KNYSNA URBAN CONSERVATION AREA GUIDELINES

FINAL REPORT
APRIL 2010

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1. INTRODUCTION

Prepared for Knysna Municipality
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PROJECT BRIEF – PROJECT TPE 605 – KNYSNA URBAN CONSERVATION AREA GUIDELINES
The town of Knysna is heavily reliant on tourism as an element of its economic base, and has on two occasions been awarded 'South Africa's Favourite Town' status. This situation arises largely from the character of the built environment of the town. The Knysna Zoning Scheme Regulations (1992) make provision for an urban 'Conservation Area' within the historic core of the town, and the approaches thereto. The intention of the conservation area is to retain the unique character of the aesthetically sensitive areas of Knysna through the control of building design and building lines in the case of new buildings on erven not built upon and also in the case of existing buildings to be replaced, altered or extended.

The regulations contain an Annexure with guide-lines for considering building operations within the Conservation Area. These were intentionally framed to not be overly prescriptive, but there has been a growing call for more clear-cut guide-lines to be made available for the guidance of architects, designers and property owners operating within the Conservation Area.

The study will need to examine existing documentation relating to the Conservation Area, including studies of historically and architecturally conservation-worthy buildings, and provide more specific guide-lines for retention of the unique character of the built environment of Knysna, which will relate not only to retention and/or redevelopment of existing buildings, but also to the principles of 'place-making', signage guide-lines, treatment of the 'public space' sphere (sidewalks, street furniture, etc.), identification and strengthening of Heritage precincts, as well as necessary extensions of the Conservation Area to other centres within the Municipality. Proposals for implementation of the provisions will also be required.

The product will need to include a report with explanatory maps and diagrams, as well as a copy in an easily printable format, on CD. A Power-point presentation of the document would also be required. Public participation will be required in order to finalize the project.

THE PURPOSE OF THIS DOCUMENT IS TO:

1.1 Identify the conservation area for Knysna
1.2 Identify and compile an inventory of and grade the Heritage Resources in Knysna'
1.3 Identify precincts and streetscapes in Knysna for conservation
1.4 Identify the principles of urban conservation for Knysna
1.6 Identify guidelines for the management of urban conservation in Knysna
1.7 Identify procedures for the application of maintenance, renovations, alterations, additions and new buildings in the conservation area for Knysna.
1.8 The Knysna 2020 Vision set of objectives, informing the Councils' IDP, includes the objective of "an attractive and welcoming town". This report addresses that objective in the main Urban Conservation Areas of the Municipality.

["*The importance of retaining a historical architectural style is evidenced in numerous regions around the globe where tourism is a key economic resource and the Knysna 2020 Vision set of objectives includes the requirement for "An attractive and welcoming town".*

Whilst the Knysna Zoning Scheme Regulations, as per the norm, regulate the floor factor and building lines

on erven, the Conservation Area provision in the Knysna Zoning Scheme was an innovative mechanism designed to retain the attractive character of the town centre by means of ensuring that the Zoning parameters do not give rise to inappropriate building forms.

The implementation of guidelines regarding building styles and features is necessary to ensure that the appearance of large buildings is 'softened' and that jarring styles do not ruin Knysna's attractive streetscapes which contribute to Knysna having been voted, on two occasions, South Africa's favourite small town.

In several cases, the Aesthetics Committee of the Knysna Council has inspected buildings for which Heritage Western Cape has issued demolition permits, and found that the heritage assessment for the building has been inaccurate or misleading, or have not taken into account the contribution of the buildings to the attractiveness of the urban landscape in Knysna (even if not historically significant on their own). It is therefore imperative that buildings which may be conservation – worthy for various reasons are identified ahead of time, so that heritage consultants can have access to an informed resource when undertaking their assessments."] (Excerpt from Mr Edward J Hill's comments on the Urban Conservation Area Guidelines)

2. HISTORIC BACKGROUND

2.1 BRIEF HISTORY OF KNYSNA AND ITS BUILT ENVIRONMENT.

(- pp 5-9 is an excerpt from "Knysna Architecture" by André Vercueil)

"The first building in Knysna probably dates from 1798 when James Callander explored the area, and built a small wooden house on the Eastern Head.

It was not until 1818 – 1820 that George Rex and Sir Jahleel Brenton made the first land transactions to establish a ship-building yard on the lagoon, and a naval settlement at Melville. Melville Village was laid out in 1825-1826, and named after the first Lord of the Admiralty - Viscount Melville.

In 1821 and 1824, two disastrous fires consumed the shipyard buildings. At Westford, some carpenters' houses were erected, where George Rex built the 140 ton brig 'Knysna' in 1826, which set sail for the Cape on the 26th July 1831 on the maiden voyage.

In 1804 George Rex bought the farm Melkhoutkraal on the eastern shore of the lagoon. However the first owner of Melkhoutkraal was Stephanus Jesias Terblans and his wife, Hester, who occupied it as a loan farm in 1770. On Terblans' death, his wife sold the farm to Johan von Lindenbaum, who then married Hester in 1798. Johan sold the farm to Richard Holiday in 1801. It was later purchased by George Rex. After George Rex died in 1839, Melkhoutkraal was bought by Lt Col Sutherland, whose son, John Sutherland, established the village of Newhaven in 1857. The little Newhaven church, (which is the small St George's Anglican Church of today), was designed by Sophie Gray and was built at that time to service the spiritual needs of the community.

William McPherson of the Knysna Wharf Company initiated the building of a store and dwelling house in the main street, which was later taken over by the Thesen Family. Cornelia Kapp built one of the first houses in Melville, which was used as a church, magistrate's office and shop. Thomas Bain also built double storey thatch houses, with dormer windows and white washed walls.

Many of the prominent street names today have been named after the early pioneers, like Admiral Frederick William Grey, Sir George Grey, George Rex, Commodore Henry Dundas Trotter, Sir William Rawson, James Fichat, etc.

The village of Belvidere was laid out by William Hopley in 1849. The Belvidere Church was a Butterfield design, recommended by Mrs. Gray and was based on the plans of a small Norman church. It was built in 1851 - 1855, using local stone and masons, and was funded largely by Mr. Thomas Duthie.

By 1855, approximately 30 houses had been built. The first school was built in 1857 - 1858 on the edge of the St. George's churchyard. The small public library opened its doors in 1858 on the corner of Main and Long Street.

George Rex had extensive architectural knowledge. He oversaw the skilled workmen: the masons, bricklayers, thatchers, carpenters and cabinet makers. The descendants of the Malay bricklayers and other tradesmen built many of the old buildings in Knysna. A fine example of this is Primrose Cottage (see listing 53 on page 47).

The Karatara Goldfields started in 1878 when a local farmer, James Hooper, discovered a gold

nugget in the Karatara River near Ruigtevlei.

The Thesen's arrived in 1870, establishing their saw-mill which was driven by way of a water wheel, in Millwood. As the years passed, their impact on the town grew.
The oldest buildings were at the intersection of Church Street and Queen Street, namely the Royal Hotel (see listing 47 on page 44), the Government offices, the Goal (see listing 45 on page 43) and the Anglican Church (see listing 44 on page 42).

Knysna Municipality was established in 1882, when Newhaven Village and Melville were amalgamated.
The first sawmill established in Knysna was that of William Lloyd in 1875 on the site of the present day Woodmill Lane. It changed hands several times and in 1891 was bought by George Parkes, a Birmingham edge tool manufacturer. He registered the company in 1892 as The Knysna Forest Company. It was later changed to George Parkes and Sons. The Thesen's and Templeman's mills were also added to the industry. The development of the railway network assisted the timber industry in moving their spoil more swiftly. For a while Knysna became the core of the South African Timber Industry.

By 1886, approximately 70 buildings had already been built in the village of Knysna, many of which are still standing today.

Arbour Day was declared in 1887 throughout the colony to celebrate Queen Victoria's Jubilee. The children were instrumental in planting many oaks in Main Street on that day. Today, the ones that remain are proudly beautifying our streets.

In 1899, the Thesens built a new home in a Norwegian style, with dormer windows and a large verandah - today's Falcons View Manor, on Thesen's Hill (see listing 85 on page 66).

Gold was struck at Millwood in 1885, which led to an invasion of miners and prospectors. In 1887 Millwood reached the climax of its boom. Along with the miners and prospectors came bank agencies, hotels, boarding houses, shops, etc. There were 135 stands laid out, of which 75 were built on. Millwood was proclaimed a goldfield on 28 January 1887 but by 1890 the fate of Millwood Gold Mine was sealed, as most of the companies were bankrupt. Most of the buildings were demolished and some re-erected in Knysna.

Thomas Bain started building the Phantom Pass in 1889.

In 1892, ninety two steamers and three sailing ships had visited the Government Jetty.

The first timber bridge across the Knysna River was built in 1895. The steel bridge (red bridge) was built in 1922 - 1923.

The war memorial at Templeman Square was completed in 1922, and was designed by the architect C.P. Walgate.

During the Industrial Revolution patented building elements like corrugated iron, pre-cast concrete and steel columns, steel ceiling panels, fretwork, etc. became freely available and have been used extensively in the buildings which followed. The main-line architectural styles left their footprints in Knysna as time, technology, fashion and politics progressed.
Today we have some fine examples of these architectural styles decorating our streets in Knysna, and it is our joint responsibility to protect them for future generations.

2.2 DESCRIPTION OF ARCHITECTURAL STYLES IN THE CONSERVATION AREA OF KNYSNA.

In order to gain a better understanding of the different styles of architecture in Knysna, it would be appropriate to give a very short summary of styles, which have influenced *'Knysna Architecture'* through the years.

THE INFLUENCE OF ARCHITECTURAL STYLES ON KNYSNA

The early pioneers brought with them the prevalent architectural styles at the time. Together with the styles, also came the expertise, the craftsmen and the architects.

