

**Corporation of the  
City of Summerside**

**Heritage  
Conservation Bylaw  
SS-20**

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## SCHEDULES

## **Section 1. INTRODUCTION**

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### **Title**

- 1.1 The full title of this bylaw is the *Summerside Heritage Conservation Bylaw SS-20*, but it may also be referred to as the ‘Heritage Conservation Bylaw,’ or simply as the ‘Bylaw’ when in context.

### **Authority**

- 1.2 This Bylaw is enacted under the authority of the *Planning Act, R.S.P.E.I. 1988, Cap.P-8*, referred to here as the ‘Planning Act,’ and the *City of Summerside Act, R.S.P.E.I. 1994, Cap. S-9.1*. The Bylaw also accords with the *Heritage Places Protection Act, R.S.P.E.I. 1988, Cap.H-3.1*.

### **Effective Date**

- 1.3 The effective date of this Bylaw is the date of its approval by the Minister responsible for administering the *Planning Act*.

### **Implementation**

- 1.4 This Bylaw will implement Council policies in the *Summerside Official Plan 1998* and, more particularly, in the *Summerside Heritage Conservation Plan 2003*.

### **Scope**

- 1.5 This Bylaw applies to all lands, buildings and developments within the City of Summerside, as applicable.

### **Validity**

- 1.6 a. The intent of any Bylaw provision is not invalidated by any errors in its drafting.
- b. Should any Bylaw provision be held by a court of competent jurisdiction to be invalid, the validity of the remainder of the Bylaw shall not be effected.

## Section 1. INTRODUCTION

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- c. A change of property owner or development applicant does not affect the rights or obligations attached to any approval, agreement or notice made in accordance with this Bylaw.

### **Schedules**

- 1.7 a. The written body of this Bylaw constitutes its Schedule 'A' and may be referred to as the 'text.'
- b. The following attached schedules form part of this Bylaw:  
  
Schedule 'B.' *Map of Heritage District Overlay (HDO) Zone;*  
Schedule 'C' *Register of Designated Heritage Properties;*  
Schedule 'D' *Reviewable Developments;*  
Schedule 'E' *Fees;* and  
Schedule 'F' *Heritage Conservation Guidelines.*
- c. Changes to Schedules 'A,' 'B,' 'C,' and 'D' require a Bylaw amendment. Schedules 'E' and 'F' may be amended by simple Council resolution.

### **Heritage District Overlay (HDO) Zone**

- 2.1. The boundaries of the HDO zone are shown on Schedule 'B' and are subject to the same rules of interpretation as set out in s.3.1 of the *Zoning Bylaw*.

### **Certain Words**

- 2.2 In this Bylaw: words used in the present tense include the future; words in the singular number include the plural and words in the plural number include the singular, all as the context allows; and the word 'shall' is mandatory and is not permissive.

### **Use of Headings**

- 2.3 The headings of sections, subsections, tables and schedules of this Bylaw have been inserted for convenient reference and in no way define, limit or enlarge the scope of any provisions of this Bylaw.

## **Section 2. INTERPRETATION**

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### **Definitions**

2.4 For purposes of this Bylaw all words carry their customary meaning, except those defined in the *Zoning Bylaw* and the *Building Bylaw*, and those additional words defined below. Important cross-references between definitions are shown by use of italics.

**ALTERATION** means any change to an existing building which may effect its external appearance.

**BUILDING BYLAW** means the Summerside Building Bylaw SS-09.

**BUILDING INSPECTOR** means any person designated by the *Chief Administrative Officer* to administer the *Building Bylaw* and part of this Bylaw.

**CHIEF ADMINISTRATIVE OFFICER** means the Chief Administrative Officer of the City of Summerside appointed by *Council*.

**CITY** means the City of Summerside as established by the City of Summerside Act, R.S.P.E.I. 1994, Cap. S-9.1.

**COUNCIL** means the duly elected Council of the *City*.

**DESIGNATED HERITAGE PROPERTY / HERITAGE PROPERTY** means a *historic building* and/or a *historic site*, and the lot on which they are situated, as designated by Council for *heritage conservation* purposes.

