



**RED BRICK AND ARCHES**

**ELMVALE'S COMMERCIAL DISTRICT**

**FACADE GUIDELINES**

# ELMVALE'S COMMERCIAL DISTRICT 2002

*North Queen Street West*  
 2 Coffee Time  
 4 Campbells Hardware  
 6 Gloria's Ladies Fashions  
 8 Classique Dimensions

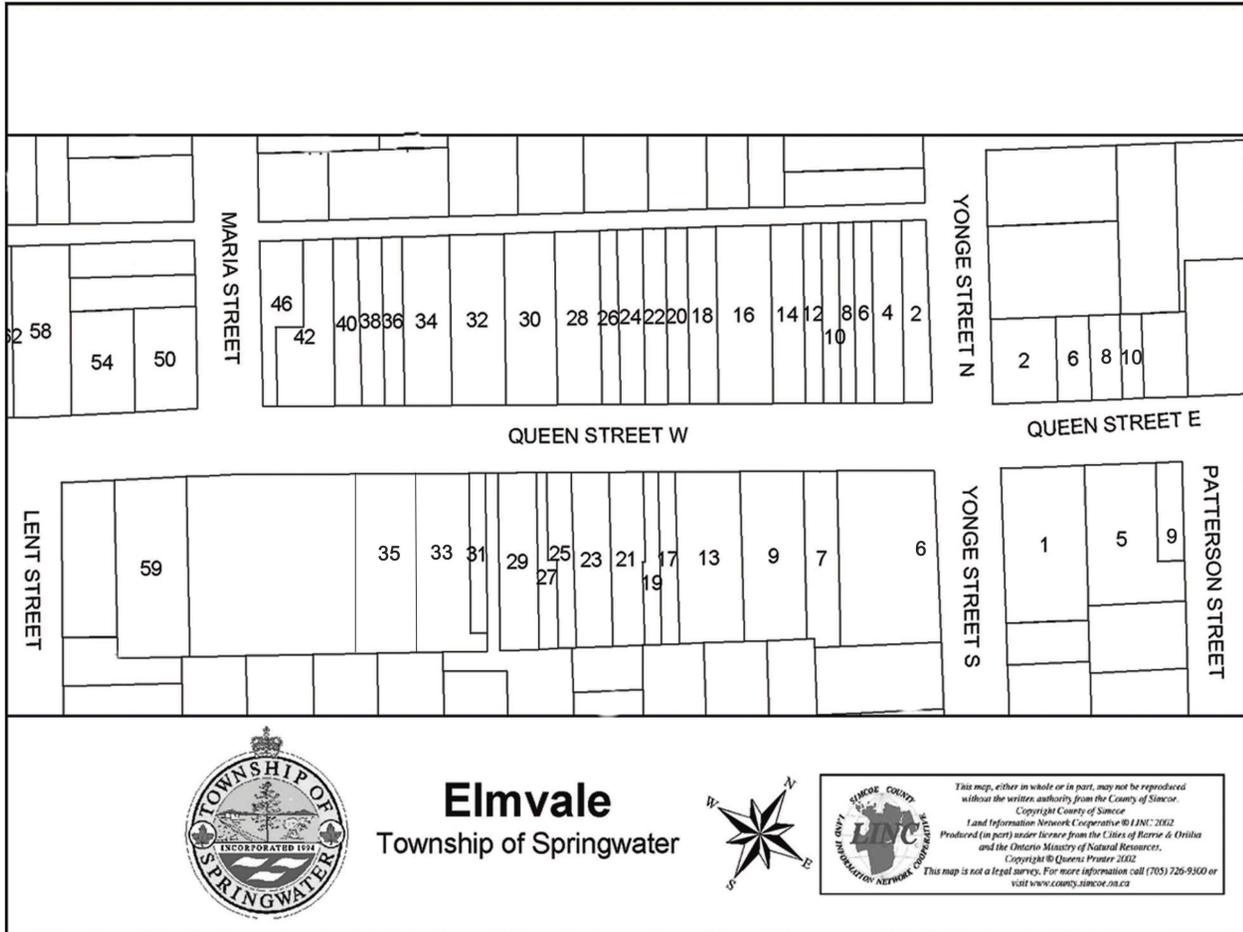
*Yonge Street South*  
 1 Mac's Mart  
 6 Petro Canada

10 Wye Knot Flowers and Gifts  
 12 John H. Heacock, Law Office  
 14 Esthetic Impression  
 16 Whitfields Pharmacy  
 18 Elmvale Source for Sports  
 20 Bobbi's Traditions  
 22 Shaw's Interiors  
 24 Small World of Toys  
 26 "J'n' Ds" Pizza n' Pasta  
 28 Pieces of Olde  
 30 Kid'n Around  
 32 Elmvale Value Plus  
 34 Elmvale Bakery  
 36 - 38 The Muse  
 40 Through the looking glass  
 46 New golden city restaurant  
 50 The Elmvale Library  
 54 Elmvale Country Treasures  
 58 The Beer Store