Some materials were imported, while mostly local materials were utilized.
Needless to say, the whole of the Cape Colony's architecture was strongly influenced by the British. Some standard pre-cast elements, like cast metal columns, finials, trellises, plaster mouldings, cappings, etc., were imported and / or copied and built into local designs.

Some standard designs were also brought out to South Africa, as for instance the Belvidere Church.

The main line styles in art and architecture between the late 1800's and the early 1900's were:

1886 - 1901	-	Post Impressionism
1901 - 1914	-	Analytic Cubism / Expressionism/ Fauvism
1915 - 1922	-	De Stijl / Futurism / Dadaism
1923 - 1938	-	Surrealism / Cubism / Expressionism

However, only the influences from the English Renaissance, British 19th - 20th Century, Colonial, Belgian and Dutch Renaissance, Neo Gothic and Neo Classic styles are evident in the Georgian and Regency periods. Most of these were built in Victorian or Edwardian styles.

THE GOTHIC STYLE

This style evolved in the 12th - 16th century.

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

Vertical and aspiring tendency in building elements
Lofty vaults
High pitched roofs
Towers
Tall and geometric windows
Pointed arches
Circular windows
Flying buttresses

This style is often referred to as grotesque, mysterious, desolate, primitive, crude, uncivilized and barbarous.

THE CAPE DUTCH STYLE

Dr Anton Rupert described this style as 'the most beautiful domestic architecture of the world'. This style developed in South Africa during the 1820 Settler period, drawing inspiration from diverse parts of Europe.

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

Traditional ' I '-, ' T '- & ' H '- plan forms
Later in the period, the façades were embellished with architectural details and plaster mouldings. These plaster mouldings were done initially by Malayan craftsmen.
Lime washed, mud plastered walls
A series of small rooms with high ceilings
The orientation and placement of windows had little regard for the sun.
The size of interior space had little regard for its use - form did not follow function!
A great variety of gable options developed, which derived from the Netherlands, with architectural motifs, dado's, cornices, pilasters, swags, etc.
Thatched roofs and chimney stacks
Heavy columned entrance gates and perimeter walls
Sash windows, with the top sash fixed

THE EDWARDIAN STYLE

This style evolved from Prince Edward VII, between 1901 - 1910

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

An avoidance of elaborate, rich, abundant and ostentatious feminine decorations
Lack of focus
High relief mouldings
Light-hearted elegance
A revival of the solid craftsmanship of the country's past, in an aesthetically and conventionally acceptable present

THE GEORGIAN STYLE

A style which evolved through the influence of King George I (1714), King George II (1727), King George III (1760) and King George IV (1800 – 1830), imported to South Africa by British Settlers."

THE VICTORIAN STYLE
This style through the influence of Queen Victoria, in Britain, between 1837 – 1902.

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

Simple structures
Highly ornamented and decorated
Cast iron and corrugated iron used extensively
French doors and bay windows (also sliding sash windows)
Barn like structures with decorated facades
Some accent is placed on gables
Large verandahs, with 'broekie' lace decorations – a common feature for shaded outdoor living

Single and double storied
Often semi-detached
Mouldings and quoinings to openings
Quoinings around openings and at corners
Symmetrical, with rectangular shapes on plan
Picturesque
The interiors are decorated in furnishings popular in the 1900's
Fashionable colours
Stylish and comfortable
Irresistibly attractive
Servant's quarters in the more affluent areas
Cottages often had corrugated iron cladding, initially imported from England
British sash windows, which slide past one another
The patio roof sheets are often curved, with painted stripes of red, black or green
The Victorian cottages played an important role in the streetscape
The façias, barge boards and finials are richly decorated
Traditional stable front doors
Projecting fireplaces – well balanced and proportioned
Yellowwood and Oregan Pine floors and ceilings

THE ART DECO STYLE

This style evolved between 1920 – 1930

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

Bold geometrical and rectilinear shapes
Incorporation of man-made materials such as plastics and steel
A decorative art

THE ART NOUVEAU STYLE

This style evolved in the 1890's

SOME APPLICABLE CHARACTERISTIC ELEMENTS OF THIS STYLE ARE:

Depiction of leaves and flowers in lead-glass windows and doors
Sinuous flowing lines (new art), following the shape of a whip, or long flowing hair
A tranquil architecture, heavily influenced by the contours of the nude female figure

3. DEFINITIONS OF SOME TERMS USED IN THIS REPORT.

3.1	Activity Areas -	Areas of high concentration of specific activities i.e. pedestrian traffic or school playgrounds.
3.2	Aesthetics/Heritage Committee -	A committee appointed by the Local Town Council and comprising one or more members with the necessary qualifications, background and experience to advise the Council on any building operation in the conservation area or in any other area the Council may require.
3.3	Alter -	Any action effecting the structure, appearance or physical properties of a place or object, whether by way of structural or other works, by painting, plastering or other decoration by any other means.
3.4	Alteration -	Any change affecting the exterior or interior appearance of an existing improvement by additions, reconstruction, remodelling, or maintenance involving change in colour, form, texture, or materials.
3.5	Approval -	Act of approving, sanction.
3.6	Architectural Detailing -	Historical architectural details such as doors and windows, verandah decoration, plasterwork, gutters, finials, ventilators, quoining, rustications, etc.
3.7	Badge -	When a property is listed as a grade I – IIIC, the National or Provincial Heritage Resources Agency or the Local Council could provide the owner with a certificate which enables the owner to obtain a badge which is displayed on the building or at the site.
3.8	Boundary -	The edge of an erf or site, which is determined by the cadastral position, length and angle as expressed on the site diagram supplied by the Land Surveyor Generals office.
3.9	Building -	Without in any way limiting its ordinary meaning, includes: i) any structure, whether of a permanent or temporary nature erected or used for the housing or accommodation of human beings or animals, the storage, manufacture or sale of goods or materials or the destruction or treatment of refuse or other waste material; ii) a dwelling unit;

iii) a wall, swimming pool, swimming bath, reservoir, storage tank, septic tank, conservancy tank, water tower, bridge, advertising structure, summer house or hothouse and any structure appurtenant thereto; and
iv) petrol and other fuel pumps and tanks used in connection therewith;
but may exclude minor building work as defined in the National Building regulations made in terms of the National Building Act.

3.10 Building Line - Means an imaginary line on a land unit, which defines a distance from a specified property or servitude boundary, within which the erection of buildings or structures is completely or partially prohibited.

3.11 Building Signage - Consists of signs displaying the name and street address of the building, the nature of activities accommodated in the building, the business name of a business accommodated within the building.

3.12 Cladding - The external finish of a wall, by means of timber boards, fibre cement boards, natural stone or corrugated iron.

3.13 Colour Schemes - All colour schemes must be submitted in swatches for evaluation by the Aesthetics / Heritage Committee. Colours will imply pastel, subdued, muted and low reflective values, which blend into the natural and/or built environment.

3.14 Conservation Area - The area demarcated as such on the zoning map within which the Conservation Area provisions as set out in the Knysna Scheme Regulations shall apply, notwithstanding the requirements stipulated in any particular land use zone.

3.15 Construction - The erection, alteration, subdivision, conservation or addition to a building.

3.16 Coverage - Means the total area of a land unit that may be covered by buildings, expressed as a percentage of the nett erf area of such land unit, and shall include:
i) walls and buildings
ii) solid roofs
iii) stairs, steps, landings (except entrance landings and steps), galleries, passages and similar features, whether internal or external; and

iv) verandahs, porches, balconies, terraces, pergolas and similar features:
Provided that the following portions of buildings shall be excluded from the calculation of coverage:
a) uncovered stoeps, entrance steps, landings, not higher than 1m above natural ground level;
b) cornices, chimney breasts, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500mm from the wall of the building;
c) eaves not projecting more than 1m from the wall of the building;
d) a basement provided that the basement ceiling does not project above the finished ground level or natural ground level, whichever the lower;

3.17 Declaration - Stating or announcing openly or formally.

3.18 Density - means the number of dwelling units as prescribed in relation to a specified area, determined as follows:
i) number of dwelling units ÷ area in hectares (ha) = density
ii) permitted number of dwelling units x area in hectares (ha) = density

3.19 Façade The front or street-facing side of a building.

3.20 Floor Factor - The factor (expressed as a proportion factor of 1) which is prescribed for the calculation of the maximum floor space of a building or buildings permissible on a land unit; it is the maximum floor space as a proportion of the nett erf area where maximum floor space does not included a basement used for parking of vehicles.

3.21 Form - Fashion, mould, into certain shape or pattern (verb); The shape, outline or configuration of anything, structure (noun).

3.22 Height - of a building means a vertical dimension from natural ground level at any point below the building to the highest point of the building measured in meters or in the number of storeys; provided that chimneys, flues, masts and antennae shall not be taken into account for the purpose of height control.

3.23 Height Restrictions - The height of buildings limited to a certain height above natural ground level, directly below such a part or portion of the building.

3.24	Heritage -	Having value to be preserved.
3.25	Heritage Building / Listed Building/ Heritage Resource -	A building or site which has been listed in the Provincial or National Register of conservation-worthy resources.
3.26	Heritage Corridors -	Visual, vehicular and / or pedestrian routes, linking conservation areas. See the Urban Conservation Area map. The Heritage Corridors have the same status as the 'Urban Conservation Area', but the Guidelines are only applicable to the facades within approximately the first 15m of the depth of the applicable erf. Should a building be proposed outside the 15m depth, only the street facades need take cognisance of the Urban Conservation Area Guidelines. Each proposal will be considered on merit.
3.27	Heritage Site -	An historical site is defined in the Act as "any identifiable building or part thereof, marker, milestone, gravestone or landmark older than 60 years". A place declared to be a national heritage site by SAHRA or a place declared to be a provincial heritage site by a provincial heritage resources authority.
3.28	Heritage Western Cape -	The Provincial Heritage Agency of the Western Cape Province (HWC).
3.29	HIA -	Heritage Impact Assessment
3.30	Hierarchy -	Organization with grades or classes ranked one above another.
3.31	Illuminated sign -	A sign installed with electric or other power for the purpose of illuminating the message of such sign.
3.32	Infrastructure -	Subordinate parts of an undertaking, esp. permanent installations.
3.33	Listed Heritage Resources -	Any building / structure older than 60 years, listed in the Knysna Urban Conservation Area Guideline's draft inventory of Listed Buildings and grading system (Item 5 below).
3.34	Lean-to	An addition to the main building with a roof leaning from the main building.
3.35	Maintenance -	The process of conserving a site, building, structure or object over time to prevent deterioration as opposed to restoration or rehabilitation; may include inspection and planning as well as housekeeping, minor repairs, and painting.
3.36	Map -	A visual representation on which the

different zones / areas are expressed, and in force, providing for these guide-lines.