**DEVELOPMENT OFFICER** means any person designated by the *Chief Administrative Officer* to administer the *Zoning Bylaw* and part of this Bylaw.

**HERITAGE BUILDING** means a *historic building* which is a *designated heritage property*.

**HERITAGE CONSERVATION / CONSERVATION** means the recognition, protection and promotion of *heritage resources* for the social, economic and cultural betterment of the community.

**HERITAGE DISTRICT** means that area in the City of Summerside designated by *Council* in the Summerside Heritage Conservation Plan 2003.

**HERITAGE DISTRICT OVERLAY (HDO) ZONE** means the zone attached to the *historic district*

## Section 2. INTERPRETATION

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by this Bylaw, within which special Bylaw provisions apply for purposes of *heritage conservation*.

**HERITAGE PLANNING BOARD (HPB)** means a ‘Planning Board’ as defined in the *Planning Act*, with special responsibilities for recommending to Council on heritage issues as specified in this Bylaw.

**HERITAGE RESOURCE** means any or all of a *designated heritage property*, *historic building* or *historic site*, or the *heritage district*, as applicable in the context of its usage.

**HERITAGE SITE** means a *historic site* which is a *designated heritage property*.

**HISTORIC BUILDING** means any building in the City wholly or largely constructed prior to 1940, whether a principal or accessory building, and which may be a *designated heritage property*.

**HISTORIC PROPERTY** means a *historic building* and/or a *historic site*.

**HISTORIC SITE** means any land in the City with symbolic historical importance, and which may be a *designated heritage property*.

**MAYOR** means the duly elected Mayor of the City of Summerside.

**PLANNING ACT** means the Planning Act, R.S.P.E.I., 1988, Cap. P-8.

**REVIEWABLE DEVELOPMENT** means a proposed development in an application under the *Building Bylaw*, *Zoning Bylaw*, or this Bylaw which is subject to special heritage protections under this Bylaw.

**SUPPORTING DISTRICT PROPERTY / SUPPORTING PROPERTY** means any property in the *Heritage District Overlay (HDO) zone* which is not a *designated heritage property*.

**UNDERLAY ZONE** means any zone designated in the *Zoning Bylaw* extending within the boundaries of, and existing contemporarily with the *Heritage District Overlay (HBO) zone* designated under this Bylaw.

**ZONING BYLAW** means the Summerside Zoning Bylaw SS-15.

**ZONING EXCEPTION** means a use which is allowable at Council’s discretion in the *Heritage District Overlay (HDO) zone* but which is not allowable in an *underlay zone*.

### **Stringency**

- 3.1. Nothing in this Bylaw shall exempt any person from complying with the requirements of other City bylaws or Provincial regulations. Where requirements of this Bylaw conflict with any other requirements, the more stringent requirements shall prevail. For greater certainty, the more stringent requirements of this Bylaw are paramount over the normal requirements of the *Building Bylaw* and *Zoning Bylaw*.

### **Development Officer and Building Inspector**

- 3.2 This Bylaw shall be administered by the Development Officer and the Building Inspector for the City of Summerside, as specified, or by any other employee of the City designated by the Chief Administrative Officer to undertake their duties.

### **Heritage Planning Board (HPB)**

- 3.3 a. In its capacity as a ‘Planning Board’ under the Planning Act, the Heritage Planning Board shall recommend to Council on heritage conservation issues, including:
- i. designation of heritage properties;
  - ii. land-use applications with potential heritage impacts;
  - iii. Official Plan and bylaw amendments of a heritage nature; and
  - iv. any other issues as may be assigned from time to time by Council.
- b. The Board’s membership shall comprise:
- i. the three (3) Councillors appointed by the Mayor as standing members of Planning Board;
  - ii. three (3) citizen representatives appointed by Council resolution and selected for their knowledge of heritage conservation issues;
  - iii. Mayor (ex officio); and
  - iv. Chief Administrative Officer (ex officio).
- c. Membership rules for citizen representatives on the Board are:
- i. each representative shall be appointed for a two (2) year term;
  - ii. a representative may be eligible for re-appointment;



