moody Centre Heritage Conservation Area to accommodate the changing needs of residents and businesses is encouraged and should be done in a manner that respects the heritage character of the area and retains the heritage value of listed properties.

b. Subdivision of land may not be approved until a Heritage Alteration Permit, consistent with these guidelines, is first obtained from the City. If the proposed subdivision will create a new building site, a Heritage Alteration Permit consistent with the Guidelines must be obtained from the City for construction of a new building or structure on the new parcel prior to subdivision approval.

c. Heritage Alteration Permits may be issued for these properties subject to approved restoration, rehabilitation or renovation, or subdivision plans that comply with these guidelines. In instances where a building is damaged to the extent that 75% or more of its value above its foundations is destroyed and rehabilitation is not viable, a demolition permit may be issued by the City, provided that the proposed reconstruction or redevelopment of the site complies with the appropriate guidelines.

With respect to properties not listed in section 3.3, the following guidelines are designed to achieve the objectives set out above:

a. Rehabilitation or replacement of non-heritage buildings or structures in the Moody Centre Heritage Conservation Area is permitted, but must be done in a manner that:

   i. respects the heritage character of the area and is consistent with neighbouring heritage properties; or

   ii. conforms with the existing structure.

b. Demolition of buildings or structures will not be approved unless a Heritage Alteration Permit, consistent with these guidelines, is first obtained from the City for construction of a new building or structure.

The City of Port Moody also administers the B.C. Building Code and other technical codes and regulations that control development. In dealing with heritage buildings, where finding technical solutions is not always straightforward, The City can consider Building Code equivalencies that achieve an acceptable level of code compliance, as permitted under the BC Building Code.

## 3.2 Sustainability Considerations

Increasingly, there is an understanding of the vital need for sustainable building practices and energy conservation. Heritage conservation is inherently sustainable, as it minimizes the need to destroy building materials and retains established land use situations and infrastructure. It also conserves embodied energy, reduces pressure on landfill sites, avoids impacts of new construction and minimizes the need for new building materials. Heritage projects also encourage local employment of specialized trades and professionals.

The conservation of heritage sites is also important from an urban design perspective. Our historic places contribute significantly to the City's unique sense of place by maintaining the context of streetscapes and providing a framework for the rhythm and massing of buildings.

### General Considerations For Existing Buildings

- **Materials:** Retain existing building envelope materials as possible, including siding. Do not install rainscreen sidings, as they introduce life cycle considerations and impair heritage character through the removal of original material.

- **Windows and Doors:** For historic buildings, every reasonable attempt should be made to repair original window sashes and doors, or to replace inappropriate later additions with replicas of the originals. Excellent thermal efficiency may be achieved through the repair and maintenance of existing wooden windows. Wood-framed storm windows will also aid with thermal efficiency and sound abatement. Replacement of originals windows should only be undertaken as a final resort in cases of extreme deterioration.

- **Mechanical Systems:** Inefficient mechanical systems are one of the main reasons why existing buildings are poor thermal performers. Consider installing new boilers, hot water tanks and energy-efficient appliances when possible.
- **Insulation:** Introduce extra insulation, especially in attic spaces. Consider the use of weather-stripping and other draft-proofing measures.

Preserving heritage values has a significant impact on all aspects of sustainability – social, environmental and economic. The intelligent reuse of our existing building stock will support the City's vision of becoming a more sustainable community.

New buildings are subject to relevant requirements under the BC Energy Step Code and the Zero Carbon Step Code, as well as applicable related City bylaws and policies. However, existing buildings will only meet sustainability objectives if we consider how to upgrade their performance characteristics. There are many ways in which this can be undertaken without destroying heritage character-defining elements, and consideration should be given as to how to balance heritage and upgrading requirements. Energy upgrading measures for heritage buildings should be assessed against the Standards & Guidelines. For further information on how to sensibly improve the performance of heritage and existing buildings, refer to the Vancouver Heritage Foundation's Old Buildings: Your Green Guide to Heritage Conservation available on their website at www.vancouverheritagefoundation.org.

## 3.3 Heritage Buildings

The following existing buildings located within the Moody Centre Heritage Conservation Area are protected heritage property under the Local Government Act. Their property conservation is crucial in maintaining the authentic historic character of Moody Centre. Detailed Statements of Significance are in place for each building describing the heritage value and character defining elements for each property (refer to CIty of Port Moody Heritage Register).