3.37 Mass - Coherent body of matter of indefinite shape; dense aggregation of objects.

3.38 Measured Vertically - The height above natural ground level, at and given point on the site, the height of which is defined in the Knysna Scheme Regulations.

3.39 NHRA - National Heritage Resources Act, 1999.

3.40 National Heritage Resources Act - NHRA, No. 25 of 1999, which makes provision for local authorities to be responsible for the identification and management of its heritage resources. It enables local authorities to draw up guide-lines and by-laws and to amend Zoning Scheme regulations to protect and enhance the heritage site and areas identified.

3.41 Outbuilding - means a structure, whether attached or separate from the main building, which is normally ancillary and subservient to the main building on a land unit, and includes a building which is designed to be used for the garaging of motor vehicles and storage of equipment in so far as these are usually and reasonably required in the connection with the main building, but does not include a second dwelling unit;

3.42 Parapet - The part of a gable protruding beyond the level of the roof.

3.43 Permit - A permit from the SAHRA is required for any alteration, addition or demolition work undertaken on a building older than 60 years.

3.44 Planted Vegetation - Appropriate indigenous foliage, complimenting to streetscape.

3.45 Plinth - The portion of an outside wall below the ground level (usually projecting out from the level of the wall's plaster face), down to the ground.

3.46 Precincts - Space enclosed by walls or other boundaries of a place or building/a predefined area.

3.47 Protection - Any buildings which are more than 60 years old are protected under the National Heritage Resources Act, and special approval is required to alter or demolish them.

3.48 Proportions - As with the proportion of the buildings as a whole, the relationship between the height and width of architectural elements in the façades of the existing buildings in an area.

3.49	Resources -	means listed Heritage Sites or Buildings recognised by the National Heritage Resources Authority.
3.50	Rezoning -	means the amendment of a zoning scheme in terms of the Land Use Planning Ordinance and succeeding legislation in order to change the zoning of a particular land unit.
3.51	Rhythm -	means the use of similar features in the same position as those of neighbouring properties to set up rhythm or pattern.
3.52	SAHRA -	South African Heritage Resources Authority
3.53	Set-back -	means the line delimiting the area measured from the centre line of a particular public street, within which no building or other structure, including a boundary fence, may be erected;
3.54	Silhouettes -	The shape of the buildings against the skyline.
3.55	Simon van der Stel Foundation -	An organization with the following mission statement: "to stimulate an interest in and awareness of the cultural history of the Southern Cape."
3.56	Site -	Means the actual nett erf area as demarcated by the approved Surveyor General's office erf diagram, and registered as such with the Registrar of Deeds.
3.57	Site Development Plan -	means a plan which shows details of a proposed development, including: i) existing bio-physical characteristics of the property ii) the layout of the property indicating the use of different portions of the property iii) the position, use and extent of buildings iv) the alignment and general specification of vehicle access, roads, parking areas and pedestrian footpaths; v) the position and extent of private, public and communal space; vi) general landscaping proposals including vegetation to be preserved, vegetation to be removed, vegetation to be planted, external paving, and measures for stabilising outdoor areas were applicable; and vii) any other details as may reasonably be required by council.
3.58	Slope -	means the degree of deviation of a surface from the horizontal level, usually expressed as a ratio and for the purpose of this zoning scheme calculated as follows: <u>Horizontal distance (in metre)</u>

		Slope = Vertical rise (in metre)
3.59	Streetscape -	The visual character of a public way determined by such elements as the façades and rooflines of buildings, cornices, verandahs, balconies, stoops and steps, sidewalks, trees and bushes, and the street itself.
3.60	Street Furniture -	Means public facilities and structures which are not intended primarily for advertising but which are provided for pedestrians and commuters and may include seating benches, planters, pavement litter-bins, bus shelters, pavement clocks and drinking fountains.
3.61	Street Signage -	Directional signage on public property.
3.62	Structure -	Without in any way limiting its ordinary meaning, includes any building, shelter, wall, fence, pillar, pergola, steps, landing, terrace, sign, ornamental architectural feature, swimming pool, dam, fuel pump and underground tank, and any portion of a structure and a dam.
3.63	Subdivide -	in relation to land, means to subdivide land whether by means of: i) survey ii) the allocation, with a view to a separate registration of land units, of undivided portions thereof in any manner; or iii) the preparation thereof for such subdivision.
3.64	Texture -	Texture is the result of the surface material and the amount and boldness of decoration.
3.65	The Committee -	The Aesthetics/Heritage Committee, an advisory committee to the Knysna Local Municipal Council, established in terms of the provisions of the Zoning Scheme Regulations.
3.66	Trade-offs -	Exchange especially by way of compromise.
3.67	Traditional -	Elements in the building arts found in the appropriate period architecture, or compatible to that period architecture.
3.68	Unlisted Heritage Resources -	Any building / structure older than 60 years, not listed in the Knysna Urban Conservation Area Guideline's inventory of Listed Buildings and grading system (Item 5 below).
3.69	Urban -	Of, living or situated in, a city or town (opp. rural)
3.70	Urban Conservation -	Means the development or maintenance of the built environment in a prescribed manner,

		aimed at maximisation of its historic environmental, aesthetic or social attributes and the enhancement of the value of the area, both for present and future users;
3.71	Volume -	Solid content, bulk; amount or quantity of.
3.72	Zone -	When used as a verb in relation to land, means to designate the land for a particular zoning.
3.73	Zoning -	When used as a noun, means a category of directions regulating the development of land and setting out the purposes for which the land may be used and the land use or development management provisions applicable in respect of the said category of directions, as determined by the zoning scheme regulations.

Note: Further definitions can be obtained from the Knysna Integrated Zoning Scheme Regulations, chapter 4 'Definitions and abbreviations'

4. BASIC PRINCIPLES OF URBAN CONSERVATION.

4.1 BACKGROUND

The National Heritage Resources Act, No 25 of 1999 (NHRA) replaces the National Monuments Act of 1969. 'This legislation aims to promote good management of the national estate, and to enable and encourage communities to nurture and conserve their legacy so that it may be bequeathed to future generations' (excerpt from the Act). Heritage Resources are places or objects of cultural significance, inclusive of oral histories and living heritage traditions. These include aesthetics, architectural, historical, scientific, archaeological, social, spiritual, linguistic, and technological value or significance. There are relevant legal procedures in the NHRA, to protect [heritage sites- Section 27(18)], [structures older than 60 years - Section 34(1)], [scientific – Section 35(4)], [management – Section 38]

There are also several environmental and planning legislation provisions which are intended to protect heritage resources.

The South African Heritage Resources Agency (SAHRA), is responsible for the broad National Policy formulation and its National significant Heritage resources. (See 5.4.1 below)

Each Provincial Heritage Resources Agency will be responsible for the identification and management of Grade II heritage resources. (See 5.4.2. below)

Local Authorities are responsible for the identification and management of Grade III heritage resources. This responsibility will only be delegated to the Local Authority if it meets the criteria of competence prescribed by the Minister. (see 5.4.3 below)

There are three tiers in conservation scale, and each must be addressed on it's own i.e.

a) The town
b) The precinct
c) The building

4.2 THE PRINCIPLES ARE TO:

4.2.1 Identify the boundaries of the conservation area

4.2.2 Formulate conceptual conservation principles, in order to retain and enhance the character and aesthetics of the conservation area.

4.2.3 Identify precincts / nodes, within the conservation area, with specific reference to character, sense of place aesthetics, scale, etc. and to formulate conservation objectives for each precinct.

4.2.4 Provide a register of conservation worthy buildings and places, within the conservation area, and to grade each into a pre-defined grading system, as depicted by the Heritage Resources Act.

4.2.5 Formulate the application process for demolitions, alterations, additions and new developments within the conservation area.

4.2.6 Suggest guidelines for the general care and maintenance of structures and places within the conservation area.

4.2.7 Formulate guidelines, regulations / by-laws, to steer change towards specific objectives within the conservation area.

4.3 LANDSCAPING AND OTHER INDIGENOUS NATURE AREAS

"The role of core conservation areas is providing a range of ecological and bio physical functions essential for sustainable life and as such they should be retained in their natural state."
(- Excerpt from Draft Spatial Development Framework for the Knysna Municipality, April 2006.)
Nature Reserves and National Park have guidelines in place that control and manage the areas, but other sensitive secondary nature areas need to be identified and protective measures put in place for their management and safeguarding.
There are also existing protected areas under the jurisdiction of bodies like the Department of Water Affairs and Forestry and Private Nature Reserves.
The commissioning of consultants for an urban design framework for the CBD is required. (Public space framework, landscaping, paving, street signage, street lighting, street furniture etc.)

5. GUIDELINES FOR THE RETENTION OF KNYSNA'S HERITAGE RESOURCES

In terms of the NHRA, the Local Authority may make regulations pertaining to heritage sites under its control, for its safeguard, conditions of development thereof and the regulation / administration of the site. Developers of properties within the conservation area of Knysna (with some conditions associated with the magnitude and category of development) are obliged to do a Heritage Impact Assessment (HIA), as part of the approval process.

