

The Prospect Heritage Conservation Area

Guidelines



Mount Baker painted by Samuel Maclure, c. 1890 (BC Archives PDP03773)

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HERITAGEWORKS

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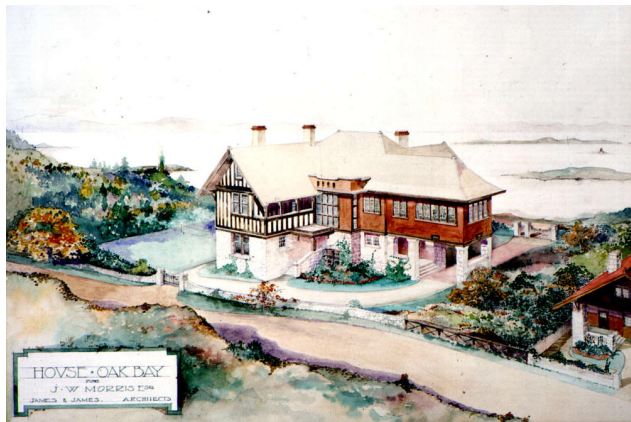
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Introduction

The District of Oak Bay can create a Heritage Conservation Area (HCA) to provide long-term protection for a distinctive area that is known to contain special heritage value and / or heritage character. This is accomplished by amending the Official Community Plan (OCP) using a provision under the *Local Government Act* [RSBC 2015] (Part 15, Division 5, 614-615). The OCP amendments must describe *what* is being protected, and they must explain *why* they are being protected. And then, either through a further amendment to the OCP or by introducing a new zoning bylaw, guidelines must be created to explain *how* this will be achieved.

HCAs are used by local governments to protect the buildings, other structures, land or features that contribute to the overall heritage character of a neighbourhood (the City of Victoria, for example, currently has 13 HCAs). Guidelines are used to manage changes made to the neighbourhood including alterations, additions and new development. When an owner wishes to make a significant change to the neighbourhood that might impact its heritage, the owner is required to submit a Heritage Alteration Permit for consideration by Oak Bay staff. Owners, architects and staff use the HCA Guidelines to determine whether a proposed change reflects the values of the community and respects the heritage of the neighbourhood.

Each HCA is unique. They are designed to protect what a community values as special about a place and worth conserving for the enjoyment of future generations. Community heritage values are typically recorded in a document called a Statement of Significance (SOS). The SOS that has been created for The Prospect Heritage Conservation Area (The Prospect) explains why this neighbourhood warrants recognition as a historic place because of its unique combination of aesthetic, historic, social, environmental and educational values. The Prospect is one of Oak Bay's oldest neighbourhoods, and it contains a wonderful collection of historic homes created by some of BC's most prominent architects including Francis Rattenbury, Samuel Maclure and others.



Watercolour by P. Leonard James
(BC Archives PDP00576)



Rattenbury's home *Iechinihl*
(Oak Bay Archives OBA 1994-001-081)

While the colonial history of The Prospect is important, it is only a brief chapter in the overall history of human occupation. There has been Indigenous land use in this area for living, fishing, food and medicine gathering since time immemorial. There are archaeological sites recorded within the boundary of

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The Prospect, and significant sites nearby, especially in the area of Bowker Creek and Willows Beach. Evidence suggests these sites are between 3000 - 4000 years old.

Acknowledgement

The District of Oak Bay acknowledges with respect the traditional territory of the Coast and Straits Salish peoples, and specifically the Lekwungen speaking people, known today as the Songhees and Esquimalt nations, whose historical relationships with the land continue to this day.

Executive Summary

The Prospect neighbourhood will be Oak Bay’s first Heritage Conservation Area (HCA). It reflects the hard work and determination of local residents to conserve and protect the heritage value and character of the neighbourhood they love, plus the ongoing commitment of the District to conserve heritage resources in Oak Bay. It is hoped that The Prospect will present a framework for future HCAs in other parts of the District.

The HCA is founded upon three primary documents: the *Local Government Act*; The Prospect Statement of Significance (SOS), which was developed with community input in 2017 and then peer reviewed and amended in early 2018; and the *Standards and Guidelines for the Conservation of Historic Places in Canada*, a Parks Canada publication created with input from all provinces and territories as well as the Federal government. The first of these documents establishes the legal “rules of the road”. The SOS captures the considerable range of heritage buildings and features within the neighbourhood and explains why they matter to local residents and the broader community of Oak Bay. This approach is known as *values-based assessment*. The third document describes a consistent set of conservation principles and guidelines representing current best-practice in Canadian heritage conservation.

The HCA Guidelines are the result of many hours of effort by professional and volunteer members of the HCA Working Group. This group was formed to consider how best to protect the heritage character of The Prospect, now and for future generations. The 12-person Working Group included Council members, staff members, and representatives from the Oak Bay Heritage Commission, Advisory Design Panel, Advisory Planning Commission, local residents, heritage consultants and others. The resulting guidelines reflect both the Working Group’s discussions, and comments from the public that were received during public information sessions, emails and website feedback forms.

The HCA Guidelines draw upon examples of what is working well in other HCAs around the Province, especially those in residential neighbourhoods.

In compiling these HCA Guidelines, the Working Group has attempted to strike a balance between ensuring the long-term protection of heritage in The Prospect while maintaining the flexibility that residents require for the upkeep of their homes and gardens. The Working Group was also conscious of the community’s desire to avoid adding new or potentially cumbersome permitting processes when many of the most cherished heritage features of the neighbourhood were already protected (e.g., the Tree Protection Bylaw, the Urban Forest Management Strategy, or formal designation under the *Local Government Act*). The resulting Guidelines represent a common sense approach to conserving The Prospect, and the stewardship of changes made within it.

Like all neighbourhoods in Oak Bay, The Prospect is subject to existing municipal bylaws and policies. In many cases the objectives of the guidelines are satisfied by existing bylaws and policies (i.e., they are complementary). In these instances, the guidelines don’t attempt to reproduce or restate the language of existing bylaws and policies but merely supplement them as necessary to achieve the conservation of heritage within The Prospect. The Tree Protection Bylaw is a good example of this because it already provides robust protection for trees throughout Oak Bay. While mature trees are essential to the rural character of The Prospect, it isn’t necessary to restate this language in the HCA Guidelines because the existing bylaw already ensures their protection.

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Another challenge of the HCA Guidelines is to strike an appropriate balance between the more prescriptive sorts of measures that might ensure protection, and the more general statements of intent that might allow designers to solve design challenges creatively. The goal is to facilitate innovation, while encouraging designers to draw upon historic precedents for inspiration, respecting the values and character of the neighbourhood.

This document also references a Schedule of Protected Heritage Properties (Schedule) located in the HCA. When a property is included on the Schedule it is legally protected by the HCA. Any property within The Prospect is eligible for inclusion on the Schedule, even properties with modern buildings or limited historical value. Such properties are known as context properties, and these can be important to overall composition of the neighbourhood.

The owners of all properties within the HCA boundary require Heritage Alteration Permits (HAP) when they wish to make substantial changes to their properties. This process is familiar to the owners of designated properties (they already use it) but it is new for owners of undesignated properties within The Prospect. HAPs are used to manage changes to historic values.

Additionally, there are several properties within the HCA that the community has identified as having heritage significance (i.e., they are important to the overall character of the neighbourhood) but are not currently protected (and not included on the Schedule). In the long term, it is hoped that these properties will also be afforded protection through adding them to the Schedule and / or designation.

There are four categories of guidelines that apply when various types of changes are made to the neighbourhood. The HCA Guidelines apply differently to properties that are listed in the Schedule than they do to properties not listed in the Schedule. How the guidelines apply to different circumstances is outlined in the first section, titled 'How to Use These Guidelines'.

Another way that these guidelines may be used is for assessing new development permit applications for the HCA. Development permit applications in Oak Bay always undergo a review by staff prior to approval, and this may result in recommendations to Council (and Council approval is always required for applications that require rezoning). It is anticipated that staff and Council will rely upon the HCA Guidelines when determining whether a proposed development is appropriate for The Prospect.

Many changes within the HCA do not require any new permits or processes. This is because existing bylaws will continue to apply in the area and form most of the controls on allowable development. For example, the process used to make an application for a new subdivision in The Prospect remains unchanged. In these circumstances, the new HCA Guidelines provide Oak Bay staff and members of the Advisory Committee with an additional tool for assessing whether a proposed change is appropriate for The Prospect (i.e., ensuring that it doesn't detract from the heritage character of the neighbourhood).