### Heritage Buildings:

- 2214 Clarke Street (Williams Residence)
- 2224 Clarke Street (McLean Residence)
- 2226 Clarke Street (C.P. Lumber Co. Residence)
- 2310 Clarke Street (Joseph Côté Residence)
- 2317 Clarke Street (B.C. Telephone Company Exchange)
- 2320 Clarke Street (Commercial Building)
- 2322 Clarke Street (Residence)
- 2326 Clarke Street (Residence)
- 2329 Clarke Street (Residence)
- 2335 Clarke Street (Etter's Beauty Salon and Barber Shop)
- 2337 Clarke Street (John's Barber Shop)
- 2341-45 Clarke Street / 49 Queen Street (Commercial Building)
- 2346 Clarke Street (Royal Bank)
- 2407-09 Clarke Street (Roe & Abernathy Grocery Store)
- 2419 Clarke Street (P. Burns and Co. Butcher Shop)
- 125 Elgin Street (Vaughan Residence)
- 2201 St. George Street (McNeice Residence)
- 2214 St. George Street (Dr. Cartwright Residence)
- 2221 St. George Street (Clement Elsdon Residence)
- 2225 St. George Street (Elsdon Residence)
- 2131 St. Johns Street (Martha Johnston Residence)
- 2206 St. Johns Street (St. John the Apostle Anglican Place of worship)
- 2329 St. Johns Street (White Residence)
- 2414 St. Johns Street (Hotel Burrard)
- 2227 St. Johns Street (Roe Residence)
- 2425 St. Johns Street (Old City Hall)

These heritage buildings should be conserved in a manner appropriate to their authentic period and style. In all applications dealing with heritage sites, the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada were determined by Council to appropriately forward its objectives in designating the Moody Centre HCA and will be used as the basis for review. The Standards and Guidelines outline principles and procedures for the appropriate treatment of historic buildings and structures, including different levels of intervention. The Moody Centre Heritage Conservation Area Guidelines provide additional area-specific guidance for appropriate interventions.

Research is central to guiding proper conservation. Historic photos, archival records and a careful examination of the building itself often yield clues as to what was located where, what materials were used, original colours, etc. This is especially true for windows and doors, signature elements of every building. Statements of Significance have been prepared for all of the heritage buildings; these assessments of heritage value are available online at www.historicplaces.ca. Owners of heritage buildings are encouraged to gather as much information as possible before undertaking any alterations.

## Following are the guidelines for each project involving a heritage building:

**General Considerations:** Restorations or renovations shall retain the existing siting, roofline design, height, and number of storeys of the affected building or structure. Where foundations require replacement, the siting and height of the affected building or structure may be reasonably altered. Whenever possible, original forms, materials and details should be uncovered or left in place, and preserved.

**Architectural Details:** When developing design proposals for heritage buildings, they should be examined to determine what original architectural details remain and may be rehabilitated. The historic character of heritage buildings is dependent on a variety of architectural details; in some cases these features have been lost or obscured by many years of weathering, inappropriate renovation or lack of maintenance. Not every detail of every building may be feasibly restored, but surviving features should be retained and repaired. Inappropriate later additions should be removed or replaced. Inappropriate new architectural details or ad-hoc decorations should not be added, for example, fake Victorian gingerbread and vertical cedar siding. Building details should be compatible with the date the building was constructed or, where appropriate, a historically defensible later date, and be based on documentary evidence.

**Additions:** Additions should conform to the type of massing suggested by existing models. These are crucial in maintaining the heritage character of the area; obtrusive modern interventions can completely overwhelm an existing structure. Due to the nature of traditional construction methods, it is crucial that any new construction blend sensitively where it joins with an older building. The visual impact of building additions should be minimized from adjoining streets.

**Projections:** Front porches, verandahs and bay windows should be retained and, where possible, restored to their original design. Additions to the front of listed buildings will not be permitted, except where the proposed addition replaces an existing addition or where the addition is a porch.

**Materials:** Original materials should be maintained in order to ensure visual continuity. Any new materials used should respect both the style and the date of the individual building. Original materials should be left in place, or exposed when intact. All materials used in alterations or additions should be sympathetic in appearance. Original wood siding and trim should be repaired, painted and maintained to a generally acceptable standard. This is both a sound restoration and environmental practice. Through lack of proper maintenance, wooden elements may decay to the point where replacement is necessary. In these cases, the original configuration, assembly and appearance of wooden elements should be duplicated.

**Roof Coverings:** For pitched roofs the traditional material would have been cedar shingles. The use of cedar shingles is encouraged on the roofs of historic buildings.