The Knysna Zoning Scheme regulations (1992) contain provisions relating to an urban conservation area in the historic core of Knysna and along its heritage corridors.

In terms of Section 9(2) read with Section 10 of the Land Use Ordinance, 1985 the Local Council, on 28 September 2006, resolved to incorporate the listing and map of 'Historic Knysna' as an addendum to the current Zoning Scheme.

The Zoning Scheme is to be further updated to incorporate the listing by André Vercueil, with associated gradings. These are attached as 'Annexure A'.
These provisions and regulations also include the following:

5.1 GENERAL CATEGORIES:

- 5.1.1 Building Lines and Setbacks
- 5.1.2 Height Restrictions
- 5.1.3 Cover, Volume and Mass
- 5.1.4 Bulk/Density
- 5.1.5 Parking and off-street parking
- 5.1.6 Zoning
- 5.1.7 Materials and Finishes
- 5.1.8 Colour Schemes and Textures
- 5.1.9 Street Furniture
- 5.1.10 Sidewalks
- 5.1.11 Lighting
- 5.1.12 Services i.e. Telephone Lines, Satellite Dishes, Solar Panels etc.
- 5.1.13 Embellishments i.e. Awnings, Pergola's, Post Boxes, Street Numbers, etc.
- 5.1.14 Sighting/Views/Topography
- 5.1.15 Subdivision
- 5.1.16 Orientation
- 5.1.17 Fencing, Boundary Walls and Security
- 5.1.18 Signage on buildings and pavements

5.2 GUIDELINES FOR REZONINGS, DEPARTURES, SUBDIVISIONS, CONSOLIDATIONS, AND DEMOLITIONS OF LISTED AND UNLISTED HERITAGE RESOURCES (ALL BUILDINGS OLDER THAN 60 YEARS) WITHIN THE CONSERVATION AREA.

5.2.1 Zoning - Notation and Permissible Uses.

5.2.1.1 Existing zonings will be according to the Municipal Land Use Zoning Records at the time of print of this document.

5.2.1.2 All rezonings shall be applied for in accordance with the provisions of the Land Use Planning Ordinance, 1985 (Ord. No. 15 of 1985) – or succeeding legislation – read with the provisions of the Knysna Zoning Scheme, Scheme Regulations.

5.2.1.3 Any applicant for a development or activity which will change the character of a site exceeding 5000m² in extent, or the rezoning of a site exceeding 10000m² in extent, has to notify the relevant Heritage Resources Authority, who may require a Heritage Impact Assessment (HIA), to be submitted by the applicant.

5.2.1.4 The comments of the Aesthetics/Urban Design Committee (hereafter referred to as "the Committee") must be obtained prior to a decision being taken by the Local Council or its delegate.

5.2.2 Departures

5.2.2.1 All Departure applications must be submitted according to the provisions of Ord. No. 15 of 1985 – or succeeding legislation – read with the provisions of the Knysna Zoning Scheme, Scheme Regulations.

5.2.2.2 The comments of the Committee must be obtained prior to a decision being taken by the Local Council or its delegate.

5.2.3 Subdivisions and Consolidations

5.2.3.1 All subdivision applications must be submitted according to the provisions of Ord. No. 15 of 1985 – or succeeding legislation – read with the provisions of the Knysna Zoning Scheme, Scheme Regulations.

5.2.3.3 The comments of the Aesthetics/Heritage Committee must be obtained prior to a decision being taken by the Local Council or its delegate.

5.2.3.4 Section 31(1) of Ord. No. 15 of 1985 must be complied with regarding compliance with conditions of subdivision approval prior to registration of the subdivision being permitted.

5.2.4 External and or internal demolitions of heritage resources (or part of heritage resources) within the urban conservation zone.

5.2.4.1 Unlisted Heritage Resources

There are some buildings in Knysna that are older than 60 years and have not yet been listed for conservation. This does not imply that these buildings are not protected.

5.2.4.1.1 No person may alter or demolish any structure or part of a structure which is older than 60 years, without a permit issued by the relevant Heritage Resources Authority and the Local Municipality (or only the latter if deemed competent by the relevant Heritage Resources Agency).

5.2.4.1.2 All permits for demolition will have to be applied for in the prescribed manner. If the structure is not older than 60 years, the Local Municipality can issue a demolition permit if the Aesthetics/Heritage Committee has confirmed that the building does not contribute towards a Heritage Precinct or Streetscape.

5.2.4.2 Listed Heritage Resources

These are buildings recognised from time to time by Council as potentially heritage-worthy.

5.2.4.2.1 Item 5.2.4.1.1 above applies.

5.2.4.2.2 All applications for demolition permits will have to be applied for to the Local Municipality according to the prescribed procedure.

5.2.4.2.3 The Committee must support the application, before it can be submitted to Heritage Western Cape for consideration (unless the Local Municipality is deemed competent by the Heritage Resources Agency, in which case it need not be submitted to HWC).

5.3 GUIDELINES FOR ALTERATIONS AND ADDITIONS TO EXISTING BUILDINGS OLDER THAN 60 YEARS, AND DESIGN OF NEW BUILDINGS IN THE URBAN CONSERVATION AREA.

No person may alter or add to any structure or part of a structure older than 60 years without a permit issued by the relevant Provincial Heritage Resources Authority and the Local Municipality.
All applications for alterations and additions will have to be made according to the standard procedures.
On approval by the Local Municipality, an application can be made to the Heritage Western Cape for approval, unless delegated powers are given to the Local Authority.
If the structure is not older than 60 years, the Local Authority must obtain confirmation of the Committee that the building's alteration or addition does not detract from the Heritage precinct or streetscape prior to granting an approval.

Where a building is considered heritage worthy, the following guidelines will apply:

5.3.1 Land Use Restrictions

The Knysna Municipality Zoning Scheme Regulations (1992) or succeeding regulations/by laws will apply as far as the following item are concerned:

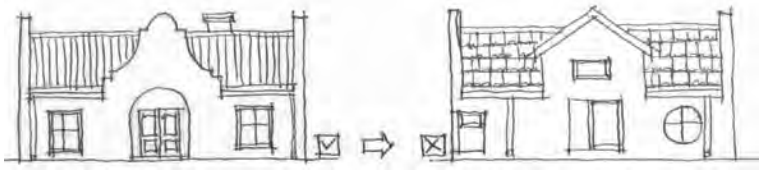
5.3.1.1 Floor Factor
5.3.1.2 Coverage
5.3.1.3 Height
5.3.1.4 Building Lines
5.3.1.5 Parking Provision
5.3.1.6 Consent Uses
5.3.1.7 Occupational Practices
5.3.1.8 Sectional Titles
5.3.1.9 Density Factor
5.3.1.10 Internal Street Width
5.3.1.11 Private Outdoor Space
5.3.1.12 Projections

5.3.1.13 Loading Areas and Service Yards
5.3.1.14 Fencing
5.3.1.15 Advertising Signage

The above are subject to possible Departure approvals, in the consideration of which the recommendations of Knysna Lower Central Enhancement Study will be taken into account.

5.3.2 General Principles

5.3.2.1 Do not destroy the integrity of the existing structure where it is to be retained.



5.3.2.2 Alterations and additions must be designed sympathetically and sensitively to the existing character and proportions of the listed Heritage buildings in the area unless the Committee is of opinion that the existing is inappropriate.

5.3.2.3 In the case of new residential dwellings:

5.3.2.3.1 Houses and second dwellings must be designed sympathetically and sensitively to the existing character and proportions of other listed heritage buildings in the area.

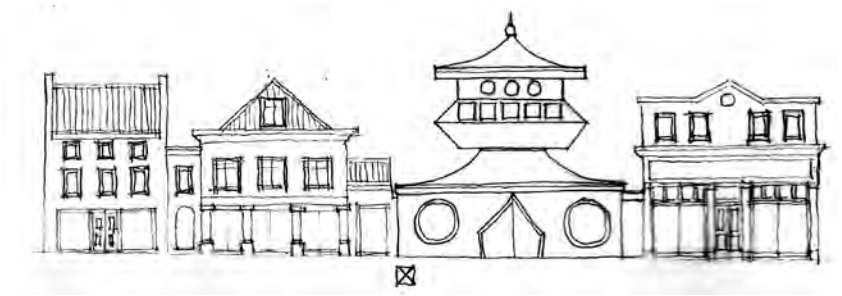
5.3.2.3.2 Second dwellings must match the main dwelling in every respect, relating to, finishes, proportions, scale, orientation, colour schemes, roof angles and types, windows, doors, etc. – except if the main dwelling does not comply with the general principles below, in which case the general principles will apply.

5.3.2.4 In the case of new business/commercial buildings:

5.3.2.4.1 All commercial buildings within the complex must be designed sympathetically and sensitively to the existing character and proportions of other listed heritage buildings in the area.

5.3.2.4.2 All buildings in the same complex must be compatible in architectural style, colour schemes, roof angles, windows, doors, finishes, etc. If an existing building remains on site, which does not comply with the general principles herewith, it does not imply that the new buildings do not need to comply with these principles listed.

5.3.2.5 Alterations and additions to a building must not visually overpower its neighbours, or negatively influence the precinct or streetscape.



5.3.2.6 Architectural features and characteristic historic elements of other listed buildings in the area must be taken into consideration.

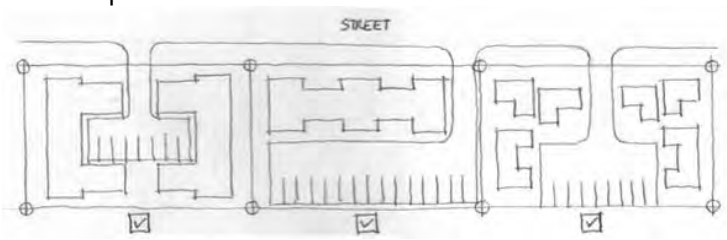
5.3.2.7 In the case of alterations and additions to listed buildings:

- 5.3.2.7.1 Do not remove/replace traditional doors and windows, flues, etc. if they can be re-used and/or repaired.
- 5.3.2.7.2 Do not destroy historical detail.
- 5.3.2.7.3 The historical character of the building must be maintained.
- 5.3.2.7.4 Additions and alterations must be concentrated in the areas where they are not visible from the street.
- 5.3.2.7.5 Get specialist consultants involved.