The Prospect HCA contains a remarkable collection of early homes, gardens and landscape features dating back to 1898 when architects F.M. Rattenbury and J.G. Tiarks purchased 15 acres of land and began developing them. A special feature of the area is the layout of Prospect Place because it is the only example of urban design by Rattenbury in Oak Bay. It was planned as a private drive, through a street of homes by renowned architects, leading to the gates of Rattenbury's own residence (now Glenlyon Norfolk School).

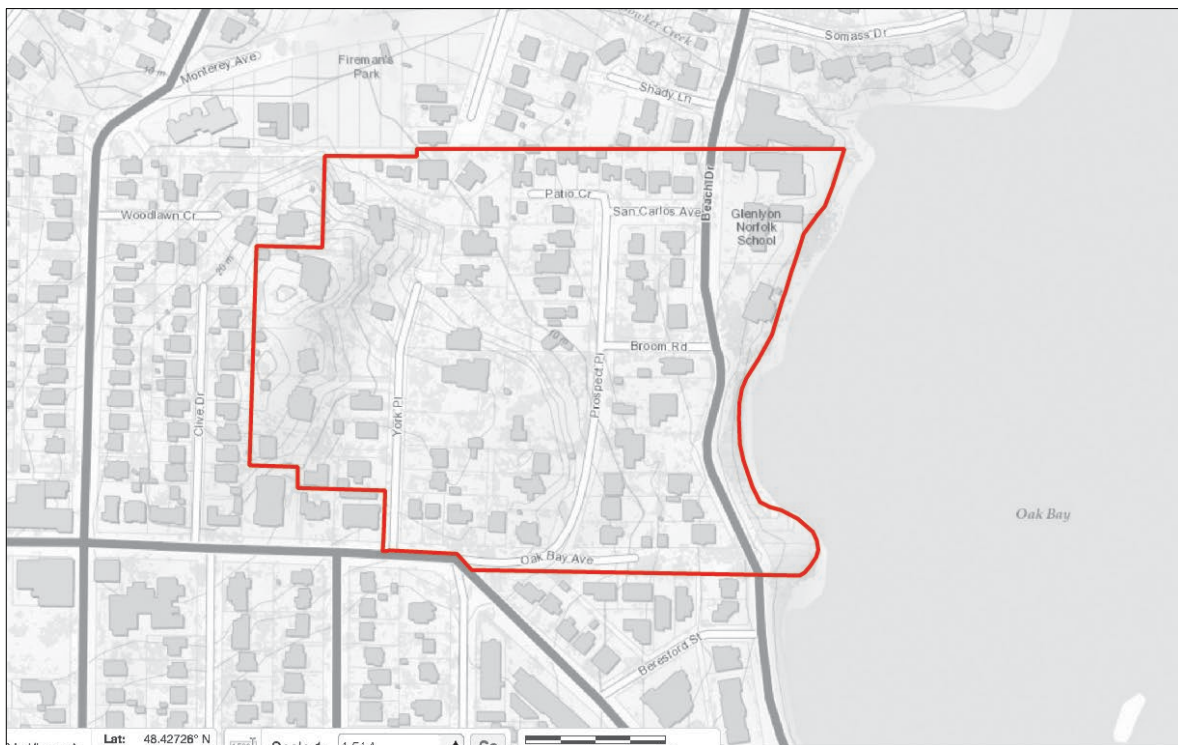
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Historic landscape details are important to the overall character of The Prospect. Over time, streetscapes have evolved in harmony with the gardens of the original homes and the natural topography of the area. Today there is a pleasing integration of narrow roadways, buildings, trees, gardens and natural vegetation in the neighbourhood. These streets are still used by pedestrians and cyclists as they have been for well over a century.

Within the neighbourhood it is typical that entries are visible from the street, and most of the older homes can still be admired from the street. Heritage walking tours are commonly held to share the history of the area with visitors, and several books have been published about the important (and diverse) architecture of the neighbourhood.

Architectural styles expressed in the neighbourhood include Queen Anne, Arts and Crafts, California Spanish style, Tudor Revival and Classical Revival. Most of the homes date from before the Second World War and are distinguished by their use of high quality materials and thoughtful architectural details. Wood, stone, stucco, wrought-iron and other traditional construction materials are in abundance. Many of the oldest homes include beautiful features such as leaded or stained-glass windows, and ornate woodwork trims and embellishments. Covered porches — sometimes enclosed to provide sunrooms or sleeping porches, and often with views towards the water and distant mountains — add to the rural character of the neighbourhood and harken to the seaside resort that Rattenbury and Tiarks first envisioned.

The Prospect neighbourhood is bordered by York Place, San Carlos Avenue, a portion of Beach Drive and Oak Bay Avenue, and includes both Prospect Place and Broom Road. It also includes the shorelines of Rattenbury's Beach and Haynes Park.



Map of The Prospect Heritage Conservation Area boundaries.

How to Use These Guidelines

WHO THESE GUIDELINES ARE FOR

Each new section of the Heritage Conservation Area Guidelines begins with a shaded text block titled 'WHO THESE GUIDELINES ARE FOR' and this describes the circumstances when the subsequent guidelines will apply. Readers can use this to swiftly navigate the document and find the section that best applies to them.

INTENT

Each new section of the Heritage Conservation Area Guidelines, and each subsequent guideline begins with a shaded text block titled 'INTENT'. This describes the high-level objectives of the section or guideline. This is where the spirit and intention of each guideline is explained.

The Prospect Heritage Conservation Area Guidelines (HCA Guidelines) are a tool for managing change. The guidelines are based on an examination of the existing conditions of the neighbourhood, the values and character defining elements outlined in the SOS, and an analysis of how best to retain the overall heritage character of the neighbourhood while successfully integrating new construction and greater density as outlined in the OCP.

A *guideline* is a general rule, principle or piece of advice.

For the purposes of these guidelines, the term *property* is defined as real-property, meaning land and buildings. Definitions of other common heritage terms are provided in Appendix 3 – Glossary of Terms.

ABBREVIATIONS USED IN THESE GUIDELINES

<i>HCA Guidelines</i>	The Prospect Heritage Conservation Area Guidelines
<i>HAP</i>	Heritage Alteration Permit
<i>HCA</i>	Heritage Conservation Area
<i>LGA</i>	Local Government Act
<i>OCP</i>	Official Community Plan
<i>Schedule</i>	Schedule of Protected Heritage Properties (see OCP)
<i>SOS</i>	Statement of Significance for The Prospect (see copy in Appendix 1)
<i>The Prospect</i>	The Prospect Heritage Conservation Area

In many cases the intent of the HCA Guidelines is satisfied by existing bylaws and policies. In these instances, the Guidelines do not attempt to reproduce or restate the language of existing bylaws and policies, but merely to supplement them as necessary to achieve the conservation of heritage within The Prospect neighbourhood. Similarly, the HCA Guidelines are intended to supplement the *Standards and Guidelines for the Conservation of Historic Places in Canada* and *Building Resilience: Practical Guidelines for the Sustainable Rehabilitation of Buildings in Canada*. These existing national standards and guidelines are built upon international charters and policies that represent best practice in the field of heritage conservation.

Exemptions – The existing York Place Strata VIS1752 (YPS) is subject to a restrictive covenant agreement dated June 7, 1989; between YPS and the Corporation of the District of Oak Bay (Oak Bay). YPS is included within the HCA boundary and exempted from the HCA Guidelines because the restrictive covenant is equally (if not more) robust than the Guidelines.

SUMMARY OF THE HCA GUIDELINES SECTIONS

Heritage Resources (Section A)

The heritage resources listed in the Schedule are identified in the SOS as fundamental to the character of The Prospect. The Guidelines for Heritage Resources relate to these protected properties.

Alterations and Additions (Section B)

The Prospect contains a wide range of existing non-protected properties from different periods. These properties (i.e. the properties not included in the Schedule) contribute to the overall character of the neighbourhood as described in the SOS. Changes to these properties can positively impact the character of the neighbourhood if sympathetically undertaken. The Guidelines for Alterations and Additions provides recommendations to achieve this.