**Windows and Doors:** There is a variety of fenestration in the area, but a majority of the early buildings originally had double-hung or casement wooden sash windows and wooden doors. For heritage buildings, every attempt should be made to repair original windows or to replace inappropriate later additions with replicas of the originals. Wooden windows should not be replaced with metal-frame or vinyl windows. If the original windows have been removed, restoration should be considered. Windows that are blocked up in whole or in part should be opened and properly reglazed. Window openings that have been changed in size should be returned to their original dimensions and appropriate window sash reconstructed. Replacement of original windows should only be undertaken as a final resort in cases of extreme deterioration, in which case only wood sash windows with matching profiles should be used. Original doors, transoms, sidelights and hardware should be retained, repaired and restored whenever possible.

**Colour:** For historic buildings, it is recommended that a return to their original colour scheme be considered; this is often the most attractive solution. When the original scheme can be determined, a close match or an updated interpretation should be attempted. The original builders knew from long experience and tradition what colours would look best on various building elements, and their original intentions should be respected. Generally, the historic buildings in Moody Centre would have had a maximum of three applied colours: a mid-range or dark body colour; a lighter trim colour; and a dark (often black) window sash colour. Paint was historically gloss enamel, and the use of at least semi-gloss finishes should be considered. Window sash and doors should be painted in high-gloss finishes. Further guidance is available through the Benjamin Moore Historical Vancouver True Colours brochure, which provides documented colours appropriate to the time period of Moody Centre's historic buildings.

**Interior Features:** While these guidelines do not apply to the interior of buildings, owners are encouraged to restore or retain historic interiors in a manner that is complementary to exterior facades.

## 3.4 Existing Buildings

There are many existing buildings, of different styles and types, throughout Moody Centre. Some are modern structures, while some are renovated older buildings not considered to have heritage value. It is not intended that non-heritage buildings should be altered to have a "heritage look". Each building has its own integrity that can be interpreted and respected, and existing non-historic buildings should be renovated in a manner appropriate to their context.

Modern structures can have a particular character that is attractive in its own right. Materials intrinsic to that character should be maintained. Colour schemes that respect the original design can improve overall appearance, as can sympathetic details such as appropriate awnings and canopies for commercial buildings. These guidelines can be used for general guidance but the situation for each building should be reviewed to understand the best approach to any proposed upgrading. In each case, the existing streetscape should be considered so that each building can be a "good neighbour" within the Heritage Conservation Area.

Other buildings, especially residential buildings in Moody Centre, may have heritage value but have been altered in unsympathetic ways. Their heritage value can sometimes be recaptured through sympathetic alterations; these guidelines can provide appropriate advice, and if followed may result in an upgraded building worthy of heritage status.

## 3.5 New Construction: Moody Centre Commercial Area

Design concepts for proposed new construction or major alterations should attempt to blend harmoniously with the historic elements of both the commercial and residential streetscapes. This requires sensitivity to historic precedent and a willingness to be subordinate to that precedent. A thorough understanding of the materials and design elements used in period architecture generally, and Moody Centre specifically, would be most useful in conceiving appropriate designs. By understanding and following the principles of form, rhythm, and detailing outlined in these design guidelines, it should be possible to create new buildings that successfully integrate into the historic area without compromising its authenticity.

The harmonious character of Moody Centre depends on all of its built form, including the buildings, and landscaping elements, working together as a cohesive and visually appealing streetscape. To achieve this goal, architectural styles which are clearly out of place with the historic evolution of historic Moody Centre should be avoided. The tendency to design individual houses in isolation from the context of the streetscape can lead to a discordant appearance. Caution should be exercised when developing designs for renovation and new construction, to avoid introduction of inappropriate elements into the historic streetscape.

With respect to non-heritage properties, the following guidelines are designed to achieve the objectives set out above:

a. Rehabilitation or replacement of non-heritage buildings or structures in the Moody Centre Heritage Conservation Area is permitted, but should be done in a manner that:

    i. respects the heritage character of the area and is consistent with neighbouring heritage properties; or

    ii. conforms with the existing structure.

b. Subdivision of land may not be approved until a Heritage Alteration Permit, consistent with these guidelines, is first obtained from the City. If the proposed subdivision will create a new building site, a Heritage Alteration Permit, consistent with these guidelines, must be obtained from the City for construction of a new building or structure on the new parcel prior to subdivision approval.

c. Off-street parking should be consistent with that provided for existing developed properties in the same street block and should be consistent with the principal building located on the same property. To this end, property owners are encouraged to erect detached garages when building or replacing enclosed or covered parking areas.

d. Demolition of buildings or structures will not be approved unless a Heritage Alteration Permit, consistent with these guidelines, is first obtained from the City for construction of a new building or structure.

### 2.5.1 Form and Scale

All applications shall conform to existing City Bylaws, unless bylaws are varied or supplemented as part of the approval process.