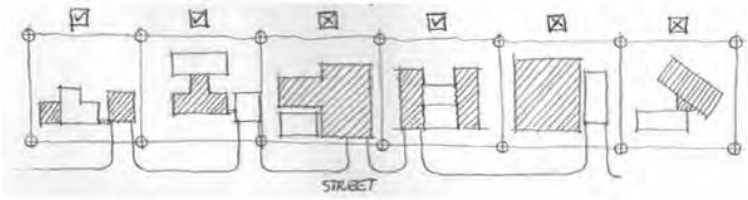
5.3.2.8 Streetscape (To be read in conjunction with the 'Lower Central Enhancement Study' by CMAI.

- 5.3.2.8.1 Alterations and additions must enhance the positive character of the street as a coherent space, compatible with the other heritage resources in the area.
- 5.3.2.8.2 Pleasant and safe pedestrian cycle and vehicular systems must plug into accesses to residential and other buildings.
- 5.3.2.8.3 Where an existing building is over the street building line, and an alteration/addition is proposed along the same line – this can only be considered where it will not have a negative effect on the streetscape and the surrounding neighbours. An application and motivation must be prepared, and submitted with the plans.
- 5.3.2.8.4 Buildings must be sited in order to face and relate to the street façade, entrances to buildings must be identified clearly for approaching visitors.
- 5.3.2.8.5 A transition between the public realm of the street, and the private realm of residences must be accommodated.
  Please consult the 'Lower Central Enhancement Study' by CMAI, a copy of which is available from the Municipal Town Planning Department.
- 5.3.2.8.6 The visual impact of parking garages and parking lots adjacent to the pavement (sidewalk) must be reduced to improve the

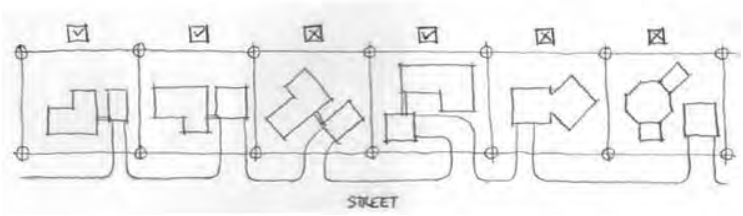
overall pedestrian environment. They must not dominate the streetscape.



5.3.2.8.7 Alterations and additions require careful attention to volume, massing and scale, to sympathetically take cognizance of the existing structures and streetscape surrounding it.



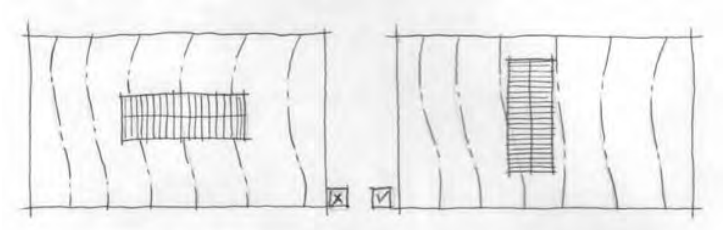
5.3.2.8.8 Traditionally, buildings have been placed parallel to property boundaries, resulting in a consistent and harmonious streetscape. This principle will apply for alterations and additions.



5.3.2.8.9 Massing: - alterations and additions must be made up of simple rectangular forms, with carefully articulated façades and roofs.

5.3.2.8.10 Scale, proportion and form: – The relationship between buildings and people must be considered. Likewise the scale of buildings must reflect the depth, height and width of other heritage buildings in the area. Lean-to additions must be used to achieve wider spaces if necessary.

5.3.2.8.11 Building forms must be elongated along the contours rather than against the contours.



5.3.2.8.12 Buildings on stilts or excessively wide or high platforms will not be permitted.

5.3.2.8.13 Outbuildings must relate to the main building in every respect.

The overall scale, massing and height, must however be subsidiary to the main building i.e. a single storey main building with a double storey outbuilding would be inappropriate and will not be permitted.

5.3.2.8.14 Outbuildings and main buildings must be physically linked with adjoining link-walls.

5.3.2.8.15 Washing lines and refuse areas must be screened from the public and neighbours views, in an enclosed service yard.

5.3.2.8.16 Roof silhouette: – Roof patterns contribute substantially to the aesthetics of an area, looked down upon, from an elevated position. A system of double-pitched roofs with clip-on and lean-to verandahs will contribute to this end.

5.3.3 Roofs

5.3.3.1 Any of the following roof finishes may be used (a combination of not more than two would be permitted on any building).

5.3.3.1.1 Corrugated iron or similar traditional pattern corrugated metal, to approval of the Committee.

5.3.3.1.2 Thatch

5.3.3.1.3 Fibre cement slates

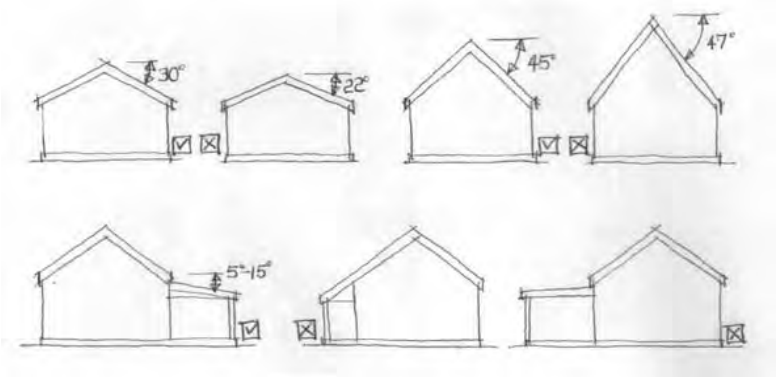
5.3.3.1.4 Victorian profile fibre cement roof sheets

5.3.3.1.5 Natural slate

5.3.3.2 Where the existing structure's roof finishes do not match item 5.3.3.1 above, the whole of the existing and new roof, is to be changed to match.

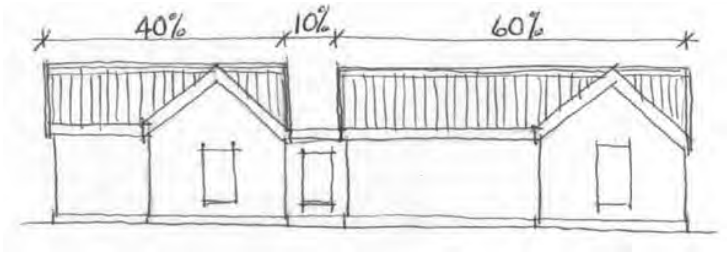
5.3.3.3 A fully motivated application may be made to the Committee to consider an appropriate alternative.

5.3.3.4 Roof pitches must be between 45° and 30° for main roofs and between 15° and 5° for lean-to roofs (except where prescribed roof material dictates otherwise).

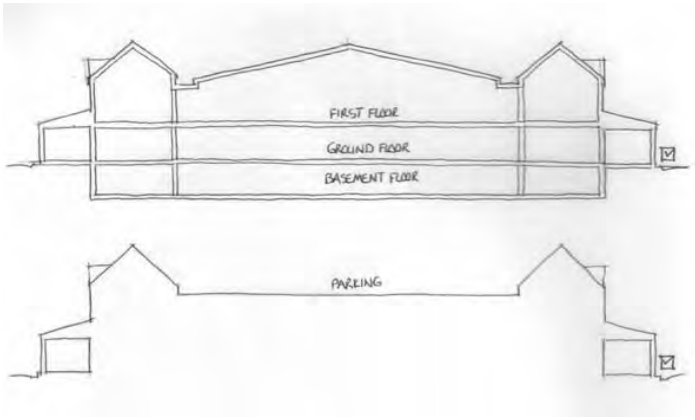


5.3.3.5 For new business/commercial buildings, consideration will be given to lower main roof pitches, if appropriately motivated, and if the treatment complements heritage architecture. Roofs facing streets and neighbouring properties must resemble residential scale pitches and widths. The infill of the major roof areas can be at lower pitches, to accommodate longer spans.

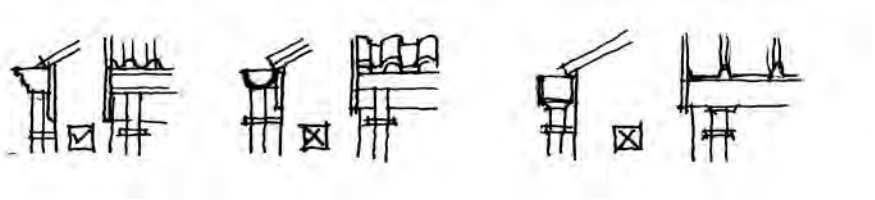
5.3.3.6 In listed and unlisted buildings and new buildings, not more than 10% of the total roof area may be flat roofs, if appropriate.



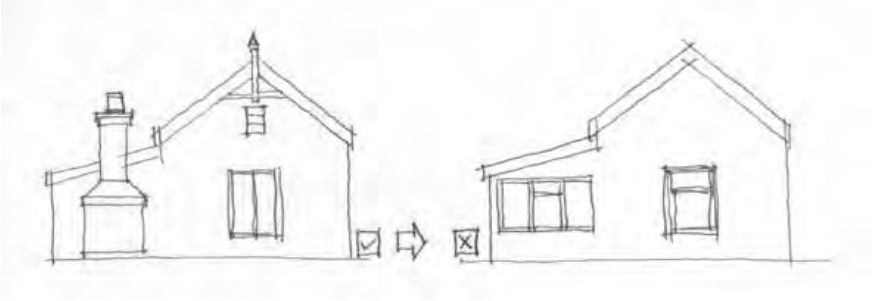
5.3.3.7 In new business/commercial buildings, not more than 2/3 of the total roof area, may be concrete flat roof, and must be finished in natural river pebbles. All flat roofs must be screened off from street facades and neighbouring properties. Roof parking may be accommodated in the 2/3 flat roof area, but it must be visually screened off with an integrated roof construction, to match the architectural character of the building complex.