New Construction (Section C)

New construction can have a profound impact upon the character of The Prospect. The Guidelines for New Construction are intended to respect the historic precedent and traditional architectural character of the neighbourhood, without unnecessarily constraining new development. Section 4.3 of the Official Community Plan anticipates and encourages thoughtful new construction within existing neighbourhoods. It is also acknowledged that empty properties can sometimes be created as the result of unexpected circumstances such as accidents (e.g. fire, natural disaster, etc.). The Guidelines for New Construction will therefore apply under a variety of circumstances.

Site Planning (Section D)

The public and residential landscapes of The Prospect are identified as important and character defining elements of the neighbourhood in the SOS. The guidelines that relate to landscape (both private and public) apply to the whole neighbourhood. These include existing, protected properties, non-protected properties and public property. These guidelines also apply to all new construction.

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How the HCA Guidelines apply to various types of properties is outlined in the following table:

<i>PROCESSES</i> ⇒ <i>TYPES OF PROPERTY</i> ↓	<i>Heritage Resources</i> <i>(Section A)</i>	<i>Alterations and Additions</i> <i>(Section B)</i>	<i>New Construction</i> <i>(Section C)</i>	<i>Site Planning</i> <i>(Section D)</i>
<i>Scheduled and Protected</i>	✓	<i>see Section A</i>		✓
<i>Existing and Unprotected</i>		✓		✓
<i>Public</i>			✓	✓
<i>New property resulting from subdivision</i>			✓	✓
<i>Empty property resulting from demolition of Existing and Unprotected</i>			✓	✓
<i>New buildings on Scheduled and Protected properties (e.g., Heritage Revitalization Agreements, etc.)</i>			✓	✓



Some of the many historic homes in The Prospect.

Section A - Guidelines for Heritage Resources

WHO THESE GUIDELINES ARE FOR

The Guidelines for Heritage Resources apply to those properties that are listed on the Schedule (see OCP). They include houses that have *Designated Heritage Status* and those that are on the *Community Heritage Register*, both defined under section 614 3(b) of LGA ‘protected heritage property’.

INTENT

The Guidelines for Heritage Resources provide direction for preserving and/or altering the historic fabric of the neighbourhood. These guidelines are intended to supplement the Standards and Guidelines for the Conservation of Historic Places in Canada with details that are specific to The Prospect.

Changes to heritage resources should not alter their contribution to the values and character of The Prospect as described in the SOS and should respect other heritage resources identified in the SOS as character defining elements.

The Prospect is a significant cultural landscape that is rich in heritage resources. It contains several highly significant historic properties that were designed by some of BC’s most prominent late nineteenth and early twentieth century architects including Francis Rattenbury, Samuel Maclure, Karl Spurgin, John Tiarks, Ralph Berrill, Percy L. James and others. There are a range of architectural styles expressed in The Prospect including Queen Anne, Tudor Revival and Classical Revival, and while the architectural form and massing of buildings varies, the area is characterized by a purposeful integration of built forms with the natural environment and topography of the land.

Material construction is typically to a very high standard with traditional materials and superior craftsmanship that are indicative of the period of construction.

In addition to the historic buildings that characterize The Prospect, there are contemporary buildings by well known late 20th century architects including a 1996 house designed by Pamela Charlesworth and Campbell Moore’s 1992 Barwin House. Together these make the area a showcase for some of BC’s most prominent architects’ residential work for over two centuries.

Owners of heritage buildings are encouraged to take their time before undertaking any alterations, collecting as much information about the building as possible before applying for a Heritage Alteration Permit (HAP). Archival records and photos and a thorough examination of the building itself will yield clues as to its original appearance, materials, and even character defining features that have been lost and may be worth restoring, as changes are being planned.

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The District of Oak Bay recognizes that heritage conservation contributes to creating a sustainable built environment and resilient communities. Retrofitting existing buildings to reduce their energy and water consumption, carbon footprint and greenhouse gas emissions is important for combating climate change. These Guidelines are intended to accommodate and complement sustainable rehabilitation of buildings within The Prospect as outlined in *Building Resilience: Practical Guidelines for the Sustainable Rehabilitation of Buildings in Canada*.

GUIDELINES FOR HERITAGE RESOURCES	
RECOMMENDED	NOT RECOMMENDED
Retention and conservation of all heritage resources within The Prospect.	Demolition or removal of any heritage resources including historic buildings, structures, and/or significant features.
The Standards and Guidelines for Historic Places in Canada is in all cases used as the basis for review of alterations to historic resources.	Changes to heritage resources, including historic buildings, structures and features in ways that significantly alter their historic style or their contribution to the values and character expressed in the SOS.
The conservation and stewardship of heritage resources, including historic buildings, structures, and significant features in a manner that is appropriate to their period and style, and recognizes their contribution to the values and character expressed in the SOS.	Changes to heritage resources, including historic buildings, structures and features in ways that significantly alter their original proportion and massing (form).
The thoughtful use of local, natural building materials that are consistent with original patterns of construction.	Building materials that are inconsistent with the original patterns of construction in The Prospect.
Retention of key elements of historical styles.	

A1 - Form, Scale and Massing

INTENT

Alterations or changes proposed for protected heritage property should be consistent with the original form, scale and massing of each individual property. Special care should be taken to be consistent with the original design, preserving details and architectural arrangements that contribute to overall composition and form.

In every instance, the heritage resource should remain the primary focus of the property. Valued and character defining features should not be eclipsed by the form, scale or massing of alterations.

The form, scale and massing of protected heritage properties in The Prospect varies widely and encompasses a range of architectural styles from large neoclassical structures such as *The Gibson House*, to the small and compact cottages designed by K. B. Spurgin along San Carlos Avenue.

For the purposes of these Guidelines the following definitions apply:

Form refers to architectural design and physical characteristics of a building;

Scale relates to the volume of a structure, including height, in its relationship to the landscape and adjacent structures;

Massing refers to where volume is placed in the context of its site.

GUIDELINES FOR FORM, SCALE AND MASSING	
RECOMMENDED	NOT RECOMMENDED
Any proposed changes or alterations that include the preservation, rehabilitation or restoration of the original form, scale and massing of the building.	Changes that dominate or are incompatible with the original building's form, scale and massing.
Changes are sympathetic to the character defining elements of the property.	New architectural features or accessory structures that significantly differ from original architectural form.
Changes are subordinate to and distinguishable from the original building form, scale and massing.	



Examples of appropriate form, scale and massing.

A2 - Renovations and Additions to Protected Buildings

INTENT

Renovations and additions should be physically and visually compatible with original construction and subordinate to original form, scale and massing.

Where upgrades to heritage properties are required to ensure life-safety (e.g. seismic upgrades, fire prevention, etc.), additions and renovations should be made in a spirit of compromise that will ensure life-safety while respecting the building's original form, scale, design and materials.

The design of renovations and additions should generally be subordinate to original construction and care should be taken to not overwhelm the form or massing of the original historic form.

Additions should be distinguishable from original construction through choice of materials and architectural form, but should be architecturally sympathetic, enhancing and highlighting the significance and original design intent of the heritage resource as expressed in the SOS, Designation Bylaw, Register entry or Schedule as protected heritage property.

New construction should be distinguishable from the existing building so that it can reflect a more contemporary inspiration, with additions to protected buildings in The Prospect concordant with the original architecture.

GUIDELINES FOR RENOVATIONS & ADDITIONS TO PROTECTED BUILDINGS	
RECOMMENDED	NOT RECOMMENDED
Alterations and additions should minimally impact historic landscapes.	Demolition or relocation of scheduled historic buildings (in part or in whole), ancillary structures and protected features.
Additions should be made to be reversible (i.e., may be removed in the future).	Changes that are incompatible with the original building's form, scale and massing.
Retention of the maximum amount of original building fabric shall be the goal during renovations and additions. Repair rather than remove or replace sound original fabric.	
Where appropriate, consider the removal of later additions and alterations that detract from the character defining features of a property.	Removal or replacement of good/sound original building fabric (e.g., replacement of stone or brick foundations with concrete).

GUIDELINES FOR RENOVATIONS & ADDITIONS TO PROTECTED BUILDINGS	
RECOMMENDED	NOT RECOMMENDED
<p>New garages or accessory buildings constructed at the rear of properties where they will not detract from the historic presentation of the building to the street. Where a historic building faces two streets, the historic presentation of the building to both streets should be maintained.</p>	<p>Exterior fire escapes.</p>
<p>Street views of historic garages or accessory buildings should be preserved.</p>	<p>New exterior entries.</p>
<p>Multi-unit conversions that have a minimal effect on the external appearance of buildings.</p>	<p>Alterations of exterior windows and doors by 'blocking up' to facilitate changes to interior partition walls.</p>
<p>Preservation of original pedestrian access/egress.</p>	
<p>Life-safety upgrades (e.g., seismic upgrading) that respect the building's original form, scale, massing and materials.</p>	



Example of a physically and visually compatible alteration to a protected building in The Prospect. The new dormer uses the same roof pitch as the original roof, and the architectural detailing is consistent with the original period of construction. The materials are also consistent with the original home.