### **Section 3. ADMINISTRATION**

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- iii. a representative who is absent from three (3) consecutive Board meetings without cause shall be deemed to have resigned; and
  - iv. in case of a vacancy occurring among representatives other than by expiry of their term, Council may appoint another person to complete the term.
- d. A quorum for the Board shall be two (2) Councillors and two (2) citizen representatives.
- e. The citizen Board representatives shall be available as a resource to advise the Development Officer and Building Inspector in executing their duties under this Bylaw, but in such capacity shall not constitute part of a 'Planning Board' under the *Planning Act*.

#### **Required Applications**

- 3.4 a. As specified in section 4.1, applications are required under this Bylaw for the designation of heritage properties.
- b. As specified in s.5.1, certain development applications under other bylaws are subject to this Bylaw's more stringent requirements for heritage protection, i.e.:
- i. certain building permits under the *Building Bylaw*; and.
  - ii. certain development permits under the *Zoning Bylaw*.
- c. As specified in s.6.1, two sequential applications are required under this Bylaw for each 'zoning exception' in the HDO zone, i.e.:
- i. discretionary use approval; followed by
  - ii. a conditional use permit.

#### **City as Initiator**

- 3.5 The City may initiate any application under s. 3.4, but in accordance with this Bylaw.

#### **Fees**

- 3.6 See Schedule 'E.'

## Section 3. ADMINISTRATION

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### **Status of Application**

- 3.7 a. Each application under s. 3.4 shall be completed when:
- i. submitted in format required by the City;
  - ii. signed and dated by the applicant, who must be either the current property owner or the City (or in the case of building and development permits, may be another person duly authorized by the owner); and
  - iii. accompanied with all applicable fees, and supporting information and documentation required under this Bylaw and/or other applicable bylaws.
- b. No application shall be considered for approval until it is completed in accordance with s.(a) above.
- c. An application which is not completed according to s.(a) above within 12 months of the original submission shall be considered null and void.
- d. An application shall not be considered within one year of a similar application being denied, except as the consequence of an allowable appeal or review procedure.

### **Development Agreement**

- 3.8 A development agreement may be applied to any amendment or development approval under this Bylaw in accordance with s. 4.14 of the *Zoning Bylaw*.

### **Compliance**

- 3.9 No development shall be undertaken or continue to be undertaken, and no development shall be approved by the City except in conformity with this Bylaw.

### **Enforcement**

- 3.10 a. For purposes of making an inspection to determine conformity with this Bylaw, the Development Officer and/or the Building Inspector are authorized to enter into any building or land on reasonable grounds, after giving 24 hours notice and during normal business hours.

### Section 3. ADMINISTRATION

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- b. If a development does not comply with the requirements of this Bylaw, the Development Officer or the Building Inspector may issue a written notice to the property owner to:
  - i. stop the development in whole or in part within a specified time; and/or, at the City's option:
  - ii. take measures so that the development complies with requirements of this Bylaw within a specified time.
- c. Council may apply to the Supreme Court for an injunction to restrain any unlawful development under this Bylaw.

#### **Offences**

- 3.11 An individual who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding \$5,000.

#### **Rights of Appeal**

- 3.12
- a. Any person who is dissatisfied by a decision of Council or City staff made in accordance with this Bylaw may appeal to the Island Regulatory and Appeals Commission (IRAC) within 21 days of said decision, in accordance with the *Planning Act*.
  - b. Any applicant who is dissatisfied by a decision of the Building Inspector made in accordance with this Bylaw may appeal to Council in general accordance with s.19 of the *Building Bylaw*, but the Heritage Planning Board must make prior recommendations to Council on the merits of the appeal.
  - c. The City is not liable for damage suffered by any person resulting from development undertaken during an appeal or review period, or while a decision is under appeal or review, or otherwise undertaken in non-compliance with this Bylaw.