*South Queen Street West*  
 7 Toronto Dominion  
 9 The Brown Building  
 13 The Palace Tavern  
 17 The Grapevine Restaurant  
 19 Darlene's Hair Design  
 21 Elliott Building (tropical tan, Duty Duds)  
 23 The Cricklewood Restaurant  
 25 Venture Video  
 29 Idle Fancies  
 31 Elmvale Variety  
 33 Community Centre  
 35 The Knox Building  
 59 Bell Canada

*North Queen Street East*  
 2 The Corner cut  
 6 Noble Insurance  
 8 Gary E. French, Barrister & Solicitor  
 10 Cleadon Hall

*South Queen Street East*  
 5 Watson's Sports,  
 9 J.D. Variety



# INTRODUCTION

Tourism is one of the most profitable industries in Ontario. In 1998 Ontario tourism generated \$15.9 billion in expenditures and nearly 460,000 jobs. The village of Elmvale benefits from being on one of the major routes to Wasaga Beach and receives most of its traffic through Yonge and Queen Streets. During the summer of 1994 these streets received an average of 9300 cars per day. With the growth in heritage tourism and residential development in the areas communities, Elmvale is well positioned to provide a distinctive and comfortable area to shop.

The character of older buildings helps small towns remain distinctive. Tourists stopping in heritage areas enjoy a chance to experience some of the historical character. They take pleasure in walking around the main streets admiring the area and shopping in the “old fashione” looking shops. For these reasons a shop with character and sophistication will likely attract more customers.

With most of its buildings constructed in the late 19th century and early 20th century, Queen Street illustrates the architectural features of a small town Commercial District. It is important to recognize the potential benefits a business, and the community at large, can experience through the retention of this built heritage. The Township of Springwater has acknowledged this potential and developed the Elmvale Commercial District Façade Guidelines as a result. The guidelines will illustrate what is required to maintain and enhance your façade in an easy and cost-effective way. The Township and Heritage Committee fully intend for this project to be a joint venture and will work with owners as they improve their properties or business.

# GOALS & OBJECTIVES

## **The overall goals of the Façade Guidelines are:**

To ensure the retention and conservation of the heritage resources in the Elmvale Commercial District and

To guide change so that it contributes to the District's architectural and historical character.

## **To achieve these goals, the Guidelines establish the following objectives:**

To retain and conserve the heritage buildings in the Commercial District.

To encourage the conservation of the distinguishing original qualities or character of heritage buildings and avoid the removal or alteration of any historic or distinctive architectural feature.

To encourage the correction of unsympathetic alterations to heritage buildings.

To encourage the restoration of heritage buildings based on an examination or archival and pictorial evidence (when available), physical evidence and or an understanding of the history of the village.

To encourage compatible infill construction that will enhance the heritage character and complement the human scale of development in the Commercial District.

To guide the design of new development to be sympathetic and compatible with the heritage resources and character of the Commercial District while providing for contemporary needs.

To promote retention and reuse of heritage buildings and take measures to prevent their demolition.

To foster community support, pride and appreciation of the heritage buildings landscapes and character of the Commercial District and promote the need to conserve these resources for future generations.

To offer assistance to individual heritage property and or business owners to encourage the use of proper conservation approaches when undertaking improvement projects.

# ELEMENTS OF THE FACADE

## THE STOREFRONT

The historic architecture of a storefront plays a crucial role in a store's advertising and merchandising strategy. The storefront also performs a significant part in enticing customers and promoting business. For these reasons the storefront is the most common element altered on a building with every new business owner. Over time alterations may have changed a façade so dramatically that the original historical characteristics are no longer visible. However the trend to appreciate and seek out architectural heritage of downtowns has become a growing interest. The result of a proper storefront rehabilitation program not only increases business for the owners but can also help to revitalize the downtown.

A successful merchant understands the importance a building façade plays in creating a positive "first impression" of both the store and the community.

The following elements will aid in the rejuvenation and reinforcement of our downtown commercial district.