A3 - Architectural Details

INTENT

Original architectural details belonging to a heritage resource should be maintained and conserved where existing, particularly if contributing to the value/character described in the SOS. Porches and entryways are uniquely important to significance, as are windows and doors. Details that form part of architectural assemblies (such as porches) should be considered in that context.

Where repairs and changes are proposed, the design of architectural details will be informed by, and consistent with, existing details elsewhere on the building and made from similar or in-kind materials.

Where physical evidence for original detailing is not present, research into original plans, historic photographs and other supporting evidence may support reinstatement or new design (Oak Bay Archives or UVic Special Collections).

GUIDELINES FOR ARCHITECTURAL DETAILS	
RECOMMENDED	NOT RECOMMENDED
Repairs to architectural details (windows doors, trim, moldings, etc.) is recommended over replacement, even when partially damaged or decayed.	Removal or replacement of good/sound original building fabric (e.g., replacement of wooden windows with metal or vinyl windows).
Repairs and/or reinstatement of architectural detailing that is consistent with the date of construction of the heritage resource and is based on documentary or physical evidence.	Introduction of new pseudo-historic features or embellishments where there is no evidence of their previous use on the building.
The thermal performance of heritage buildings should be upgraded in such a way as to preserve existing original features (e.g., introduction of wood-framed storm sashes).	
Removal and replacement of inappropriate windows, doors and architectural features with replicas of the originals.	Alterations or changes to window or door opening sizes. Partially or completely blocking up historic windows or doors.

GUIDELINES FOR ARCHITECTURAL DETAILS	
RECOMMENDED	NOT RECOMMENDED
Use of original profiles, materials and building assemblies in repairs to cladding and building envelope.	Addition or replacement of trims and other details that do not match the dimensions and profiles of originals.
Use of original roofing materials and finishes in repairs and maintenance to roofs.	
The profiles of eaves troughs, gutters, scuppers, downspouts and other rainwater goods that match the profiles of originals.	
Use of original paint and stain colours.	
Retention and repair of original chimneys.	
Where window replacement is necessary, use new windows that match original dimensions, materials, style and manufacture.	Metal or vinyl windows (except as necessary to match historic steel sashes).
New window and door trims that match the dimensions and profiles of originals.	Doors or windows with mirrored or reflective glass lights.
Repairs to windows, doors and architectural features by skilled craftspeople with previous heritage experience.	
Retention and reinstatement of original hardware in window and door repair or replacement.	Replacement of historic window and door hardware.
Retention of interior architectural features such as walls, ceilings, fireplaces, stairs.	

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Examples of original architectural details that are important to maintain and conserve.

A4 - Building Materials

INTENT

Materials used in the original construction of heritage resources should be used for all repairs, replacement, alterations and additions. Imitative or modern materials that attempt to replicate original materials should be avoided.

The materials palette that was used in the construction of the great majority of the historic houses in The Prospect is relatively small. It includes wood, brick, stone, wrought and cast iron, tin, lime and Portland cement. These materials, used in combination and in patterns of construction that are distinctive to the region and the period of construction, play an important part in defining the values and character of the historic built environment within The Prospect and further afield.

It is acknowledged that there are practical constraints and considerations that apply to the specifications of some building materials (e.g. hazardous materials such as lead-based paints or asbestos tiles/shingles). Sustainability and durability/longevity should also be considered.

Building materials that are based on plastics or aluminum (e.g. vinyl siding, vinyl windows and doors, aluminum windows, etc.) are particular to modern construction. These materials are inconsistent and incompatible with construction dating before the 1950s.

GUIDELINES FOR BUILDING MATERIALS	
RECOMMENDED	NOT RECOMMENDED
Continue the legacy of high quality, traditional materials.	Damage, removal or replacement of historic building materials unless damaged/decayed beyond repair.
Building materials that are compatible with the date the building was constructed and based on documentary or physical evidence.	
Repair and preservation of original materials where possible. Replace only when the materials are damaged/decayed beyond repair.	
New materials used for repairs or replacements should match the dimensions and profiles of historic materials.	

GUIDELINES FOR BUILDING MATERIALS	
RECOMMENDED	NOT RECOMMENDED
Where previous renovations have introduced modern materials, these should be replaced with traditional materials as opportunity arises (e.g., during future maintenance and repair works).	Imitative modern materials such as cultured stone, fiberglass, textured plastic lumber or textured fiber-cement lumber.
The use of traditional building materials that are local to the area and consistent with traditional building technology.	Polished metal or reflective exterior surfaces.
Wood species, grades and specifications should match original. Naturally decay-resistant wood species are preferred to pressure treated lumber.	Exposed pressure-treated lumber.
Stone that is selected to match the type, sizes and colours of original construction.	Split-faced masonry units.
The composition of mortars matches the original construction.	Standard mortar mixes that alter the appearance and composition of historic masonry.
Colour selections based on documentary or physical evidence of historic colors when available.	Combed or textured lumber or wood panels.
Traditional exterior cladding materials such as wood siding should be repaired instead of replaced with modern materials such as fiber cement board.	Textured fiber-cement siding. Aluminum, vinyl or plastic siding or trims.
Full-dimension, rough-sawn lumber and timbers should be replaced with rough-sawn lumber and timbers as opportunity arises during construction or repair.	Non traditional roofing materials such as fiberglass and metal.



Examples of traditional materials used in The Prospect.

A5 - Demolition

INTENT

Demolition for registered, designated or scheduled protected heritage properties within the HCA will only be considered in special circumstances, and will always require a Heritage Alteration Permit. Adaptive reuse, rehabilitation or repair shall always be preferred to demolition of heritage resources.

Where demolition is considered, guidelines with respect to landscapes apply. Demolition to facilitate new construction will similarly be subject to the Guidelines for New Construction.

Demolition within The Prospect will not be permitted unless a building permit is approved by the District. The removal of heritage from The Prospect will be regarded as demolition.



The removal of heritage from The Prospect will be regarded as demolition. Photo: Nancy DeVeax, Globe and Mail, 25 March 2016.

Section B - Guidelines for Alterations and Additions to Non-Protected Buildings

WHO THESE GUIDELINES ARE FOR

The Guidelines for Alterations and Additions to Non-Protected Buildings apply to those properties that are not listed on the Schedule. These guidelines are intended to promote the character of the neighbourhood through renovations and additions that are sympathetic and complementary to the community values as described in the SOS.

INTENT

Renovations and additions to non-protected buildings within the HCA should be physically and visually compatible with the architectural style and original construction of the property in question. It is recommended that the wider context of the neighbourhood be considered when determining the form, scale and massing of alterations and additions.

Materials that were used in the original construction of The Prospect neighbourhood include: wood, brick, stone, wrought and cast iron, tin, lime, Portland cement and other traditional building materials. These materials, used in combination and in patterns of construction that are distinctive to the region, play an important part in defining the character of The Prospect neighbourhood.

As existing, non-protected properties are changed during the process of additions and alterations, opportunities arise to use more rather than less of these traditional materials. The guidelines for alterations and additions encourage this. Similarly, building materials that are based on plastics (e.g., vinyl windows, doors and siding) are inconsistent with the most highly valued characteristics of the neighbourhood.

Wherever possible, it is recommended that renovations and additions to non-protected buildings should be complementary and subordinate to the original construction.

GUIDELINES FOR ALTERATIONS AND ADDITIONS TO NON-PROTECTED BUILDINGS	
RECOMMENDED	NOT RECOMMENDED
Alterations or additions that respect the building’s original architectural form and design intention.	Alterations or additions that conflict with the architectural style of the original building.
The form, scale and massing of alterations or additions should be appropriate to the size and scale of the original property.	
New garages or accessory buildings that are constructed at the rear of properties where they will not detract from the presentation of the building to the street.	Replacement of traditional materials with modern materials.
The use of high quality, traditional materials that match those used in the historic landscape of The Prospect and that develop a patina with age.	Synthetic or manufactured materials that are imitative of historic natural materials.
The use of muted or diffused, naturally coloured lighting.	Bright or harsh unnatural lighting.