## Section 4. RECOGNITION OF HERITAGE PROPERTIES

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### **Heritage Designation**

- 4.1 a. Applications may be made for heritage property designation by Council of any historic property, including a ‘historic building’ or ‘historic site’ as defined in this Bylaw, and whether located inside or outside the Heritage District Overlay (HDO) zone.
- b. A historic property may simultaneously have City heritage designation and be listed in a Federal and/or Provincial heritage register.
- c. Council designation of a heritage property shall confer upon its current and succeeding owners both obligations and potential benefits, as set out in this Bylaw and applicable Council policies.

### **Surveying Properties**

- 4.2 a. The City shall survey historic properties for potential heritage designation and will prepare a ‘heritage profile’ of each, describing their essential historical character.
- b. The City shall attempt to consult property owners during surveying and shall supply them with copies of completed heritage profiles, together with promotional information about applying for heritage designation.

### **Application for Designation**

- 4.3 a. Property owners, themselves, shall be encouraged to apply for heritage designation. The City may initiate an application where it is the property owner, or in other instances where it is in the public interest to seek designation of a heritage property, but with notification of the owner.
- b. Applications for heritage property designation shall be submitted to the Development Officer and shall be processed following the same procedures set out for zoning amendments in s.4.10 of the *Zoning Bylaw*.

### **Heritage Evaluation**

- 4.4 a. The Development Officer shall prepare a ‘heritage evaluation’ of each historic

## Section 4. RECOGNITION OF HERITAGE PROPERTIES

property submitted for designation, taking into consideration its heritage profile and including the information set out below, as applicable.

- b. The relative heritage significance of ‘historic buildings’ shall be evaluated against the following criteria:
  - i. relative age;
  - ii. historical symbolization, including association with famous person/events or representativeness of broad patterns in the City’s development;
  - iii. value and rarity as an example of an architectural style, before any modernization; and
  - iv. remaining integrity compared with original historical character.
- c. According to its relative heritage significance, each historic building shall be classified as one of the following:
  - i. *class ‘A’ building*: significant heritage building with its original character largely intact or with some modernization, but which could be restored with moderate effort;
  - ii. *class ‘B’ building*: potentially significant heritage building with extensive modernization, but which could be restored with considerable effort; or
  - iii. *class ‘C’ building*: building with no significant heritage value and which is not suitable for designation.
- d. The relative heritage significance of ‘historic sites’ shall be evaluated according to their symbolic historical importance and remaining integrity.

### **Public Meeting**

- 4.5 A public meeting shall be held to give the property owner and others the opportunity to comment on an application for heritage property designation. Notice of the meeting shall include summaries of the City’s heritage evaluation and the consequences of designation.

### **Board Review**

- 4.6 Following a public meeting, the Heritage Planning Board shall review an application for heritage property designation and make recommendations to Council.

## Section 4. RECOGNITION OF HERITAGE PROPERTIES

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### **Council Disposition of Application**

- 4.7 a. Council, after considering recommendations from the Heritage Planning Board, may approve or deny a Bylaw amendment to designate a heritage property, including a heritage building and/or site as specified in the resolution.
- b. Council may approve designation of a heritage building contingent upon the owner signing a development agreement with the City to undertake specified restorations within a given period of time.
- c. The Development Officer shall send written notice to the property owner of Council's disposition of the application and shall, after Ministerial approval, register each designated heritage property in Schedule 'C.' Any subsequent changes in property heritage status shall be similarly registered.

### **Temporary Designation**

- 4.8 Council, after considering recommendations from the Heritage Planning Board, may approve by simple resolution an application by the Development Officer for a 'temporary heritage property designation,' where it considers that there is an imminent and serious threat to a historic building with a number of characteristics which may meet the criteria for a heritage building under s.4.4 (b). This will have the force of preventing or stopping any development of the property to allow Council sufficient time to consider its permanent designation under s.4.7, but which shall not exceed more than 45 days from the date of notice for temporary designation.