### SIX CHARACTERISTICS OF A GOOD FACADE:

1. *Closely joined and aligned with neighbouring buildings to create a sense of containment to the street – it forms a part of the outdoor wall to the outdoor room of the street.*
2. *Expresses individuality as well as unity when it is part of an identifiable commercial area*
3. *Supports sidewalk activities such as window shopping and walking*
4. *Expresses a mix of users – public at grade, more private above.*
5. *Is well-proportioned, of human scale and oriented to the pedestrian*
6. *Is composed of materials of enduring quality and fine detailing.*

## Common Facade Architectural Elements in Elmvale's Commercial District

Red brick  
Simple cornice

Zero clearance setbacks from side-walks and adjacent buildings

Upper windows, often with use of arches above or at top of windows

Large central upper window, double rectangular windows or two pairs of windows

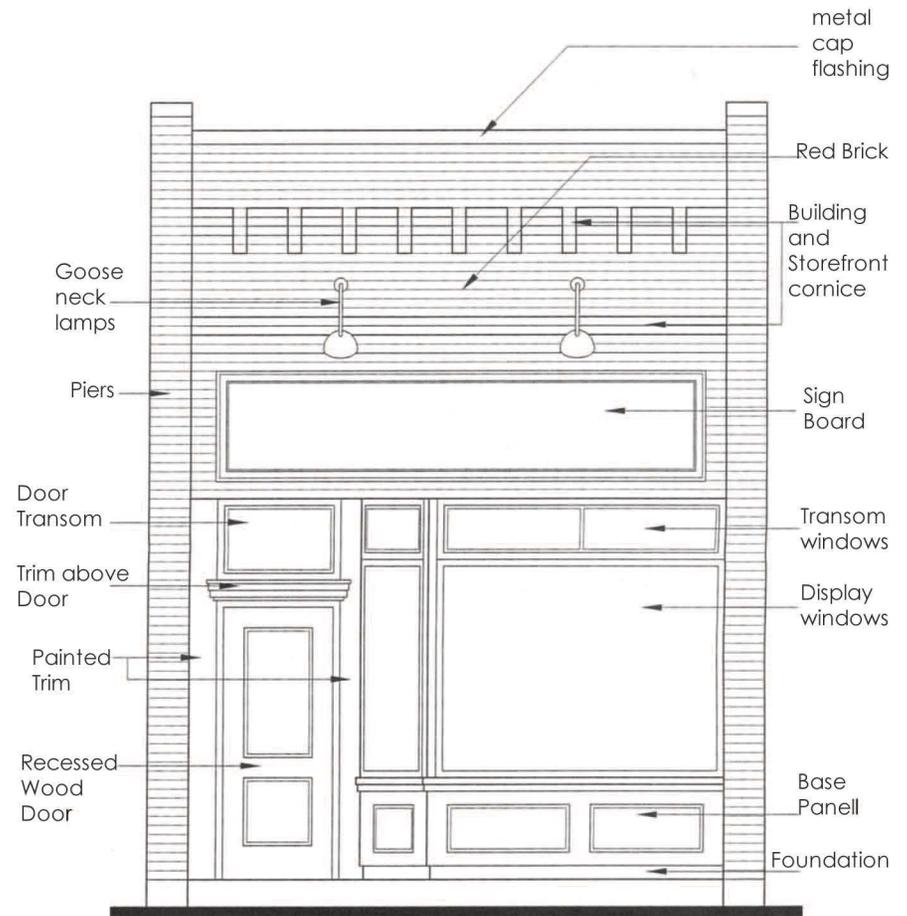
Square fronts

Pilasters

Use of recessed or projection brick-work on upper façade

Signboards above storefront or in some cases in multi-paned windows

Recessed door, central or at far side



# ELEMENTS OF THE FACADE

## **Transom window**

Display windows are frequently subdivided near the top into transoms, focusing more attention to the display area while still allowing a maximum amount of natural light deep into the store.

Transom windows were once very popular throughout Queen Street, however today they are most commonly found only above doors. Pieces of Olde displays a beautiful example of a transom window. The stain glass transom window found above the door adds an extra touch of heritage to the building.

## **Display windows**

At the turn of the century the storefront was the most effective resource a shop owner had to advertise their product. Natural light streaming into large display windows invites potential shoppers and reduces the barrier between the store interior and the sidewalk. Almost every storefront along Queen Street exemplifies what a display window should resemble. Display windows should be maintained and not walled up or replaced with smaller windows. It is usually more cost effective to repair and maintain original window frames rather than replace them. If the original frames have been discarded it is possible to obtain replacement frames, which can be made to resemble the original.

## **Base Panel or "lower window panel"**

Where the storefront meets the ground is referred to as the base panel. The base panel provides a strong support to the storefront. It also acts as a platform providing an effective method of presenting merchandise in the display windows. Traditional base panels were made of wood or cast iron, however the base panels most commonly found on Queen Street are made of brick. Maintenance of the base panel is easily achieved through periodic repairs, and a proper sealant.

Base panel materials should be the same in colour and texture as the display window frame or the storefront pilaster materials.

## **Storefront entries**

The storefront entrance is usually pushed in or "recessed" from the primary plane of the display windows. Clearly separate from the windows, these recessed entries effectively call attention to the doorways while leaving the display windows in a prominent position. The shelter and intimacy of the recessed entry further enhances the storefront and the street. If a storefront is narrow, it is important not to have the entry set too far back. Over recessed entries can become a problem. Generally an entry should never be set back a distance greater than 25 per cent of the storefront width. It may be necessary for lights to be placed around the recessed door to achieve a well-lit entry.