Renovations to existing buildings and proposed new construction should respect the precedent and scale of the intrinsic heritage character, and encourage a pedestrian environment. These considerations of appropriate form and scale are crucial if the historic character of Moody Centre is to be retained and augmented.

**Setbacks:** New buildings and additions to existing buildings shall be set back a distance that is consistent with buildings on abutting or adjacent properties; in particular, historic buildings on adjacent properties or properties in the same street block.

**Building Height:** The height and roofline of new or renovated buildings should be consistent with the low-rise heritage character of the area, including the character of buildings on adjacent properties or properties in the same street block.

**Retail Frontage:** Maintain the appearance of small-scale retail frontage.

**Corner Sites:** Buildings on corner sites should be treated as if they have two main facades.

**Accessory Buildings:** Should reflect the primary building in appearance and materials.

### 2.5.2 Architectural Style

- **Architectural Style:** Should be consistent with the traditional Frontier Commercial and False Front Commercial character of the area. Styles that do not relate to the integrity of the area should not be used either as a model or as an inspiration. New construction should show respect for historic methods, forms and detailing in an honest modern idiom, and should be sympathetic to the existing streetscape and surrounding buildings.
- **Architectural Details:** Any new construction or additions should not be decorated with inappropriate applied ornamentation. Attached elements, such as signs, should be of suitable appearance. Some attached elements are inappropriate and should not be visible on the front elevation or be visible from the front street.

## 2.5.3 Roof Design

The historic buildings display a variety of gabled and hipped roofs, generally with a pitch of about 25-35 degrees from horizontal. Some of the early commercial buildings have false front, or "Boomtown" parapets, that increase their apparent size and provide opportunities for signage.

**Roof Form: Mandatory**

- New buildings are required to have the expression of a pitched roof, either gabled, hipped or a combination of the two

**Roof Materials: Encouraged**

- The use of cedar shingles is encouraged
- Duroid, fiberglass, asphalt or other appropriate shingles are permitted, provided they resemble the profile of cedar shingles or are of a simple tabbed design

**Roof Materials: Prohibited**

- Split cedar shakes
- Cement tile roofs
- Metal roofs

## 2.5.4 Porches and Verandahs

Many of the historic commercial buildings of Moody Centre, especially those on Clarke Street, featured an open front entry porch or verandah. These open, welcoming elements facing the street are an integral part of traditional architecture. In situations where there is an alternative to retail storefronts, porches and verandahs can provide an attractive design feature.

**Porches And Verandahs: Encouraged (when appropriate)**

- New buildings are encouraged to have front entry porches or verandahs when appropriate
- Traditional wood railings and balustrades

**Porches And Verandahs: Prohibited**

- Metal or glass railings or guardrails

## 2.5.5 Materials

The use of materials should conform to the overall context of the early buildings of the Moody Centre Heritage Conservation Area, which derived their character from the honest use of materials and a simple and logical deployment of their forms and proportions. Attention to materials helps new blend with old without adding fake details.

As Port Moody was a mill town, wood was readily available, and the historic buildings are of typical wood frame construction, and were generally clad with wood. Wood includes horizontal lapped siding and cedar shingles. For new construction, non-combustible building materials may have to be considered on side facades where required by the Building Code. In such cases, non-combustible materials should resemble and complement materials used on other facades of the building.

In new construction wood siding should be smooth, horizontal, no more than 6 inches wide, and closely resemble traditional lapped wooden siding. Where appropriate, corner boards and window trim should be used, and applied over the siding. Wood siding and trim should be properly painted. Unfinished cedar should not be used. Plywood shall not be used as a primary facing material. Wooden shingles may be used, if appropriately detailed.

**Materials: Encouraged**

- Smooth wood resembling traditional lapped wooden siding, no more than 6 inches wide
- Sawn cedar shingles, as siding and on pitched roofs
- Duroid, fiberglass, asphalt or other appropriate shingles that resemble cedar shingles
- Board-and-batten siding
- Sidings that resemble traditional wood siding, when used in an appropriate manner
- Other materials appropriate within the St. Johns Street context include masonry such as brick, rough-cast stucco and properly-detailed concrete

**Materials: Prohibited**

- Vertical or diagonal wooden sidings (other than board-and-batten)
- Split cedar shakes as siding or roof cover
- Unfinished cedar siding
- Plywood as a primary material
- Aluminum, vinyl or plastic sidings
- Smooth-finished, swirled or heavily stippled stucco
- Concrete block or stone as a primary facing material
- Large-scale masonry units
- Glass curtain walls

## 2.5.6 Windows and Doors

The form and detailing of windows and doors should be carefully considered in plans for new construction. Window shapes and sizes vary with the architectural style of each building. With older buildings the general character of window openings is that of a punctured void in a solid wall, the glass being inset, with a proper reveal, sill and trim. In new construction, it is recommended that wooden windows and doors, with traditional appearance and detailing, be used. These need not be exact reproductions, as long as they are in sympathy with the character of historic construction.