Section C - Guidelines for New Construction

WHO THESE GUIDELINES ARE FOR

The Guidelines for New Construction apply to all new construction on existing lots in The Prospect including those where demolition is proposed or has occurred.

INTENT

The guidelines for new construction are intended to encourage new development that respects, reflects, complements and is compatible with the historic character and development of The Prospect. The character defining elements of the neighbourhood as expressed in the SOS should serve as the guiding principles for new construction designs.

Limiting the potential negative impacts of new development on adjacent, protected properties is critical to the successful integration of new buildings within The Prospect HCA.

As with the Guidelines for Alterations and Additions to Non-Protected Buildings, these guidelines are intended to promote the character of the neighbourhood through complementary and high quality new design that contributes to the community values as described in the SOS.

Despite the wealth of surviving historic buildings in The Prospect neighbourhood, there is no dominant architectural style. These homes range in date of construction and are typically built to a high standard of using traditional materials. Many of the houses in The Prospect neighbourhood were regarded as highly significant and important examples of contemporary design in their day.

New design and development within The Prospect should carry on this tradition while being compatible with and respectful of the neighbourhood context and character as reflected in the SOS. In recognition of current housing standards, the cost of construction materials and Oak Bay's commitment to green and sustainable buildings, a comprehensive design approach is needed to deliver high quality new construction that complements The Prospect neighbourhood rather than detracting from it. The Guidelines for Building Permits are intended to support this process.

For the purposes of these Guidelines the following definitions apply:

Complementary means adding to or combining in such a way as to enhance or emphasize the qualities of both original and new;

Contemporary means living or occurring at the same time (i.e. belonging to or occurring in the present).

C1 - Complementary Design and Siting

INTENT

The design of new buildings in The Prospect should complement the architectural styles of existing buildings on adjacent properties, with respect to heritage character, shape and scale. Similarly, when siting/locating new buildings on property, use precedents set by existing buildings on adjacent properties.

Limiting the potential negative impacts of new development on adjacent protected properties is critical to the successful integration of new buildings within The Prospect HCA.

Prospective designs should look to the architectural context of the neighbourhood for inspiration. To do this successfully, designers require a working knowledge of the architectural styles and materials that are prevalent in the neighbourhood. Complementary new design will be sympathetic to the traditional architectural character of the area.

Because there is no dominant architectural style within the neighbourhood, and architectural styles vary from property to property, the guidelines encourage the principle of complementary design whereby new construction uses existing construction as a guide for the design of the shape of new buildings - including their size and footprint on the lot. New design should not set new precedent but should follow existing.

The architectural styles expressed in the neighbourhood include Queen Anne, Tudor Revival Classical Revival, California Spanish style, and Arts and Crafts or Craftsman style. These existing architectural styles share a common palette of materials, particularly wood, stucco and stone; and the use of this materials pallet in new construction can contemporary design is encouraged.

Special attention should be paid to the volume, height, massing and relative size. Designs for new construction should include consideration of important geometrical precedents such roof slope, window/door sizes, and ratio of wall to window and door openings.

GUIDELINES FOR COMPLEMENTARY DESIGN AND SITING	
RECOMMENDED	NOT RECOMMENDED
New construction compliments the interpretation of existing, protected properties.	New construction negatively impacts the interpretation of existing, protected properties.
Siting of new construction using setbacks that are consistent with historic and neighbouring properties.	Siting of new construction using setbacks that are not consistent with neighbouring properties and the streetscape.
Siting of houses with adequate setbacks to maintain layered vegetation.	Siting of buildings that adversely impact on the natural rural character of The Prospect.
Design of new construction that reflects the size and proportions of neighbouring buildings.	New house designs that are out of proportion with neighbouring properties.
New design using architectural forms that are common to The Prospect area, e.g., simple pitched roofs, low wall elevations, pitch roof dormers, traditional ratio of window openings to wall areas (with the wall surface predominating).	Architectural forms that contrast with existing forms, e.g., flat roof construction, large glazed wall construction visible to the street.
New construction that is consistent in height with neighbouring buildings.	Designs incorporating multiple historical architectural styles.
Garages and accessory buildings sited to rear of the property and behind or to the side of main house.	Garages and accessory buildings built to the front of property.



Historic examples of siting with large, front setbacks.

C2 – Form, Scale and Massing

INTENT

New design will use existing historic properties as a precedent for making design decisions concerning form, scale and massing. Generally, existing patterns of building heights should be considered in any new building design.

For the purposes of these Guidelines the following definitions apply:

Form refers to architectural design and physical characteristics of a building;

Scale relates to the volume of a structure, including height, in its relationship to the landscape and adjacent structures;

Massing refers to where volume is placed in the context of its site.

GUIDELINES FOR FORM, SCALE AND MASSING	
RECOMMENDED	NOT RECOMMENDED
New design that reflects the size and massing of existing buildings on the adjacent streetscape.	Size and proportion that are noticeably larger (or smaller) than neighbouring buildings.
The height of new construction reflects that of existing adjacent properties.	New construction that is significantly taller than existing neighbouring buildings.
New design using massing that reflects the existing architectural character of the neighbouring streetscape.	
New design that uses architectural forms that are common to the neighbourhood and that are reflected in its character.	Architectural forms that are not common to the neighbourhood or identified in the SOS.



Example of inappropriate form, scale and massing (also demonstrating incompatible building materials, incompatible landscaping materials, an expansive and impermeable driveway and inappropriate door and window design).

C3 - Architectural Character and Detailing

INTENT

New design should be complementary to and reflective of the traditional architectural character of the neighbourhood. The elements of architectural design and texture should follow the general pattern set by protected properties.

Designs that reflect the character of the neighbourhood as described in the SOS, through use of contemporary idiom that associates itself with historic methods, forms and detailing, or through traditional architectural style, are encouraged.

The architectural styles expressed in the neighbourhood include Queen Anne, Tudor Revival, Classical Revival, California Spanish style, and Arts and Crafts or Craftsman style. These existing architectural styles share a common palette of materials, particularly wood, stucco and stone and the use of this materials pallet in new construction is encouraged.

Designs that mix architectural styles, historic periods, architectural details or architectural materials (pastiche) in ways that have no historical precedent in the neighbourhood should be avoided. Similarly, the imitation of historic architectural styles using imitative and non-traditional materials should be avoided.

GUIDELINES FOR ARCHITECTURAL CHARACTER AND DETAILING	
RECOMMENDED	NOT RECOMMENDED
Architectural character and detailing that is complementary to the character defining elements of the neighbourhood as expressed in the SOS.	
Design that is consistent in architectural detailing and form, avoiding a mix of historical periods and architectural styles.	A combination of design styles from multiple periods.
Simple rooflines based on historic precedent.	Rooflines with varying and multiple angles.
Profiles of eaves troughs, gutters, scuppers, downspouts and other rainwater goods should be consistent with, or complementary to, historic local patterns.	The use of imitative materials and architectural detailing.



Examples of architectural detailing and forms that are complementary to the historic precedent. The example on the left uses contemporary design and traditional materials to achieve this, while the example on the right uses traditional design and traditional materials. Both examples are appropriate because the detailing is consistent with historic architectural styles in the neighbourhood.

C4 - Building Materials for New Construction

INTENT

Materials used in new construction should be consistent with and complementary to the range of high quality materials found in the existing protected properties in The Prospect.

The range of materials used in the construction of the great majority of historic houses in The Prospect neighbourhood is relatively small. It includes wood, brick, stone, wrought and cast iron, tin, lime and Portland cement. These materials, used in combination and in patterns of construction that are distinctive to the region and the period of construction, play an important part in defining the values and character of the historic built environment within The Prospect and beyond its boundaries.

The choice of materials for new construction can help achieve the objective of complementary design for new construction, and it is recommended that architects and designers look to this range of materials for inspiration.

Buildings in The Prospect are of wood frame construction and generally clad with wooden or stucco materials, such as horizontal cedar shingles, lapped siding, and traditional mortar stucco. The informed use of these materials in new design can ensure a continuity of material tradition and visual characteristics, in the future evolution of the neighbourhood.