Corner entries add variety while reinforcing the overall pattern of the block. Wherever possible corner entries should be maintained. If the entrances are closed off, the old opening should be treated as a display window, Duty Duds is such an example.

## **Doors**

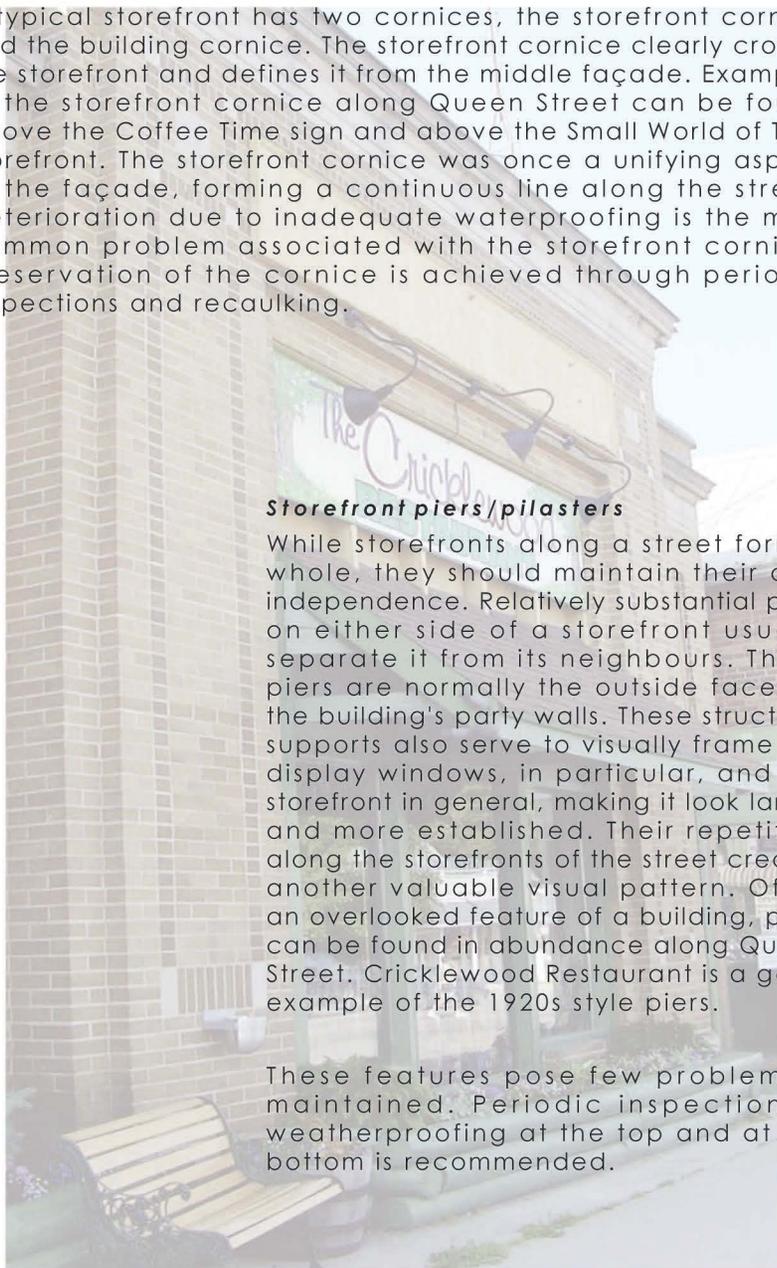
The storefront door is often the first tangible element of a business that a potential customer comes into contact with. Similar to display windows, the quality and proportions of the door provide an inviting atmosphere. The storefront door should impress in its feel, weight, and operation. Storefront doors found on Queen Street vary from glass panes that complement storefront windows, to wood doors that give a feeling of security, to a combination of both, a very traditional look. Campbell's Hardware and Watson's Sports are good examples of traditional double doors, made of wood with glass panes.

Original doors will help reinforce the character of the façade's overall design. If new doors are needed it is important to choose those that maintain the style and symmetry of the building. Also a storefront door should preserve and reflect the designs of the time period.

# ELEMENTS OF THE FACADE

## **Storefront Cornice**

A typical storefront has two cornices, the storefront cornice and the building cornice. The storefront cornice clearly crowns the storefront and defines it from the middle façade. Examples of the storefront cornice along Queen Street can be found above the Coffee Time sign and above the Small World of Toys storefront. The storefront cornice was once a unifying aspect of the façade, forming a continuous line along the street. Deterioration due to inadequate waterproofing is the most common problem associated with the storefront cornice. Preservation of the cornice is achieved through periodic inspections and recaulking.