Where possible the style of windows and doors selected should match the prevailing vertical emphasis of the historic building types, and be placed on the building face in such a way as to reference the established rhythm of openings in the historic facades. The alternation of solids and voids (walls to openings) in the facade establishes a pattern that may be sensed by observing the building from a distance. This pattern is perceived as a rhythm by the passerby, and a sympathetic relationship between old and new construction may be achieved by incorporating similar rhythmic patterns. Windows should be inset in a traditional manner, not be flush with the facing material. Odd-shaped windows or random placement are discouraged; wooden-sash windows with a historic look are encouraged. Windows should not be set flush with the building face, but should be recessed in a traditional manner.

Some commercial buildings had single or continuous retail storefronts, with plate glass storefront windows. Any new storefronts should be detailed based on historic precedents, with wood or tile bulkheads, wooden window profiles and inset doorways.

Historically, entry doors would have been made of wood, with carved or molded detail, often with inset glass panels. Original hardware was usually of cast brass. Doors should be sympathetically detailed, and appropriate materials should be used. Proper consideration should be given to the design and lighting of doors and entries as they are a highly visible part of each building's facade.

**Windows And Doors: Mandatory**

- Windows to be recessed a minimum of 2" from the building face
- Window and door openings to have appropriate trim (nominal 5" width preferred)

**Windows And Doors: Encouraged**

- Traditional wooden-sash windows (generally double-hung or casement)
- True divided sash (no fake muntins)
- Clad wooden windows
- Wood-framed storm windows
- Retail storefronts of traditional appearance
- Wooden doors of traditional appearance

**Windows And Doors: Discouraged**

- Narrow-profile vinyl windows
- White vinyl windows
- Metal doors

**Windows And Doors: Prohibited**

- Metal-sash windows
- Windows with fake muntins
- Mirrored or reflective glass

## 2.5.7 Signs

The form and detailing of signs should be carefully considered. Materials should be durable enough to last for years of continuous use. The materials should be well-crafted and appropriately designed in order to convey a good business image. Signs should always be opaque and directly lit rather than translucent and backlit. This rule should be strenuously followed.

**Sign Materials: Encouraged**

- Wood: either flat panels, preferably with a wooden border; carved or sandblasted panels; or three dimensional wooden letters
- Paint: either used on a sign board, or used directly on a building facade or glass
- Metal: used for sign hangers, or as three dimensional cast letters
- Neon: cold cathode tubing (not fluorescent tubing); most appropriate for window signs, but may be used for outdoor signs. Acceptable as lettering or outlining
- Incandescent Lighting: may be used for direct illumination, for outlining, or directly in signs

**Sign Materials: Discouraged**

- Plastic, either flat, painted or vacuum-formed
- Fluorescent Backlit Panels: not acceptable in any application
- Backlit Translucent Awnings: should always be opaque, with signs painted on the front and illuminated from above

**Type Of Sign: Encouraged**

- Fascia Signs: are affixed or painted parallel to the face of the building
- Projecting Signs: are fixed at ninety degrees to the face of the building
- Under-Awning and Under-Canopy Signs
- Window Signs: are painted, gold-leafed, or otherwise affixed to a window or door, and identify the business within
- Painted Awning Signs: restricted to painted signs on opaque fabric awnings
- Painted Wall Signs: can be effective and decorative elements on blank side walls

**Type Of Sign: Discouraged**

- Back-lit fluorescent signs
- Awning Signs (attached to or on the face of a awning, except for painted or under-awning signs)
- Signs on Satellite Dishes
- Roof Signs

## 2.5.8 Awnings and Canopies

Awnings and canopies can provide the finishing touch to a building. They protect shoppers from the weather, thereby promoting commercial activity, and shield merchandise in store windows from exposure to sunlight. Careful design ensures visual harmony with the rest of the building, and provides a horizontal emphasis to the streetscape.