GUIDELINES FOR BUILDING MATERIALS - NEW CONSTRUCTION	
RECOMMENDED	NOT RECOMMENDED
<p>The use of traditional building materials that are local to the neighbourhood and the region. For example:</p> <ul style="list-style-type: none"> ○ Wood trims, soffit and fascia ○ Cedar shingle siding ○ Horizontal wood siding ○ Rough-cast stucco siding ○ Sawn cedar roofing shingles ○ Painted cedar railings and exterior architectural details ○ Natural local stone; granite and basalt ○ Traditional mortars ○ Painted metal and ironmongery 	<p>Imitative modern materials. For example:</p> <ul style="list-style-type: none"> ○ Fiberglass ○ Textured fiber-cement shingles and siding ○ Aluminum or vinyl siding, soffit, fascias ○ Pressure-treated wood ○ Cultured stone ○ False brick cladding panels ○ Stainless steel or galvanized metal finishes
<p>Materials used for traditional styles in new construction should complement the dimensions and profiles of historic materials.</p>	
<p>Colour selections that are historically accurate or complementary to existing house colours.</p>	

District of Oak Bay – The Prospect Heritage Conservation Area



Examples of imitative modern materials and finishes that are not recommended for new construction in The Prospect.

C5 - Windows and Doors

INTENT

Windows and doors in new design should play a leading role in the principle of “complementary design,” using fenestration patterns established in the historic properties of the area as a guide.

Historic buildings in The Prospect neighbourhood promote window openings in a solid wall, the glass being inset, with a proper reveal, sill and trim. Most windows and doors in The Prospect have a vertical emphasis, and windows and doors in new design and construction should reflect this prevailing model, adopting similar patterns of window and door proportions, placements and configurations.

Wooden-framed sash windows are encouraged, and where new design is being undertaken in a historical architectural style, windows, doors and architectural details should be designed and detailed appropriately, using traditional materials and details. Directly imitative detailing in modern materials such as plastic and aluminum should be avoided.

GUIDELINES FOR WINDOWS AND DOORS	
RECOMMENDED	NOT RECOMMENDED
Vertically oriented windows with true divided lights.	Windows with false muntins.
Windows and doors that are recessed from the exterior plane of the building in a traditional reveal.	Mirrored or reflective glass.
Wooden or metal clad wooden windows in contemporary design, using the form of traditional window architecture for inspiration.	Large horizontal picture windows with non-divided lights.
Wooden or metal clad wooden windows in historic design, built using traditional joinery.	
Painted wooden doors, either solid or with dividing lights.	Metal or vinyl doors.
Use of paint and stain colours based on the historic buildings of The Prospect neighbourhood.	

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Examples of window types and patterns on existing buildings in The Prospect.

C6 - Lighting for New Construction

INTENT

Exterior lighting used in new design should be used minimally and in such a way as to reflect traditional patterns of lighting of porches, driveways and paths.

Lighting schemes should in all cases be subtle and not draw undue attention to any new construction. The use of soffit down-lighting can have a negative impact on the historic neighbourhood through sharp contrast with the subtly lit existing properties and streetscape. These and other lighting elements mounted at an elevated level on a building should be avoided. In contrast, low-level entrance garden and pathway lighting cast toward the ground can positively impact the streetscape.

GUIDELINES FOR LIGHTING - NEW CONSTRUCTION	
RECOMMENDED	NOT RECOMMENDED
Lighting of new construction should follow precedent set by protected buildings in The Prospect neighbourhood.	Soffit or high-level lighting.
Low-level lighting for porches, driveways and pathways.	Security lighting without timers.
Use of warm cast and low energy illumination to ensure subtle lighting in the streetscape.	Lighting that projects into neighbouring properties.
The practice of 'Dark Sky' lighting principles.	

C7 - Driveways for New Construction

INTENT

Driveways in new construction should continue the pattern of narrow drives, flanked by vegetation, that is a characteristic of the neighbourhood.

It is the intention of this section of the guidelines to encourage minimal hard surface paving and large outdoor parking areas within The Prospect neighbourhood. Accepting the requirement of new design and construction to provide vehicle access to individual properties, it is a general recommendation that this should be done in a way that is consistent with the historic patterns of access in The Prospect neighbourhood. As part of this, the materials used for new driveways should reflect the traditional landscape materials described in Section A4.

GUIDELINES FOR DRIVEWAYS - NEW CONSTRUCTION	
RECOMMENDED	NOT RECOMMENDED
Use of permeable landscaping materials for driveways, boulevards and small street parking areas, such as pavers, bricks, or other permeable materials.	Expansive paved areas.
Use turf borders and centre strips, vegetation, planter beds, stone walls, garden “room” entries and/or temporary planted containers to help driveways and parking areas read more as garden spaces.	Faux-brick or stamped concrete.
Wooden overhead structures, such as pergolas or trellis work, that is sympathetic to the historic character of The Prospect neighbourhood.	Driveways, garages or carports at the front of properties.
New driveways should respect the privacy of neighbouring houses.	Circular or U-shaped driveways with two entrances.

Section D - Guidelines for Site Planning

WHO THESE GUIDELINES ARE FOR

The Guidelines for Site Planning apply to all properties (new and existing) within the Prospect HCA.

INTENT

The Guidelines for Site Planning provide a resource for retaining and enhancing the neighbourhood’s landscape character, so that new landscapes will be developed in balance with existing ones. Since much of the heritage value of the Prospect HCA stems from its natural heritage, these guidelines emphasize the importance of retaining and enhancing natural heritage and habitat values within the neighbourhood.

These guidelines are not intended to mandate a historical landscape style, even when a house may be protected (contemporary landscape expressions can be designed to work with a heritage home), especially since residential landscapes and gardens are continuously evolving and changing. Neither are these guidelines intended to restrict or constrain the gardening activities of residents. Instead, the Guidelines for Site Planning are aimed at conserving those character defining elements of the neighbourhood described in the SOS (e.g. views towards the ocean and Mt. Baker, views from Rattenbury’s Beach towards the neighbourhood, etc.).

The District of Oak Bay has a robust Tree Protection Bylaw and Urban Forest Management Strategy that both apply to the Prospect HCA. The Guidelines for Site Planning are intended to supplement these existing policies, as appropriate, within the context of The Prospect neighbourhood.

GUIDELINES FOR SITE PLANNING	
RECOMMENDED	NOT RECOMMENDED
	Disruption of the existing character of streetscapes and viewscapes, both natural and constructed.
Encourage the conservation and stewardship of streetscapes and neighbourhood character, including historic buildings and structures, their relationships to gardens and significant landscape features.	Changes to buildings, gardens and other structures that significantly alter the legibility of the history of the area, or that change the primarily residential character of The Prospect neighbourhood.
Retain existing trees, other vegetation, natural features and topography, where possible, as a reflection of Oak Bay’s character and for their environmental values.	Changes to the natural topography that disrupt the appearance and physical form of the neighbourhood.
Historic landscapes and features should be regarded as superior (not subservient) to historic buildings and the desire to make alterations and additions to such buildings.	Changes to the ecology of The Prospect neighbourhood in general, and especially to environmentally sensitive zones such as the shoreline.



Trees, vegetation and shoreline at Rattenbury's Beach are examples of significant natural features and topography within The Prospect.

D1 - Land Use and Neighbourhood Character

INTENT

Future development within The Prospect neighbourhood should celebrate and contribute to existing patterns of land use to ensure continuity and legibility of the history of the neighbourhood.

The Prospect neighbourhood is primarily residential in character but has a mix of public and private land uses, with a significant variety of lot sizes and configurations. The neighbourhood has important connections with the water via Rattenbury’s Beach, and to the wider community of Oak Bay, via the larger roads such as Beach Drive and Oak Bay Avenue.

Existing and historic patterns of land use on both public and private land are highly significant in understanding the historical development of the neighbourhood, and to defining the character of the neighbourhood in the present day.

GUIDELINES FOR LAND USE AND NEIGHBOURHOOD CHARACTER	
RECOMMENDED	NOT RECOMMENDED
Preserve the residential character of The Prospect neighbourhood.	Commercial development.
Maintain the mix of public and private property land uses.	Restricted access to Haynes Park.
Preserve the relationships between existing front gardens and homes.	Development or infill of front gardens.
Maintain the ratio of lot size and scale to streetscape.	Infill between buildings such that views from public corridors (e.g., roads or pedestrian ways) are obstructed.
	Development of uniform lot configurations or panhandle lots.



Example of an existing pedestrian thoroughfare leading to Haynes Park that exists in the open space between buildings.