### **Removal of Designation**

- 4.9 Council may by simple resolution rescind the heritage designation of any property extensively damaged through an 'Act of God.' Council may also rescind a heritage designation for any other reason at their discretion, but subject to public notice and a public meeting.

## **Section 5. HERITAGE PROTECTION**

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### **Scope of ‘Reviewable Developments’**

- 5.1 As specified in Schedule ‘D,’ certain proposed developments applied for under the *Building Bylaw*, *Zoning Bylaw*, or this Bylaw are deemed to constitute ‘reviewable developments,’ which shall be subject to special heritage protections in accordance with this Bylaw.

### **Heritage Impact Assessment**

- 5.2 a. The Building Inspector and/or Development Officer, as applicable, shall complete a ‘heritage impact assessment’ of how each reviewable development may impact on heritage resources, as measured against the heritage conservation guidelines set out in Schedule ‘F,’ and with consideration of the following information:
- i. a completed development application;
  - ii. any applicable heritage profile;
  - iii. consultations with Federal or Provincial heritage agencies, as necessary; and
  - iv. any additional supporting information required from the applicant under this Bylaw for purposes of undertaking the assessment.
- b. The heritage impact assessment may include consideration of counter-weighting economic benefits, appropriate cost-effective measures for managing any negative heritage impacts, and any negotiated solutions with the applicant to make their proposed development more heritage-compatible.

### **Permits for Reviewable Developments**

- 5.3 a. When considering building permit applications for a reviewable development, the Building Inspector shall include consideration of the heritage impact assessment along with *Building Bylaw* requirements.
- b. When considering development permit applications under the *Zoning Bylaw* or this Bylaw, Council, the Heritage Planning Board, and the Development Officer shall include consideration of the heritage impact assessment as part of the review criteria in s.4.7 (h) of the *Zoning Bylaw*.
- c. As applicable, Council or the Building Inspector may deny development approval

or approve a permit with conditions if they consider that the proposed development would negatively impact on heritage resources, but such reasons shall be clearly set out in written notice to the applicant.

### **Interim Controls**

- 5.4 No building or development permit application shall be considered for a property which is the subject of an application for heritage property designation under s. 4.3, or has temporary heritage property designation under s.4.8, prior to Council's final disposition on designation under s.4.7.

### **Maintenance of Heritage Properties**

- 5.5 Owners of all designated heritage properties shall keep their buildings and land in a good state of repair, subject to review and enforcement under the *Summerside Dangerous, Hazardous and Unsightly Premises Bylaw SS-18*.



## **Section 6. ZONING EXCEPTIONS**

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### **Allowable Uses in HDO Zone**

- 6.1 a. Allowable uses in the Heritage District Overlay (HDO) zone shall be the same as those allowed in any underlay zone subject to *Zoning Bylaw* provisions, but excluding those ‘zoning exceptions’ that Council may allow upon application and which shall also be subject to special provisions under this Bylaw.
- b. In the HDO zone, the following commercial-residential uses may be allowed as a zoning exception in a single-family dwelling with heritage designation, including in combinations of such uses:
- art gallery
  - artist studio
  - one home occupation in combination with another zoning exclusion
  - licenced restaurant or tea room (up to 16 seats)
  - small retail store which is tourist-orientated, such as a gift shop or antique shop
  - tourist home in combination with another zoning exception.
- c. All zoning exemptions are subject to both Council discretionary use approval and subsequent issuance of a conditional use permit by the Development Officer.