## **Storefront piers/pilasters**

While storefronts along a street form a whole, they should maintain their own independence. Relatively substantial piers on either side of a storefront usually separate it from its neighbours. These piers are normally the outside faces of the building's party walls. These structural supports also serve to visually frame the display windows, in particular, and the storefront in general, making it look larger and more established. Their repetition along the storefronts of the street creates another valuable visual pattern. Often an overlooked feature of a building, piers can be found in abundance along Queen Street. Cricklewood Restaurant is a good example of the 1920s style piers.

These features pose few problems if maintained. Periodic inspection of weatherproofing at the top and at the bottom is recommended.

## **The Upper Façade or Middle Façade**

The middle area of a commercial building with two or more storeys is known as the upper façade. Features associated with the upper façade are a flat wall, largely solid in appearance with evenly spaced windows. The pattern, size and ornate features of the windows contribute to the beauty and individuality of the building and help unify the street. Many Queen Street shops have great examples of an upper façade. The Brown Building along with Source for Sports are just a couple examples of the traditional upper façade.

It is important to maintain and conserve original brick and masonry work on the upper façade. Exterior cladding such as vinyl or stucco should be avoided. Cladding detracts from the historical appearance of the building and street. Also moisture trapped between cladding and brick and can cause damage. If underlying brick is not too deteriorated, cladding should be removed. Painting is not recommended, rather it is preferred that the brickwork be repaired and/or the building cleaned. If a building has been painted, options such as cleaning or repainting are available. Windows should be maintained and not boarded up (see windows).



# ELEMENTS OF THE FACADE

## Windows

Windows are an integral part of a heritage building. Their arrangements define much of the style and personality of the building. Because windows are an extremely important aspect to the storefront they should be maintained and not boarded off or reduced in size. Sills and panes should be checked intermittently for water damage and require periodic recaulking and painting. If a window requires replacement, the new window should resemble the original. In order to obtain the best windows for your building be sure to consult someone with experience in historic windows.

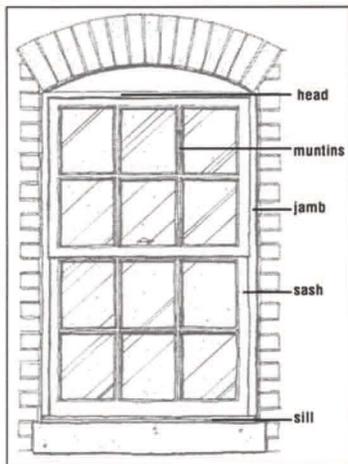
The following are features associated with a heritage window

**Double or single hung**

**Windows are usually taller than their width**

**Windows should reflect the style of the building**

**Shutters should be half the width of window, attached to window frame (not wall) should fit the window shape and size.**



Double-hung window diagram from Heritage Energy Conservation Guidelines, Ministry of Citizenship and Culture, 1987.



## Building Cornice

The building cornice is a decorative element of the façade that caps off the face of the building. There are many examples of the building cornice found in Elmvale, including the Elmvale Bakery, the Corner Cut, the Palace Tavern and the Variety Store. An interesting example of an original tin cornice can be found on the Brown Building. A building will appear less significant if the building cornice is removed or covered up. Much like the storefront cornice, the most common problem associated with the building cornice is deterioration as a result of inadequate weatherproofing. The most effective way to save the cornice is through periodic inspection and repair.



## Arches

The arch is a curved brick structure used at the top of doorways and windows. The arch was originally used to carry weight of the walls on either side of a window or door.

Arches are one of the most consistent and prominent architectural features found along the Queen Street business area. Most upper windows along the street have an arch of brickwork supporting them. The Corner Cut, Coffee Time and Bobbie's Traditions are a few examples of arches in or over windows. When renovation or reconstruction is considered, it is important to retain doorway and window arches. This will help to maintain the architectural heritage which gives Queen Street its traditional look. Remember to consult the Heritage Committee and a professional who has experience in dealing with heritage issues before making any alterations to your building.



# SHAPE AND SETBACKS

Maintain the relationship of a building to the street and a building to its neighbours common in the area

Malls are popular because they imitate storefronts by forming a constant chain. This highly recognizable space does not threaten and creates a "safe" space. Similarly, the height of the storefront in the Elmvale Commercial District is the most common element repeated along the main street creating a comfortable and unique shopping space.

Buildings in Elmvale were originally made of wood and often had what is known as an "A" frame. The Mews and Watson's Sports are a couple of the last remaining buildings featuring this shape. These structures were found throughout Queen Street until fires, like the great fire of 1895, burnt them to the ground. Following the fires, business owners began to use brick in reconstructing their shops.

Today, buildings most commonly found on Queen Street are symmetrical structures featuring flat roofs and square fronts. Not all buildings are consistent in height however the street flows due to a constant building shape. Any new development or redevelopment that does not resemble the structure of older buildings is discouraged as it disrupts the line of the traditional area.