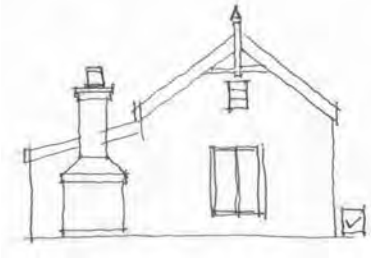
5.3.3.8 Appropriate architectural detailing for façias, bargeboards, finials, parapets and gutters, to match those found in historical buildings, will apply. Alterations and additions must match the existing, if appropriate.



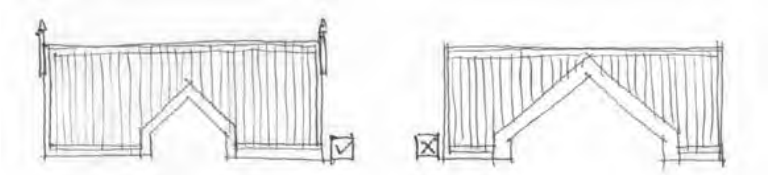
5.3.3.9 Existing chimneys must be retained if appropriate.



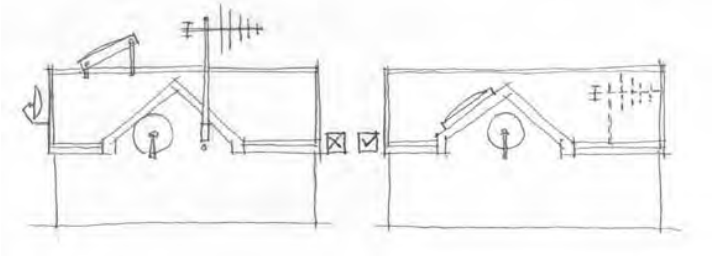
5.3.3.10 In the case of a new residential building, at least one traditional chimney to be included in the design.



5.3.3.11 Dormer windows, if appropriate, must be subsidiary elements to the main roof and must not be used in excess of 30% of the roof facades.



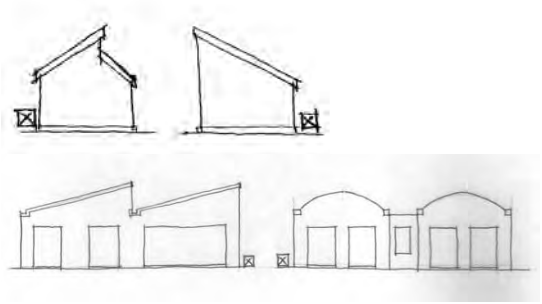
5.3.3.12 Solar panels, aerials, satellite dishes etc. must be discretely incorporated in the roof design, and preferably not be visible from the street façade, or mar the views of neighbours. Only one aerial and one satellite dish per building will be permitted.



5.3.3.13 Covered verandahs relating to the streetscape must be incorporated in the design of the building façade.

5.3.3.14 Covered verandahs may not be enclosed without providing alternative/additional covered verandah areas.

5.3.3.15 Mono-pitched roofs are not allowed in the conservation area, except at a low pitch not exceeding 15º behind a parapet wall, as appropriate, or as minor roof elements at an appropriate scale and pitch. Barrel vaulted roofs are not permitted.



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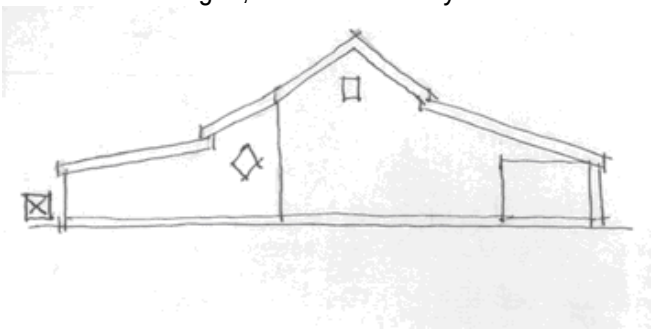
5.3.3.16 Double-pitched and hipped (but not half-hipped) roofs with lean-to's and clip-on's are encouraged, but lean-to's may not dominate the roof design.



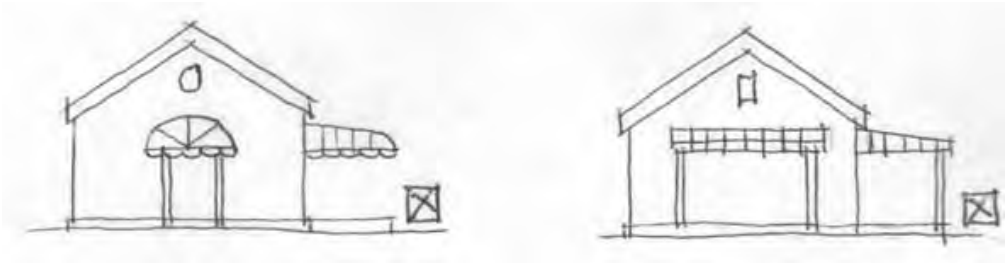
5.3.3.17 Any one of the following roof colours may be used:

- 5.3.3.17.1 Black
- 5.3.3.17.2 Dark Charcoal
- 5.3.3.17.3 Dark Grey
- 5.3.3.17.4 Rusty Red
- 5.3.3.17.5 Dark Brown
- 5.3.3.17.6 Shades of natural dark greens

All colours are to have a low light reflective value (LRV).
Submit colour swatch(es) for approval

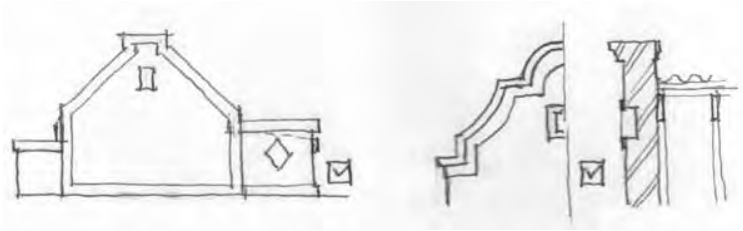
5.3.3.18 Razor wire may not be installed on, or against any roof.

5.3.3.19 No awnings, nor canvas or shade-cloth covered structures will be allowed over doors and windows in general unless accepted by the Committee on consideration of a properly motivated applications. Retractable awnings may be considered over fixed structures or between overhead structures, *e.g.* pergolas. Colour swatches must be submitted for approval.



5.3.4 Walls

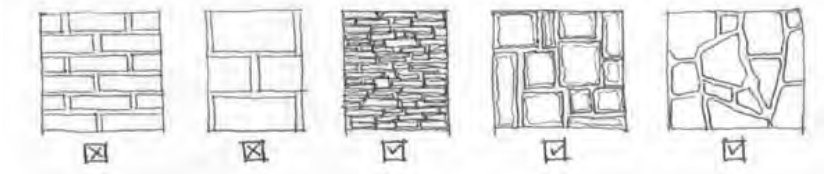
5.3.4.1 Parapet walls must have plastered cappings, but these must not be overly ornate.



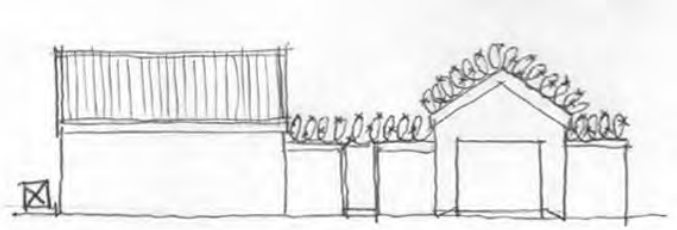
5.3.4.2 Blank walls without windows, doors or other architectural features are not allowed where they present public or otherwise prominent façades, a maximum distance of 5,5m between meaningful openings or wall articulations will apply.

5.3.4.3 Face brick, block walls and un-plastered walls will not be allowed. However smooth plastered walls and natural stone walls (in acceptable patterns) will be permitted.

Traditional/Natural stone finishes are acceptable, but synthetic looking, finishes, are deemed to be inappropriate, and will not be allowed.



5.3.4.4 Razor wire may not be installed on any walls. See also fencing by-laws.



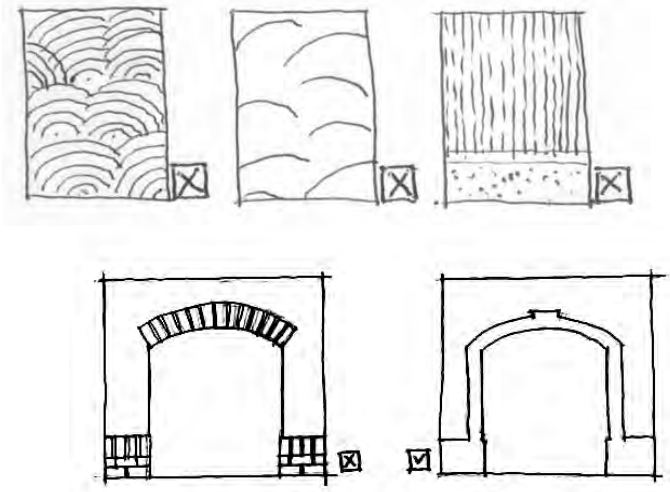
5.3.4.5 Timber, corrugated iron or fibre-cement cladding, if appropriate, or other appropriate material, may be used for architectural features only, in limited amounts, the former three materials in a vertical pattern only.