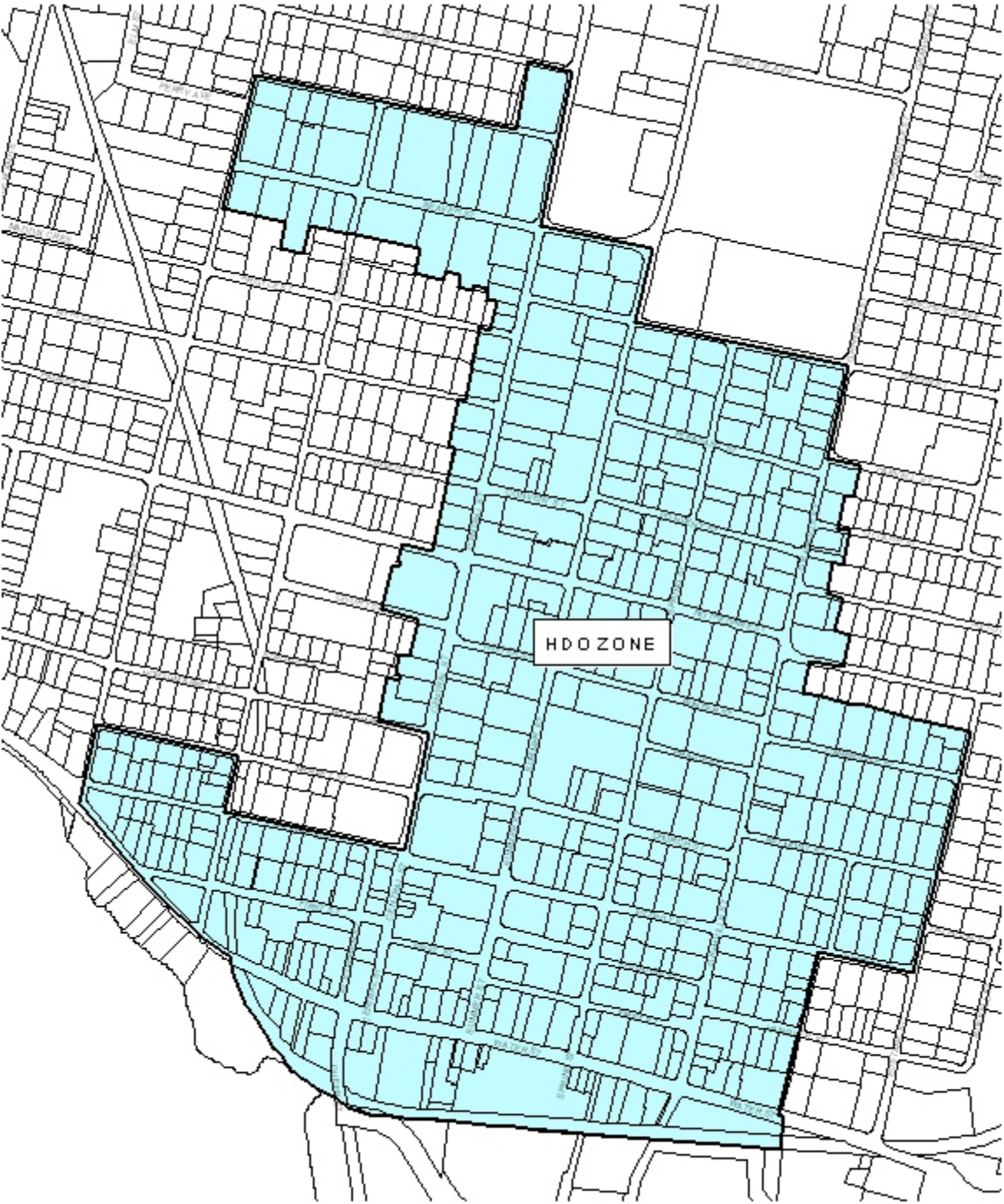
### **Development Standards**

- 6.2 Zoning exceptions shall be subject to all development standards set out for such uses in the *Zoning Bylaw*, other than the following:
- a. Each and every business constituting a zoning exception on a property must be owner-operated by the property owner, whom must reside in the principal building on the property when any such business is operated.
- b. Council may reduce normal off-site parking requirements for an art gallery, artist studio, restaurant, tea room, or small retail store, with consideration of their seasonal use and proximity to parking lots within the HDO zone.