D2 - Streetscapes

INTENT

The pedestrian experience of the area’s streetscapes, their rural character and natural features vary widely across the neighbourhood. Changes to public and private streets and boulevards and streetscapes should complement and reflect the locally distinctive character existing across the HCA.

Throughout the history of the neighbourhood, streetscapes have evolved into a harmonious integration of narrow roadways, buildings, trees, garden and natural vegetation. Existing and historic patterns of land use on both public and private property are highly significant in understanding the historical development of the neighbourhood, and to defining the character of the neighbourhood today.

The Prospect is characterized by an eccentricity of streets and lanes that curve, vary in length, or have no outlet; and are important for their reflection of the early design of this upscale neighbourhood. While originally designed as both a response to the topography and to emphasize the elite nature of the original neighbourhood, these irregular streets form part of the character and charm of the area today.

GUIDELINES FOR STREETSCAPES	
RECOMMENDED	NOT RECOMMENDED
Retain the rural character and natural features of existing streetscapes.	New multi-vehicle parking areas.
Maintain and/or re-establish relationships of streetscapes to the original/historic neighbourhood plan.	New sidewalks.
Retain variety of setbacks and boulevards between roadways, properties and buildings.	New curbs.
Maintain width and pattern of existing sidewalks.	Removal / alteration of existing sidewalks and boulevards.
Maintain existing pattern of small parking areas tucked amongst vegetation.	Temporary features that are incongruous with the traditional character of The Prospect (e.g., traffic calming chicanes made from concrete lockblocks).
Minimize vehicular access points onto roadways.	Formalize existing transitions between boulevard and road surfaces.
Preserve existing hardscape elements in the landscape.	Straightening roads.

GUIDELINES FOR STREETSCAPES	
RECOMMENDED	NOT RECOMMENDED
Maintain pedestrian dominated streets.	New landscape features / plantings that obscure historic building features.
Boulevard plantings.	
Use of traffic calming strategies that complement existing landscape features.	
Fences and hedges do not enclose front yard completely.	

District of Oak Bay – The Prospect Heritage Conservation Area



Examples of streetscapes within The Prospect showing wide boulevards and mature vegetation.



Examples of planted 'soft' boulevards with mixed vegetation and no curbs in the streetscape.

D3 - Visual Relationships

INTENT

Views along streetscapes, mountain views and vistas from Rattenbury’s Beach to the ocean and offshore islands should be retained through management of existing vegetation and tree canopy. New construction and new landscape design should complement and enhance existing visual relationships.

Viewscapes are a significant part of the distinctive character and significance of The Prospect neighbourhood. Contributing to the aesthetic value of the place are key views to the waters of Oak Bay and to mountains such as Mount Baker, the Cascades and the Olympics, and to Mary Tod, Chatham, Discovery and other offshore islands. Internal views include layered vistas of houses at different elevations, trees and shrubs, and views up and down streets and lanes.

The neighbourhood accommodates walking tours and heritage interpretation by providing safe pedestrian thoroughfares and unobstructed views of significant heritage homes, from publicly accessible spaces.

GUIDELINES FOR VISUAL RELATIONSHIPS	
RECOMMENDED	NOT RECOMMENDED
Retain existing ocean, mountain, offshore island and streetscape views.	Obstruction of existing ocean, mountain, offshore island and streetscape views.
Retain existing views from Beach Drive and Rattenbury’s Beach.	Impede or obstruct existing views from Beach Drive and Rattenbury’s Beach.
Preserve existing boundary features such as historic walls, gates and formal entrances.	Alterations to vegetation and healthy trees that diminish layered views that benefit the public.

District of Oak Bay – The Prospect Heritage Conservation Area



External and internal views in The Prospect demonstrating the importance of visual relationships to the character of the neighbourhood.

D4 - Natural Areas and Ecological Features

INTENT

Efforts should be made to retain existing natural areas and ecological features in the public domain for their contribution to wildlife habitat, both terrestrial and marine.

The Prospect neighbourhood includes areas of special ecological and natural interest including the waterfront of Rattenbury’s Beach, Haynes Park and Garry oak meadows.

Because of the human impact on the natural landscape, all vegetation in the HCA and the wider region will contain some non-native species. Ecological purity should be eschewed in favour of an approach that supports the protection of habitat with a major component of native species.

GUIDELINES FOR NATURAL AREAS AND ECOLOGICAL FEATURES	
RECOMMENDED	NOT RECOMMENDED
Respect ecologically sensitive areas and species at risk.	Development within ecologically sensitive areas (except as necessary to provide environmental protection measures).
Contribute to wildlife and bird habitat, both terrestrial and marine.	Development of shoreline. Removal of native vegetation.
Favour the establishment of native plant species in the public domain and restoration of natural ecosystems in small fragments of habitat where possible.	
Retain native vegetation.	



Haynes Park with Garry oak trees.



Shoreline of Rattenbury's Beach.

D5 – Vegetation

INTENT

Existing patterns of vegetation and tree canopy should be conserved and managed to promote the environmental and aesthetic benefits they make to The Prospect.

The Prospect neighbourhood is significant for its mature vegetation; towering coniferous trees like Douglas Fir (*Pseudotsuga menziesii*) and Garry oak (*Quercus garryana*) are interspersed with a lower canopy of deciduous and coniferous trees along streetscapes and on individual properties. These contribute both to the present day natural character of the area, and to the legibility and understanding of the history of land use and historic gardens over time.

GUIDELINES FOR VEGETATION	
RECOMMENDED	NOT RECOMMENDED
Protect remaining areas with significant cover of native plants.	Any construction or other activity that is likely to damage the future health of existing trees.
Retain significant trees.	Removal of healthy, mature trees, shrubs and hedges.
Prioritize a tree species mix on public boulevards that is appropriate to the scale of the streetscape, with a preference for native species and particularly Garry oak.	
Where tree loss is unavoidable, plant replacement trees at a ratio of 2:1.	
Retain layered vegetation of trees, shrubs and hedges.	
Encourage the preservation of healthy trees, shrubs and hedges or, where necessary, their replacement with suitable plantings to preserve privacy and the overall natural green character of the area.	



Native Garry oak trees bordering a pedestrian path in The Prospect neighbourhood.

D6 - Landforms

INTENT

Alteration of existing topography should be avoided or minimized, where it is not practical to avoid disruption, to conserve the neighbourhood's natural characteristics.

GUIDELINES FOR LANDFORMS	
RECOMMENDED	NOT RECOMMENDED
Respect and maintain the sloped topography that rises in elevation from the foreshore to the higher elevations of York Place.	Removal of natural rock outcroppings for pools, site circulation and other activities.
Retain topographical features, including natural rock outcroppings.	Removal of topographical features including natural rock outcroppings, for the construction of basements or similar structures, extending beyond the footprint of the building.
Where it is necessary to alter or remove topographical features to facilitate the construction of basements or similar structures, this should be done in a way that is invisible to the public (e.g., contained within the footprint of the building).	
Where it is necessary to alter or remove topographical features, for any reason, minimize removal or site disturbance.	
Incorporate natural rock outcroppings within landscape design.	
Design alterations, additions and new construction that conform to naturally sloping topography.	

District of Oak Bay – The Prospect Heritage Conservation Area



Examples of the bedrock outcroppings that characterize the topography of The Prospect.



Integration of natural topography within the built environment of The Prospect.

D7 - Landscaping Materials

INTENT

Existing heritage landscape materials on private and public land should be conserved and celebrated. Where new landscape features are introduced, materials should be complementary to traditional patterns of material use and not introduce imitative or incompatible landscape material.

Traditional and historically authentic landscaping materials such as wood, stone and wrought iron, contribute to the present day character of the area and communicate an important message about traditional practice that is mirrored by the construction materials of traditional homes in the area. Where new materials are introduced, they should reflect the historic material to promote the existing connectivity of landscape to built form.

GUIDELINES FOR LANDSCAPING MATERIALS	
RECOMMENDED	NOT RECOMMENDED
New landscape features that use stone, wrought iron, wood, and other natural materials.	Synthetic or manufactured materials that are imitative of historic natural materials.
Make repairs with traditional materials.	Landscape features made from aluminum (fences and gates).
Select new materials that match those used in the historic landscape of The Prospect neighbourhood.	Use of cultured stone, plasticized wood products, or stamped/coloured concrete.
Muted or diffused, naturally coloured lighting.	Introduction of asphalt paving.
Deer fencing that does not restrict views.	Traditional chain link fences.
	Artificial turf.
	Pressure treated timber retaining walls.