5.3.4.6 Where an existing heritage building is on the site, the above materials will be considered only if the finish is already evident in the existing building.

5.3.4.7 Plinth lines at ground floor level are encouraged.

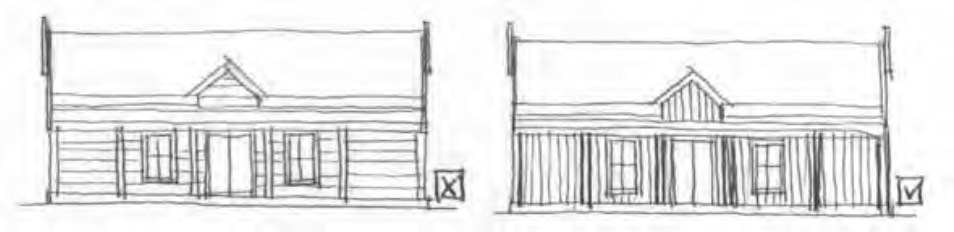
5.3.4.8 Plaster mouldings around windows and doors are encouraged.

5.3.4.9 Only smooth plaster and other appropriate traditional finishes will be allowed. Plaster textures like, combing, splatter, scratch plaster, terraline etc will not be acceptable. Bagged plaster walls will be considered without any raked joints.

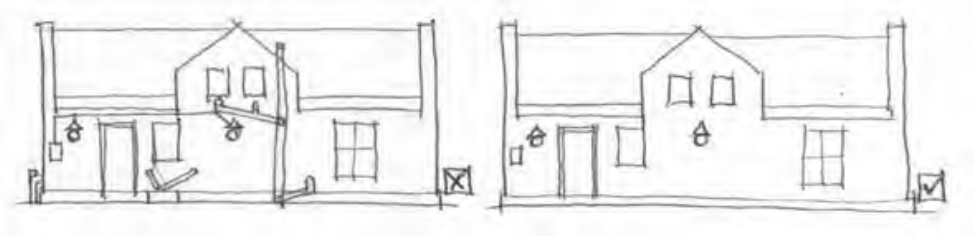


5.3.4.10 Where the existing walls and finishes do not match the prescriptions above, the whole of the existing and the new walls must be changed to comply with the prescriptions above. An application may be made to consider an alternative finish.

5.3.4.11 Natural timber and corrugated iron cladding will be allowed in a vertical pattern only, provided that the finish is already evident in the building.



5.3.4.12 All plumbing and electrical installations must be chased into walls or accommodated in ducts.



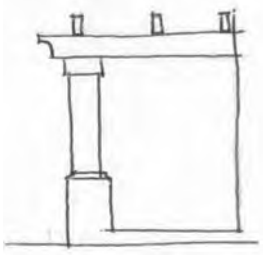
5.3.4.13 No grilled walls for ventilation will be allowed. Louvres must be installed in vertically accentuated proportions.

5.3.4.14 The following colour schemes will be considered for walls:

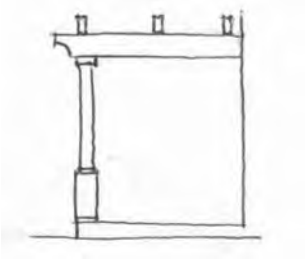
5.3.4.12.1 White (but preferably not for large commercial buildings)
5.3.4.12.2 Shades of off-white and bone white
5.3.4.12.3 Light pastel earth tones
Submit colour swatch(es) for approval

5.3.5 <u>Support Columns, Beams, Handrails/Balustrades and Pergolas.</u>

5.3.5.1 Traditional structural columns with plinths, bases and cappings to match those found in other heritage buildings in the area, are encouraged. Appropriate existing features on buildings on the site must, where applicable, be matched.



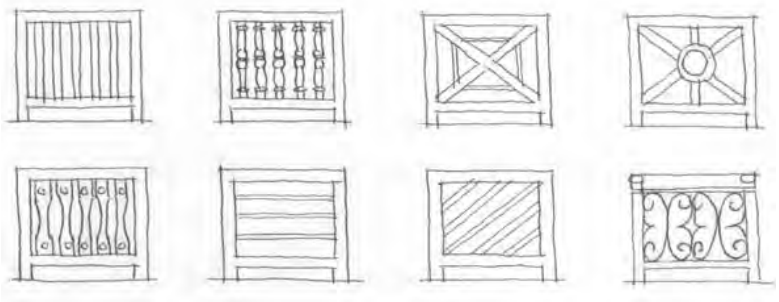
5.3.5.2 Timber columns must be with simple plinths and cappings, or where applicable, to match appropriate existing features on buildings on the site.



5.3.5.3 Traditional timber structural beams and pergolas are encouraged.

5.3.5.4 Traditional fretwork may only be used on structures which complement the applicable historical theme, and which, where applicable, are already evident in an existing building on the site.

5.3.5.5 Traditional handrail designs may only be used on structures which complement the appropriate historical theme.



5.3.5.6 The following colour schemes will be considered:

5.3.5.6.1 White

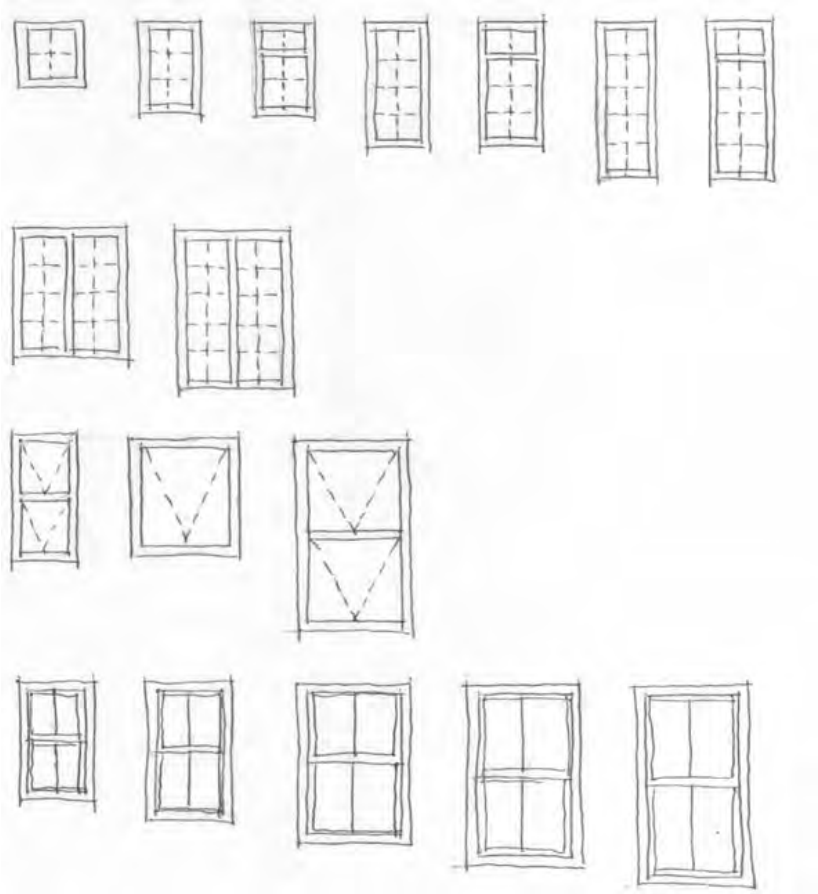
5.3.5.6.2 Natural timber

5.3.5.6.3 Two-tone colour (not in primary colours) schemes may be submitted with a motivation report, for consideration by the Committee, if deemed appropriate.
Submit colour swatch for approval

5.3.6 <u>Windows and Shutters</u>

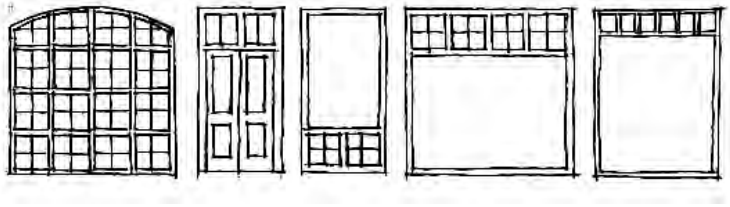
Note: The principle applies that new windows must match existing (only if appropriate for the Urban Conservation Area).

5.3.6.1 Windows in timber, UPVC and aluminium in the applicable traditional design will be accepted, but must match the existing, if appropriate.

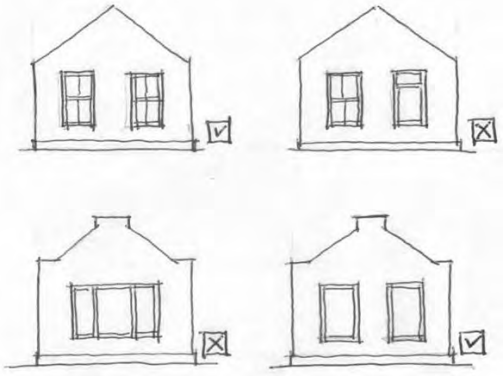


5.3.6.2 Where appropriate, uPVC and aluminium frames must have substantial frame widths to simulate those of timber-framed windows and shutters.

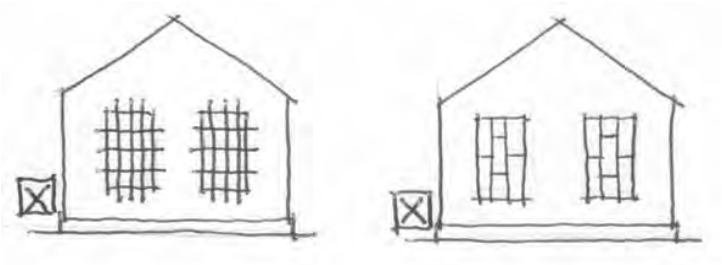
5.3.6.3 Windows (and shopfronts on business/commercial buildings) will have to comply with vertically accentuated proportions.