**Awnings And Canopies: Encouraged**

- Fabric awnings: should always be opaque, should fit the structural opening which they cover, and should not pass in front of vertical structural elements. Open or closed ends may be used. The following standard configurations are acceptable:
    - Three point, without valance
    - Three point, with fixed or drop valance
    - Retractable awnings, of appropriate period design
    - Glass Canopies

**Awnings And Canopies: Discouraged**

- Arched, barrel, dome, convex, concave or random-shaped awnings

**Awning And Canopy Materials: Encouraged**

- Fabric: only non-shiny opaque outdoor awning fabric
- Metal: for fabric awning or glass canopy frame systems
- Glass

**Awning And Canopy Materials: Prohibited**

- Sheet metal
- Wood Panelling, Shakes, Shingles or Siding
- Plastic or Fibreglass
- Concrete

**Attachments: Prohibited If Visible From The Front Street**

- Metal Chimney Flues
- Satellite dishes

### 2.5.9 Colour

The choice of colour should be carefully considered within the context of neighbouring buildings. The overall use of an historic colour palette will also promote a harmonious streetscape. In general, earth tones and natural pigment colours are the most appropriate choice. Certain colours are considered inappropriate, such as bright oranges, yellows, reds and blues. Primary colours are to be avoided, and fluorescent colours should not be used under any circumstances. White should also be avoided; it can be a jarring element and was not used historically.

For existing buildings, colour schemes already in place may be maintained. Any proposed change in colours will require a Heritage Alteration Permit.

### 2.5.10 Landscaping

Landscaping should respect the heritage character of the area and be consistent with neighbouring properties. Property owners are encouraged to use plantings and landscape elements that reflect the historic development of Moody Centre. Mature plantings that provide historic context, and character-defining elements, should be taken into consideration in any redevelopment of the site or before undertaking any new construction.

In order to maintain the existing open appearance, owners are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line to 30 inches. Similarly, where construction of a new fence is contemplated, owners are encouraged to erect a fence or wall of historic appearance e.g., various styles of pickets or stone walls.

Landscaping will not be regulated unless there is a proposed major alteration or redevelopment, in which case a landscape plan will be required as part of the permitting process.

## 3.6 New Construction: Moody Centre Residential Area

The character of the residential area south of St. Johns Street generally reflects the traditional residential vernacular of the first half of the twentieth century. These simple, modest residential precedents should be respected whenever possible. Materials and textures should conform to the nature of historic construction.

Design concepts for proposed new construction should attempt to blend harmoniously with the historic elements of each streetscape. Existing non-historic buildings should be renovated in a manner appropriate to their context. This requires sensitivity to historic precedent and a willingness to be subordinate to that precedent. A thorough understanding of the materials and design elements used in period architecture generally, and Moody Centre specifically, will be most useful in conceiving appropriate designs. By understanding and following the principles of form, rhythm, and detailing outlined in these design guidelines, it should be possible to create new buildings that successfully integrate into the historic area without compromising its authenticity.

The harmonious character of Moody Centre depends on all of its built form, including the buildings and landscaping elements, working together as a cohesive and visually appealing streetscape. To achieve this goal, architectural styles which are clearly out of place with the historic evolution of historic Moody Centre should be avoided. The tendency to design individual houses in isolation from the context of the streetscape can lead to a discordant appearance. Caution should be exercised when developing designs for renovation and new construction, to avoid introduction of inappropriate elements into the historic streetscape.

### 2.6.1 Form and Scale

All applications shall conform to existing City Bylaws, unless bylaws are varied or supplemented as part of the approval process.

**Setbacks:** New buildings and additions to historic buildings should be set back at a distance that is consistent with buildings on adjacent properties, in particular the setbacks of historic buildings.

**Building Height:** Should be visually consistent with the heritage character of the area. Traditionally, no building was higher than two and one-half storeys.

**Corner Sites:** Buildings on corner sites should be treated as if they have two main facades.

**Accessory Buildings:** Should reflect the primary building in appearance and materials.

**Setbacks: Mandatory**

- Setbacks for new buildings should be averaged between that of adjacent buildings so that the new building does not protrude further forward than its neighbours.

## 2.6.2 Architectural Style

- **Architectural Style:** Should be consistent with the overall modest vernacular of the area, which included examples of the Craftsman, Foursquare and Colonial Revival styles. Architectural styles that do not relate to the integrity of the area should not be used either as a model or as an inspiration. New construction should show respect for historic methods, forms and detailing in an honest modern idiom, and should be sympathetic to the existing streetscape and surrounding buildings.
- **Architectural Details:** Any new construction or additions should not be decorated with inappropriate applied ornamentation. Attached elements, such as house numbers, should be of suitable appearance. Some attached elements are inappropriate and should not be visible on the front elevation or be visible from the front street.