Keep in mind the following if considering renovation or reconstruction:

**Maintain basic height and width of storefronts prevalent in the area.**

**Maintain consistent building heights in cases where such consistency already exists.**

**Maintain the pattern established by repeating building and lot widths prevalent in the area.**

**Maintain floor-to-ceiling heights prevalent in the area.**



Illustration by Chris Randal

# RED BRICK (MASONRY)

The two most common features found along Queen Street are arches found above windows and red brick cladding the buildings. When the practice of using wood and erecting "A" frame buildings was discontinued, red brick was used to construct buildings in the Commercial District. One may notice that shades of red vary from building to building. This is due to reconstruction during different decades made necessary by destructive fires or replacement of the original soft brick.

The most interesting contrast in brickwork is found on the B&G Elliott Building. The original building was constructed in 1896 and in 1902 was turned into the Western bank when the arched door was added. In 1907 most of the building, excluding the arch, burnt down. When the new building was constructed the original brick arch was left intact.

It is important not to paint or use cladding on exterior brick. Instead masonry should be maintained. Masonry is best maintained through periodic inspection of the mortar and brickwork. Like most elements of a façade, the biggest problem masonry faces is weathering and moisture damage. The joints of a building tend to be the weakest part of any masonry surface. Damaged roofs or clogged drains can be the cause of excess water in these areas; consequently these features should be checked and repaired annually.

Traditional masonry performs best in its original condition. It is not necessary to paint masonry unless the brick is soft and noticeably deteriorating. In any case it is important to seek the assistance of a qualified mason.

**Do not sandblast,**  
Sandblasting damages brick causing pitting.  
Removes the outer protective layer.

**Do not use cladding**  
Moisture will collect damaging brickwork underneath.  
Takes away from the traditional look of the street.  
Expensive to replace.

**Do not paint brick**  
Masonry performs best in its original condition.  
Removing paint will damage brick.

**Do not use harmful chemicals**  
Will strip brick of its outer protective layer.

# COLOUR

Colour is a major element in giving a storefront individuality and at the same time creating unity throughout the commercial area. Colour can also aid in advertising as shoppers associate colour with a particular shop or what an individual shop sells. When dealing with corporate colours the option of incorporating heritage colours with corporate colours is becoming more popular.

Repainting a wood façade can cause dramatic and immediate results. Unless it is overly damaged or already painted, brick should not be painted but maintained in its original state. If a building is going to be repainted it is important to use careful consideration when choosing a colour scheme.

Remember to paint the façade one colour in order to create unity, select a subdued colour that relates to the surrounding buildings. If a cornice or feature made of similar material exists a second contrasting colour can be used to highlight it. Once again care should be taken in choosing paint colours and what should be painted.

Most paint and hardware stores are equipped with traditional colours, also the Heritage Committee can aid in deciding the best colours to use.

***For large areas of the façade select colours consistent and complementary to those prevalent in the area. (When dealing with wood, do not paint brick).***

***Paint colours on large surfaces are much brighter than they seem on small paint chips.***

***Use a limited number of colours – two or three at most Use the original colour scheme of the façade where possible.***



# SIGNS

The saying "less is more" greatly applies to the issue of signage. An inexpensive, cost effective method of improving a façade is a matter of simply replacing the storefront sign. Signs are a fundamental approach to advertising the name of a business establishment. Also signs are a means of identification for the business.

Simple elegant signs are more likely to attract potential shoppers. Large signs tend to overwhelm, especially when considering that Elmvale's Commercial District is relatively small. The Commercial District is essentially geared toward pedestrians; consequently any large or flashy signs not only obscure beautiful architectural elements but also detract from the overall visual appeal. Location of signs should be restricted to two or three areas; the signboard the display windows or the storefront door, the awning or projecting signs. Another popular form of sign found along Elmvale's main street is the sandwich board. these signboards are a useful way to advertise specials or catch the eye of passers by.

Signs should not overpower the façade but reflect the style of the building. Size should be constricted to the length of one storefront. Lighting should come from an external source, rather than backlit. Gooseneck lights like those found above the Coffee Time and Cricklewood signs are a popular and attractive way of illuminating a sign.