**Zoning Exception Procedures**

- 6.3 a. As applicable, requirements for approving, lapsing, renewing, reassigning, amending or terminating discretionary/conditional uses under this Bylaw shall generally follow the same provisions for such uses in s.4 and s.8 of the *Zoning Bylaw*, subject to the special provisions of this Bylaw.
- b. In cases of more than one zoning exception on the same property, one combined discretionary use approval and one combined conditional use permit is required for all such uses, including for any such commercial-residential use already in place on the property.
- c. For greater certainty, a discretionary use application for a zoning exception constitutes a ‘reviewable development’ under s.5.1, and the scope and character of any proposed building exterior alteration or addition required to accommodate such use shall be considered in the required ‘heritage impact assessment’ under s. 5.2.
- d. Until all necessary approvals are in place for a zoning exception, no such use shall be commenced and no related work requiring a building permit under the *Building Bylaw* shall be commenced, and no building permit for said work shall be issued.

**SCHEDULE 'B' MAP OF HERITAGE DISTRICT OVERLAY (HDO ZONE)**



CITY OF SUMMERSIDE HERITAGE CONSERVATION BYLAW SS-20

**Schedule 'C.' Register of Designated Heritage Properties**  
*City of Summerside Heritage Conservation Bylaw SS-20*

<i>Registry No.</i>	<i>Address of Designated Property</i>	<i>PID #</i>	<i>Date of Designation d/m/y</i>	<i>Description of Heritage Building/Site</i>	<i>Changes in Status</i>
SS-20--A1	61 Granville Street,	#314484	14/06/2004	Neil MacQuarrie House Silver Fox Inn	
SS-20-A2	75 Spring Street	#310623	24/03/2005	MacNaught House	
SS-20-A3	85 Spring Street	#310680	24/03/2005	J.E. Wyatt House	
SS-20-A4	98 Summer Street	#310722	24/03/2005	P.T. Fanning House	
SS-20-A5	108 Central Street	#322032	24/03/2005	Summerside Law Courts	
SS-20-A6	153 Spring Street	#311498	24/03/2005	Parish School/ Massey House	
SS-20-A7	275 Fitzroy Street	#322263	24/03/2005	City Hall	
SS-20-A8	335 Central Street	#312678	withdrawn 08/ 04/ 2005	Dominion Experimental Fox Farm Leger Park	
SS-20-A9	Glover Shore Road	#72884	withdrawn	Summerside Back Range Light	
SS-20-A10	88 Central Street	#304063	24/03/2005	Robert S. Bowness House	
SS-20-A11	161 Fitzroy Street	#314666	24/03/2005	Harold Schurman House/ Dr. Beer's House	
SS-20-A12	228 Central Street	#306696	18/08/2005	Neil & Ada MacLeod House	
SS-20-A13	205 Prince Street	#310698	07/02/2006	Lefurgey Cultural Centre	
SS-20-A14	317 Beaver Street	#306647	05/11/2007	Frank Tuplin House	
SS-20-A15	247 Convent Street	#311449	03/01/2007	Morrison-Hurst House	
SS-20-A16	181 Spring Street	#311712	20/06/2016	Jelly House	