**Attachments: Prohibited If Visible From The Front Street**

- Metal Chimney Flues
- Satellite dishes
- Skylights

**Staircases: Prohibited**

- Open risers (staircases should resemble traditional models with closed risers)

## 2.6.3 Roof Design

The historic buildings in the area display a variety of cross-gabled and hipped roofs. The earliest buildings originally had cedar shingle roofs, but over the years were generally replaced with asphalt.

**Roof Form: Mandatory**

- New buildings are required to have the expression of a pitched roof, either gabled, hipped or a combination of the two

**Roof Materials: Encouraged**

- The use of cedar shingles is encouraged
- Duroid, fiberglass, asphalt or other appropriate shingles are permitted, provided they resemble the profile of cedar shingles or are of a simple tabbed design

**Roof Materials: Prohibited**

- Split cedar shakes
- Cement tile roofs
- Metal roofs

## 2.6.4 Porches and Verandahs

The historic buildings of Moody Centre featured an open front entry porch or verandah, either projecting outwards or inset within the building envelope. These open, welcoming elements facing the street are an integral part of traditional architecture.

**Porches And Verandahs: Mandatory**

- New buildings are required to have front entry porches or verandahs

**Porches And Verandahs: Encouraged**

- Traditional wood railings and balustrades

**Porches And Verandahs: Prohibited**

- Metal or glass railings or guardrails

## 2.6.5 Materials

The use of materials should conform to the overall context of the early buildings of the Moody Centre Heritage Conservation Area, which derived their character from the honest use of materials and a simple and logical deployment of their forms and proportions.

As Port Moody was a mill town, the buildings were built almost entirely of wood. In new construction, wood siding should be smooth, horizontal, no more than 6 inches wide, and closely resemble traditional lapped wooden siding. Where appropriate, corner boards and window trim should be used, and applied over the siding. Wood siding and trim should be properly painted. Wooden shingles may be used, if appropriately detailed. Non-combustible building materials may have to be considered on side facades where required by the Building Code. In such cases, non-combustible materials should resemble and complement materials used on other facades of the building.

Masonry was sparingly used as a construction material in the historic buildings of Moody Centre, except for foundations and chimneys. The use of masonry should be discouraged in favour of wooden sidings.

**Materials: Encouraged**

- Smooth wood resembling traditional lapped wooden siding, no more than 6 inches wide
- Sawn cedar shingles, as siding and on pitched roofs
- Duroid, fiberglass, asphalt or other appropriate shingles, provided they resemble the profile of cedar shingles or are of a simple tabbed design
- Board-and-batten siding
- Sidings that resemble traditional wood siding, when used in an appropriate manner

**Materials: Allowed**

- Roughcast or "rock-dash" stucco

**Materials: Prohibited**

- Vertical or diagonal wooden sidings (other than board-and-batten)
- Split cedar shakes as siding or roof cover
- Unfinished cedar siding
- Plywood as a primary material
- Aluminum, vinyl or plastic sidings
- Smooth-finished, swirled or heavily stippled stucco
- Masonry as a primary facing material

## 2.6.6 Windows and Doors

The form and detailing of windows and doors should be carefully considered in plans for new construction. Window shapes and sizes vary with the architectural style of each building. With older buildings the general character of window openings is that of a punctured void in a solid wall, the glass being inset, with a proper reveal, sill and trim. In new construction, it is recommended that wooden windows and doors, with traditional appearance and detailing, be used. These need not be exact reproductions, as long as they are in sympathy with the character of historic construction.

Where possible the style of windows and doors selected should match the prevailing vertical emphasis of the historic building types, and be placed on the building face in such a way as to reference the established rhythm of openings in the historic facades. The alternation of solids and voids (walls to openings) in the facade establishes a pattern that may be sensed by observing the building from a distance. This pattern is perceived as a rhythm by the passerby, and a sympathetic relationship between old and new construction may be achieved by incorporating similar rhythmic patterns. Windows should be inset in a traditional manner, not be flush with the facing material. Odd-shaped windows or random placement are discouraged; wooden-sash windows with a historic look are encouraged. Windows should not be set flush with the building face, but should be recessed in a traditional manner.

Historically, doors would have been made of wood, with carved or molded detail, often with inset glass panels. Original hardware was usually of cast brass. Doors should be sympathetically detailed, and appropriate materials should be used. Proper consideration should be given to the design and lighting of doors and entries as they are a highly visible part of each building's facade.