***Use no more than three signs***

***Use no more than one large sign, the large sign should be located on the signboard, or in store windows***

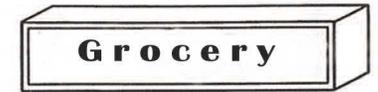
***Limit information on signs***

***Lettering should be simple and straight forward***

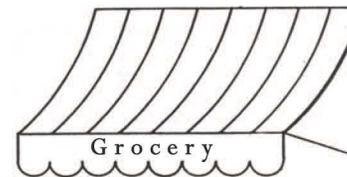
***Remove all other overly large and inappropriately located signs***



**Recommended**  
Externaly lit sign



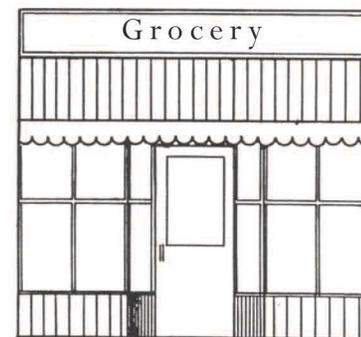
**Not recommended**  
Back lit or neon sign



**Recommended**  
Canvas Awning



**Not recommended**  
Vinyl Bubble Awning



**Recommended**  
Traditional storefront with signboard and awning



**Not Recommended**  
excessive signage,  
nontraditional storefront

# THREE STEPS

If you consider improving the façade of your building, it is important to keep in mind the following steps. These steps will ensure an attractive facade and that the job is completed correctly, whether you work on the building yourself or seek the aid of a professional.

## Step One:

### *Evaluation*

Understand the façade of your building; examine old photos and closely look at the building from a spot across the street. From this vantage familiarize yourself with the building's architectural elements and the elements of the rest of the street. If possible remove small pieces of cladding to see the building underneath. Identify any potential problems newer materials may be causing.

Also look for damage water or weathering may have caused. Once you form an understanding of your building's façade establish your general goals and priorities. Goals should state any broad concerns you would like dealt with and priorities should be those of safety, stability and improvements.

Remember to establish how feasible each goal is. If a goal seems too expensive or complicated re-evaluate your priorities or seek advice from a professional. If an appropriate sign or new coat of paint on the trim is all that is really needed then, it is likely possible to accomplish the work without the help of a professional.

## Step Two:

### *Design*

Contact an architect or design consultant who can make a drawing of the existing façade using photographs and key measurements. Results from the drawing may indicate that only minor changes are needed and it is possible to continue without the use of a contractor. **The Heritage Committee must be contacted to review your design and to determine whether building permits or other approvals are required.**

After an acceptable design for the façade is worked out, and it appears that a contractor is needed, detailed drawings and written specifications should be prepared. These should include the important dimensions, the materials, building components, construction assembly techniques and final colours and finishes in sufficient detail to receive bids from contractors and eventually to guide construction.

## Step Three

### *Selecting the Contractor*

When selecting a contractor it is important to ask for recommendations from people you trust. Ask friends, other merchants who have renovated their façade, the Heritage Committee, building suppliers, sub-contractors or an architect. Attempt to contact contractors who have experience in the restoration of heritage buildings. Any information about a contractor should be first hand. Always seek at least three competitive written quotes.

Make sure the contractor is sufficiently insured, contractors should carry both property damage insurance and public liability insurance.

**It is the owner's responsibility to obtain all municipal approvals and to ensure that the proposed work meets the requirements of the façade guidelines.**

### *Starting the construction*

Once a contractor has been decided upon, a contract may be written containing all job specifics including a work and payment timeline. Depending upon the size of the project, a lawyer may need to be consulted at this point.

Before construction commences it is important to review the samples with the contractor. Samples should include the materials, colours and fixtures being used, also it is important to inform the contractor of the store's business hours.

Once the work has commenced it is a good idea to periodically check any progress and touch base with the contractor. This should be done either at the start of the day or at the end. This is not to say that you should be looking over the contractor's shoulder every minute. Also it is important to note any good workmanship to let the contractor and crew know their work is appreciated.

**It is required to contact Springwater Public Works and the building department if scaffolding or any other feature affecting public space is being used.**

# REDESIGN, RESTORATION, REN

If you are considering altering your building's façade there are options for you to consider.

Deciding on a budget and taking into account any priorities is the initial step in developing a strategy. With budget and priorities in mind consider one of the three general approaches to improvement:

## **Redesign**

Redesign requires complete reconstruction of the façade. Usually the intent of redesign is to acquire a different or exotic façade. For this reason redesign is the least appropriate choice. Materials used in redesign may cause damage to the building and very often the new design detracts from the traditional look of the street.

Redesign requires a skilled professional with knowledge of what a traditional façade in any given area requires. Also the materials involved in redesign can be quite costly.

## **Restoration**

Restoration is the preferred approach to improving a façade. Restoration restores an existing façade's appearance to a particular point in history, usually when the building was originally built. While restoration may be extensive and require a considerable amount of time it produces the best, most attractive and long lasting results.

If restoration is considered, it is important to research the building's history and locate any pictures of the original facade. The Heritage Committee may be able to offer assistance in providing any history and pictures needed.

## **Renovation**

Renovation focuses on bringing back the original strengths and design of the façade and does not require the building to be entirely modified. For these reasons, renovation is usually the most practical route to take. Since many facades remain intact, frequent careful cleaning or repainting may be all that is required. Also the removal of an inappropriate sign, repair of the detailed brickwork or restoration of a window arch can create a major visual difference.