updated July 2016

<b>Schedule ‘D.’ Reviewable Developments</b>				
REVIEWABLE DEVELOPMENTS	TYPES OF PROPERTIES			
	WITHIN HERITAGE DISTRICT			3. developments on heritage property OUTSIDE HERITAGE DISTRICT
	1. developments on designated heritage property		2. developments on supporting property	
	<i>on-site</i> impacts	<i>off-site</i> impacts on other heritage resources	<i>off-site</i> impacts <b>only</b> on heritage resources	<i>on-site</i> impacts <b>only</b> on property itself
<b><i>Applications under Summerside Building Bylaw SS-09</i></b>				
Heritage building <b>exterior</b> alterations or additions	review	no	n/a	review
Heritage building demolitions/relocations	review	review	n/a	review
Changes to supporting property building	n/a	n/a	no	n/a
<b><i>Applications under Summerside Zoning Bylaw SS-15</i></b>				
Rezoning	review	review	review	review
Discretionary uses	review	no	no	review
Major variances <b>only</b> on building height and sizes, yard depths, and lot sizes	review	review <b>only</b> for impacts on adjacent heritage resources		review
<b><i>Applications under Summerside Heritage Conservation Bylaw SS-20</i></b>				
Zoning exclusions	review	no	n/a	n/a

Schedule

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<b>Schedule 'E.' Fees</b>		
1.	Application for Heritage Property Designation	no fees
2.	Applications for Zoning Exclusion:	
	a) Discretionary Use Approval	\$300
	b) Conditional Use Permit	\$50
3.	Building Permit for Work on Designated Heritage Property	fees waived

**Schedule ‘F.’ Heritage Conservation Guidelines**  
**General**

1. *Interpretation:* the following general review guidelines shall be interpreted with consideration of both the nature of the reviewable development and of the heritage resources which it may impact. Consideration shall also be given to any other operative City plans or policies.
2. *Essential historical character:* generally, no development shall significantly detract from the essential historical character of a designated heritage property as recorded on its heritage property profile, or, where applicable, of the heritage district generally.

**Designated Heritage Buildings**

3. *Historical changes:* changes that have occurred to a heritage building over time, other than recent modernizations, are part of its evolving character and shall be recognized as having their own historical significance.
4. *Alterations to significant heritage features:*  
generally,
  - (a) features shall not be removed, but may be repaired or replaced;
  - (b) as far as possible, features shall be repaired rather than replaced; and
  - (c) where there is no practical alternative to replacements, they shall be of similar scale, proportions and materials to the original features.
5. *Addition of features:* features added to a heritage building shall be compatible with its essential historical character.
6. *Siding:* existing wood siding on any heritage building shall only be replaced with wood siding of appropriate historic styling; it is encouraged that any existing non-wood siding be replaced with wood siding or pre-finished cementitious planking, or, at least, that wood trim pieces be used.
7. *Fenestration and doors:* traditional fenestration and doors shall not be significantly altered; replacement of modernized features with more traditional wooden styles is encouraged.
8. *Roofing:* traditional roof shapes shall be maintained; roofing materials shall be used which are similar to that generally used on other nearby historic buildings.
9. *Surface cleaning:* sandblasting or any other potentially damaging cleaning methods shall only be used with extreme care.

## Schedule

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10. *Additions*: additions shall be of a similar historic style, scale and proportions to the original building and with similar features or, at least, shall be of a complementary style, and shall always be done in a way which avoids loss of heritage features on the original building as much as possible.
11. *Renovations*: renovations of modernized buildings are encouraged that recreate their previous historical style as much as possible.
12. *Relocations*: heritage buildings shall only be relocated to another site if there is no serious risk of damage to the building and no other net loss of heritage values within the City.
13. *Demolitions*: dilapidated heritage buildings shall only be demolished if they cannot be repaired at reasonable cost, taking into consideration their present and potential uses; demolitions of heritage buildings due to redevelopment shall be avoided as much as possible.
14. *Accessory buildings*: developments effecting accessory buildings with heritage designation shall be subject to the same guidelines as any other heritage building.

## Uses

15. *Changes of use on heritage properties*: any rezoning/discretionary use shall be compatible with the property's essential historical character, and any rezoning within the heritage district shall also be compatible with its general character.
16. *Changes of use on supporting district properties*: any rezoning shall be compatible with the essential historical character of nearby heritage properties and of the general character of the heritage district.

## VariANCES

17. *VariANCES*: variANCES shall not detract from the style of a heritage building or its desirable separation from another building, or from its desirable architectural massing in relation to other adjacent buildings.