**Windows And Doors: Mandatory**

- Windows to be recessed a minimum of 2" from the building face
- Window and door openings to have appropriate trim (nominal 5" width preferred)

**Windows And Doors: Encouraged**

- Traditional wooden-sash windows (generally double-hung or casement)
- True divided sash (no fake muntins)
- Clad wooden windows
- Wood-framed storm windows
- Wooden doors of traditional appearance

**Windows And Doors: Discouraged**

- Narrow-profile vinyl windows
- White vinyl windows
- Metal doors

**Windows And Doors: Prohibited**

- Metal-sash windows
- Windows with fake muntins
- Mirrored or reflective glass
- Metal doors

## 2.6.7 Colour

Colour is both an intrinsic quality of exposed materials and an applied surface treatment. This is one of the most important visual aspects of a building, as well as the most evident. It is also one of the characteristics of a building that is easiest to change, and a new coat of paint is the fastest, easiest and often the most inexpensive way to improve a building's appearance.

The choice of colour should be carefully considered within the context of neighbouring buildings. The overall use of an historic colour palette will also promote a harmonious streetscape.

A proper colour scheme is crucial to a successful project; it costs no more to pick a handsome colour scheme than a bad one, but it may make all the difference between a successful project and a failure. Building owners are encouraged to seek the help of a design professional in choosing an appropriate colour scheme.

In general, earth tones and natural pigment colours are the most appropriate choice. Certain colours are considered inappropriate, such as bright oranges, yellows, reds and blues. Primary colours are to be avoided, and fluorescent colours should not be used under any circumstances. White should also be avoided; it can be a jarring element and was not used historically.

Once colours have been chosen, test swatches should be placed on the building, and the colours observed under daylight conditions. Final colour selection may then be confirmed.

For existing buildings, colour schemes already in place may be maintained. Any proposed change in colours will require a Heritage Alteration Permit. Further guidance is available through the Benjamin Moore Historical Vancouver True Colours brochure, which provides documented colours appropriate to the time period of Moody Centre's historic buildings.

### 2.6.8 Landscaping

Landscaping should respect the heritage character of the area and be consistent with neighbouring properties. Property owners are encouraged to use plantings and landscape elements that reflect the historic development and natural backdrop of Moody Centre. Mature plantings that provide historic context, and character-defining elements, should be taken into consideration in any redevelopment of the site or before undertaking any new construction. Randomness in planting locations from one property to the next is encouraged as are soft edges and surfacing.

In order to maintain the existing open appearance, owners are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line to 30 inches. Similarly, where construction of a new fence is contemplated, owners are encouraged to erect a fence or wall of historic appearance e.g., various styles of pickets or stone walls.

Landscaping will not be regulated unless there is a proposed major alteration or redevelopment, in which case a landscape plan will be required as part of the permitting process.

## 4. Maintenance

Proper maintenance of buildings is an on-going issue. This is the best way to keep maintenance costs low, and help preserve property values. Poor maintenance, or visible deterioration, can not only impact heritage value, it can harm the overall public perception of the heritage area.

Heritage sites are subject to City of Port Moody Bylaw No. 2490, Minimum Standards of Maintenance, that requires a reasonable level of maintenance to be effectively retained and includes provisions for enforcement.

A three-part maintenance program is recommended to owners and tenants, so that small repairs may be undertaken before they worsen and begin to affect the integrity of each building.

**Recognizing Problems:** The first step of maintenance is a regular building inspection from the top down to follow the path of water. Examine roofing, gutters, downspouts and flashings for any damage and water infiltration. Carefully examine damp spots, peeling paint, and mold growth on interior or exterior walls for indications of moisture infiltration and retention. Check foundations, crawlspaces, basements and drain tiles for any moisture problems. Periodically check exterior walls for deterioration, such as broken windows; repair minor maintenance problems immediately. Larger problem areas should be identified and assessed for the next stage of repairs.

**Assessing Problems:** After identifying the problems, determine the extent of damage and what repairs are required. Start again with the roof and work down. Does the roof cover need replacing, or would patching be effective? Areas of moisture retention should be repaired once the water infiltration has been rectified. Repair or replace deteriorated wood. These repairs should be undertaken after the cause of decay has been pinpointed and eliminated. The first step to any repair is to make the building watertight.

**Repairs on a Continuing Basis:** The most effective way to eliminate maintenance problems is to ensure all joints are properly caulked and sealed, and all surfaces that require painting are properly maintained. To best prevent decay, ensure the building is watertight, and free of obvious areas of deterioration. Have the building periodically inspected from top to bottom, paying special attention to problem areas. Under no circumstances should a water infiltration problem be ignored; it will only become worse. Whenever cleaning is required, the gentlest possible methods should be used.

Each property owner should institute an on-going maintenance program to ensure that their building receives the best possible long-term care.

# Schedule "E" - Moody Centre Heritage Conservation Area