Renovation combines the best aspects of the other two strategies. Original elements are once again enhanced and maintained; yet complete historical accuracy is not required. Renovation recognizes that elements added to the façade throughout the years offer an interesting time line to the building.



### **RECOMMENDED**

RED BRICK MAINTAINED  
BRICK ARCH MAINTAINED  
CORNICE MAINTAINED

### **NOT RECOMMENDED**

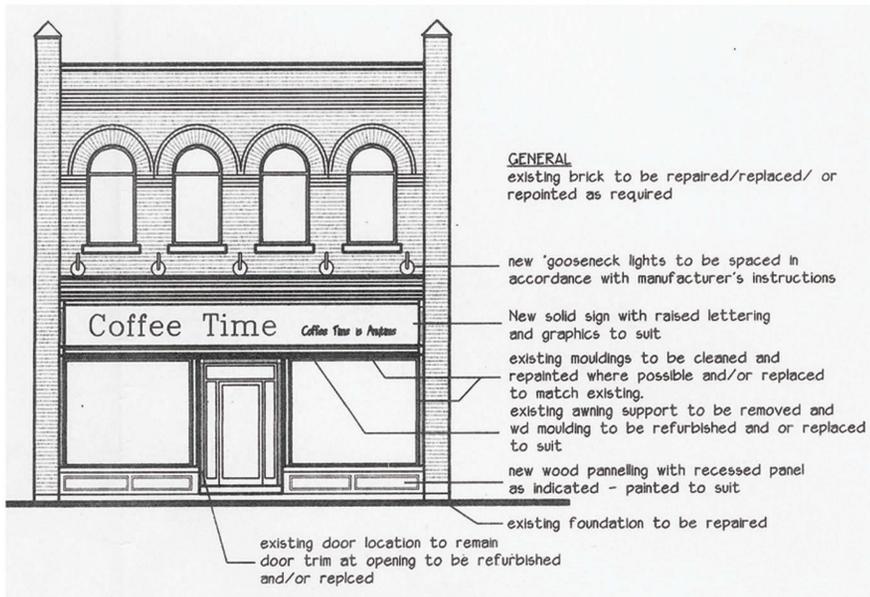
STUCCO RED BRICK  
WINDOW ARCH COVERED  
STUCCO CORNICE

# CASE STUDY

When a new business occupies a building, a change usually occurs to the façade of the establishment. This change can be as simple as a new sign or new coat of paint on the trim, however some businesses decide renovation is in order. Coffee Time on the corner of Yonge and Queen is an ideal example of historic renovation.

During the autumn of 1997, the owners of 2 Queen Street West were considering renovation of the building from a Becker's corner store into a Coffee Time restaurant. The Heritage Committee members were permitted to act as advisors on the project and provided the owner with a sample elevation. Consequently Coffee Time was able to enhance and maintain many of the original elements such as windows, brickwork and arches. Also the corporate logo and colours of Coffee Time were incorporated in the design without compromising the historic look of the building. Because Coffee Time decided to team with the Heritage Committee, the building has retained its historic character and at the same time is able to reveal its quiet beauty.

The Coffee Time building is one of the oldest buildings on Queen street and is the location of Elmvale's first store. The historic look of the building sets the tone of the street for tourists travelling into Elmvale.



# COSTS

*"The experience of many businessmen is that façade improvement expenditures increase profit in a general way by increasing the competitive edge of the business."*

It is difficult to generalize the costs associated with a façade improvement. There are many factors to consider; such as the shape of the building, what kind of condition it is in, the needed improvements and the desired results.

If a façade requires extensive work then it is possible to complete the job over an extended period of time, undertaking small jobs at different intervals. However cost savings are usually found when the job is carried out all at once. Also, if a number of businesses coordinate their efforts a break in price may result.

If you are working under a limited budget it is usually best to enhance the principal features of the building. These may include such items as; a new sign, cleaning the brickwork or repainting some trim. The impact and benefits that can be achieved through a smaller budget is amazing.

If the original storefront has been maintained throughout the years it is very easy and cost effective to improve the façade. Impact can be achieved by simply repainting trim in a historic colour, installing the original style of windows or affix a more traditional looking sign.

Financial support may be available in order to assist with façade improvements. Grants may be offered through public (Government) and private sectors. Consult the Heritage Committee for information referring to available grants or building supplies.

# ACKNOWLEDGEMENTS

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Copies of this document can be obtained at the Township of Springwater Office 1110 Hwy. 26 Midhurst, Ontario L0L 1X0. Or contact the Clerk's office at 705-728-4784, e-mail [info@springwater.on.ca](mailto:info@springwater.on.ca) for further information.

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