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Stone wall and wrought iron gate belonging to the garden of The Gibson House property, demonstrating the use of traditional materials that help define the character of the neighbourhood.



Natural materials such as gravel, stone and planted vegetation typical of the historic landscape.

D8 - Landscape Design

INTENT

Landscape design should enhance the viewscales and streetscapes expressed in the SOS. Planting should be richly layered and diverse to reflect historic patterns. Designs should integrate existing and newly planted trees, border plantings and built features, such as retaining walls, to complement historic patterns of garden design.

The guidelines for landscape design are intended to manage aggregate changes to landscapes, rather than small or inconsequential changes made to individual properties. The objective of these guidelines is to manage landscape within The Prospect in ways that improve it.

As stated in the Oak Bay OCP, residential development and redevelopment projects should minimize disturbance of existing trees, topographic features or landscaped areas that contribute character and quality to the streetscape. When these areas are disturbed, new features and landscaped areas should be installed that contribute to the streetscape and are consistent with other well developed landscapes in The Prospect neighbourhood.

There is a desire to maintain the public landscape as it currently is.

GUIDELINES FOR LANDSCAPE DESIGN	
RECOMMENDED	NOT RECOMMENDED
Minimize site disturbance.	New construction that alters/changes natural grades.
Water permeable driveways.	Impermeable driveways and paths (e.g., asphalt or concrete).
Mitigate visual impact of retaining walls, with stepped construction and/or landscape screening with vegetation.	Inappropriate lighting of landscape features.
Informal pedestrian ways.	Reduction or removal of wildlife and bird habitat.
Screening with natural vegetation.	Destruction, removal or relocation of historic features in the landscape such as gates, stone walls, house numbers, statuary, etc.
Contribution to wildlife and bird habitat.	
Terraced retaining walls that incorporate plantings.	
Retention, reinstatement or repair of historic features in the landscape such as gates, house numbers, statuary, etc. at original locations.	

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Terraced retaining walls that incorporate plantings and respect the natural topography.



Examples of screening and layering with natural vegetation.

Appendix 1 – Glossary of Terms

Adaptive Re-Use Conversion of a building into a use other than that for which it was designed, such as changing a power plant or warehouse into a gallery space or housing.

Archaeological Site A site that contains the physical remains of past human activity, the physical evidence of how and where people lived in the past, and that may be of regional, provincial, national or international significance.

Artifact An object made by a human being, typically an item of cultural or historical interest.

Character Defining Element The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained to preserve its heritage value.

Conservation All actions, interventions, or processes that are aimed at safeguarding the character defining elements of a cultural resource to retain its heritage value and extend its physical life. This may involve *preservation, rehabilitation, restoration*, or a combination of these and other actions or processes.

Context Property A property within the HCA that does not necessarily have historic significance but contributes nonetheless to the overall character and composition of the neighbourhood as described in the Statement of Significance. For example, buildings within Context Properties may be valued for their complementary form, scale and massing, or their relationships to adjacent property boundaries.

Cultural Landscape Any geographical area that has been modified, influenced, or given special cultural meaning by people. Designed cultural landscapes were intentionally created by human beings. Associative cultural landscapes are distinguished by the power of their spiritual, artistic, or cultural associations, rather than their surviving material evidence. Evolved cultural landscapes developed in response to social, economic, administrative, or religious forces interacting with the natural environment. They fall into two sub-categories:

- Relict landscapes in which an evolutionary process came to an end. Its significant distinguishing features are, however, still visible in material form.
- Continuing landscapes in which the evolutionary process is still in progress. They exhibit significant material evidence of their evolution over time.

Demolition The systematic and deliberate destruction of a building (or fixture, chattel, and or equipment) or portion thereof.

Designated or Designation Local government land use regulation intended to give long-term protection to heritage property. It is a form of legal protection and the primary form of long-term local government regulation that can prohibit demolition.

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Fabric In conservation, fabric means all the physical material of a place that is the product of human activity.

Form The architectural design and physical construction characteristics of a building.

Habitat The area or type of site where an individual or wildlife species naturally occurs or depends on directly or indirectly in order to carry out its life processes, or formerly occurred and has the potential to be reintroduced.

HCA Heritage Conservation Area

Heritage Alteration Permit An authorization by local government that allows certain kinds of changes to be made to protected heritage property.

Heritage Conservation Area A designated historic district or conservation area, which denotes a neighbourhood unified by a similar use, architectural style and / or historical development. A Heritage Alteration Permit is required to make any changes in a Heritage Conservation Area.

Heritage Register A list of sites that have been recognized for their heritage value by Council Resolution.

Heritage Resource Any place or object of cultural value.

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

Historic Place A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

Indigenous Native to a particular place.

Inspection A survey or review of the condition of a historic place and its elements to determine if they are functioning properly; to identify signs of weakness, deterioration or hazardous conditions; and to identify necessary repairs. Inspections should be carried out on a regular basis as part of a maintenance plan.

Intangible Heritage The practices, representations, expressions, knowledge and skills, as well as associated tools, objects, artifacts and cultural spaces that communities and groups recognize as part of their history and heritage.

Integrity Material wholeness, completeness, and unimpaired condition of heritage values or the completeness of an ecosystem in terms of its indigenous species, functions, and processes.

Intervention Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

Landform A specific geomorphic feature on the surface of the earth, ranging from large-scale features such as plains, plateaus, and mountains to minor features such as hills, valleys, and alluvial fans.

Landscape An expanse of natural or human-made scenery, comprising landforms, land cover, habitats, and natural and human-made features that, taken together, form a composite.

Maintenance Routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

Massing Refers to the overall composition of the exterior of the major volumes of a building in the context of its site.

Minimal Intervention The approach that allows functional goals to be met with the least physical intervention.

Native Wildlife Species endemic (indigenous) or naturalized to a given area.

Naturalized A non-native species that does not need human help to reproduce and maintain itself over time in an area where it is not native. Naturalized plants often form the matrix for a novel ecosystem.

Non-Native A species introduced with human help (intentionally or accidentally) to a new place where it was not previously found.

Object A discrete item that has heritage value and can be collected or conserved. See also *Artifact*.

Preservation The action or process of protecting, maintaining and / or stabilizing the existing materials, form and integrity of a historic place or of an individual component, while protecting its heritage value.

Rehabilitation The action or process of making possible a continuing or compatible contemporary use of a historic place or of an individual component, through repair, alterations, and / or additions, while protecting its heritage value.

Registered A property that is identified in a community registry of heritage properties.

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

Scale The sense of proportion or apparent size of a building or building element as created by the placement and size of the building in its setting.

District of Oak Bay – The Prospect Heritage Conservation Area

Schedule An official list of properties, other buildings, land or features within a Heritage Conservation Area.

Scheduled Property A property, other buildings, land or features within the Heritage Conservation Area, that appears on the Schedule.

Sense of Place The feeling associated with a place, based on a unique identity and other memorable or intangible qualities.

Site Circulation Movement patterns of pedestrian and vehicular traffic.

Statement of Significance A statement that identifies the description, heritage value, and character defining elements of a historic place. A Statement of Significance is required in order for a historic place to be listed on the BC Register of Historic Places.

Stewardship Linked to the concept of sustainability, stewardship is an ethic that embodies responsible planning and management of cultural and natural resources.

Streetscape The visual elements of a street, including the pavement (dimensions, materials), sidewalks, adjoining buildings and open space frontages, street furniture, lighting, trees and plantings that combine to form the street's character.

Sustainability A group of objectives (economic, social, and environmental - the 'triple-bottom line') that must be coordinated and addressed to ensure the long-term viability of communities and the planet.

Topography The shape, relief, arrangement or surface configuration of the physical features of an area such as its hills, valleys or rivers.

Vernacular Heritage or Vernacular Building The traditional and natural way by which communities house themselves. Examples of the vernacular may be recognised by:

- A manner of building shared by the community;
- A recognizable local or regional character responsive to the environment;
- Coherence of style, form and appearance, or the use of traditionally established building types;
- Traditional expertise in design and construction which is transmitted informally;
- An effective response to functional, social and environmental constraints;
- The effective application of traditional construction systems and crafts.

View or Viewscape What can be seen from an observation point to an object(s), particularly a landscape or building.

Appendix 1 – Statement of Significance (20 pages)
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