5.3.6.4 Do not mix window types in the same building.



5.3.6.5 Burglar bars (and roller shutters on business/commercial buildings) may not be installed externally.



5.3.6.6 Consideration will be given, in the case of business/commercial buildings, to a well-motivated application, where a roller shutter is on an appropriate design, and is set back at least 1,5m within the façade or roof overhang, or behind a reveal in the façade.

5.3.6.7 The use of sliding sash and mock-sash windows is encouraged.

5.3.6.8 Where the existing windows and/or shutters do not comply with the provisions above, the windows must all be replaced to comply.

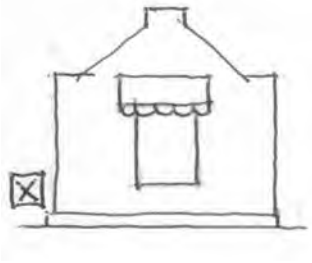
5.3.6.9 Windows in series may only be installed where, set back behind a roof overhang and verandah of at least 1,5m deep.

5.3.6.10 An application may be made to the Committee, to consider an alternative window scenario.

5.3.6.11 The following colour schemes for window frames and shutters will be considered:

- 5.3.6.11.1 White
- 5.3.6.11.2 Natural Timber
- 5.3.6.11.3 Two-tone colour schemes (not in primary colours), if deemed appropriate, may be submitted with a motivation report, for consideration by the Committee.

5.3.6.12 No awnings, nor canvas or shade–cloth covered structures will be allowed over windows.



5.3.6.13 Reflective and mirror finishes to glazing will not be permitted.

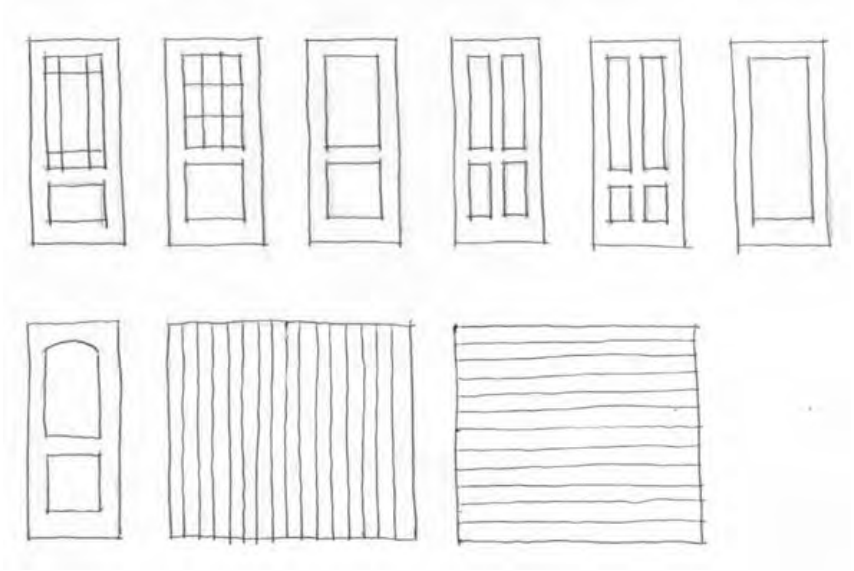
5.3.6.14 Coloured glazing will not be permitted unless a fully motivated proposal has been approved by the Committee.

5.3.6.15 ‘Winblocks’ and ‘Glass blocks’ may not be used.

5.3.7 Doors, Shutters and Ironmongery

5.3.7.1 Doors in timber, UPVC and aluminium in a traditional design will be accepted, but must match the existing building where appropriate.

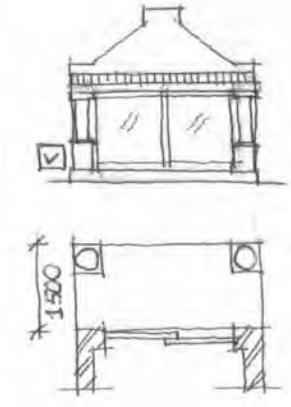
5.3.7.2 Doors will have to comply with vertically accentuated proportions.



5.3.7.3 Burglar bars and security gates for doors may not be installed externally unless in a period-appropriate wrought iron design.

5.3.7.4 The use of "Happy Doors" is encouraged.

5.3.7.5 Large door openings such as sliding doors, may only be set back from the façade by at least 1,5m, and should be screened with a covered verandah.



5.3.7.5 Where existing doors do not comply to the above provisions, a properly motivated application may be made to the Committee to consider an

alternative door scenario.

5.3.7.6 Double garage doors facing the street will not be considered acceptable. Two single garage doors, separated by a minimum 250mm wide pillar will be required.

5.3.7.7 Use of historically correct ironmongery may be required, to suit existing where applicable, if appropriate.

5.3.7.8 No awnings, nor canvas or shade-cloth covered structures will be allowed unless approved by the Committee after consideration of a properly motivated application.

5.3.7.9 The following colour schemes for doors and door frames will be considered:

5.3.7.9.1 White

5.3.7.9.2 Natural timber

5.3.7.9.3 Two-tone colour (not in primary colours) schemes may be submitted with a motivation report, for consideration by the Committee, if deemed appropriate. Submit colour swatch for approval.

5.3.7.10 The use of historically and contextually correct Artistic metal work for gates and trellis-work will be supported.

5.3.8 Shop-fronts

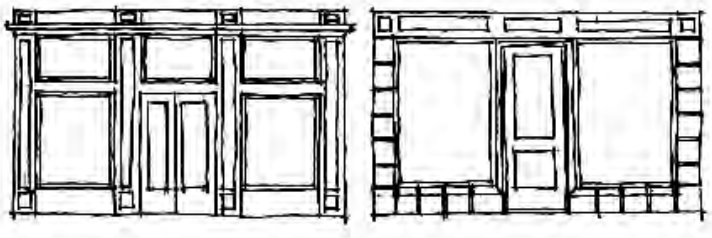
In the case of business/commercial buildings, the following provisions shall apply to shop -fronts:

5.3.8.1 A well designed shop-front forms part of an integral part of the overall building relating to scale, proportion and vertical alignment. Shop-fronts interact with one another, creating an interesting streetscape. The control of shop-fronts by the local authority benefits both the shoppers and the trade, creating a vibrant and prosperous environment.

5.3.8.2 Uncontrolled shop-fronts lead to unattractive proportions, unsympathetic and insensitive embellishments and generally an unpleasant streetscape.

5.3.8.3 New shop-fronts must be sympathetic in appearance within the existing streetscape. Articulating fascades will add to a successful streetscape.

5.3.8.4 Traditional shop-fronts are designed within defined surrounds, pediments, pilasters mouldings, cornices, etc. These features all make up a pleasant experience in a streetscape.



5.3.8.5 Modern (new) shop-fronts must adopt similar proportions and principles integrated into the design, to achieve a similar objective. Care should also be taken in the selection of materials, textures, colours, etc.

5.3.8.6 Treatments like laminates, plastics and chrome would be deemed inappropriate.

5.3.8.7 The obstruction of the pedestrian pavement with mobile signage and merchandise, will not be permitted. These obstructions can be unattractive and unsafe.

5.3.8.8 Roller grilles will be considered opposed to solid shutters. Grille boxes must be integrated and built into the façade/s in an unobtrusive manner.

5.3.8.9 Grille boxes will be considered if well motivated, of an appropriate design, and set back at least 1,5m within the façade or roof overhang.

5.3.8.10 Repeated use of grilles along a streetscape would have a detrimental effect on the quality of the environment, and will therefore not be allowed.

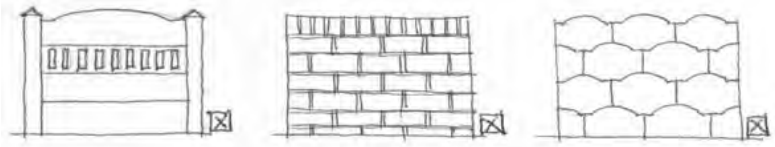
5.3.8.11 Features including corporate logos and branding will not necessarily be permitted. Each development will be evaluated according to the effect that they would have on the streetscape.

5.3.8.12 Each development proposal is subject to the submission and approval of an appropriate signage plan, where these logos etc. would be considered.

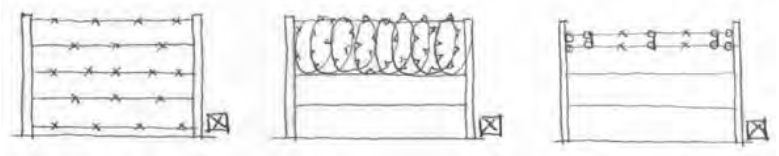
5.3.9 <u>Boundary Walls, Fences and Hedges</u>

5.3.9.1 To be read with the fencing by-laws and fencing provisions in the Zoning Scheme Regulations.

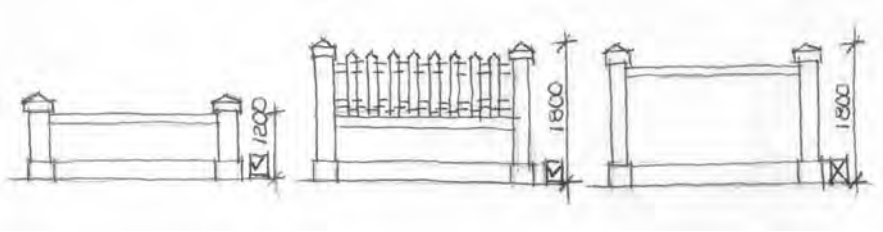
5.3.9.2 Vibacrete walls, face brick walls, un-plastered brick walls and pre-cast block walls etc. are not acceptable, and will not be considered.



5.3.9.3 Razor wire or electric wire fencing will not be considered. See fencing by-laws.



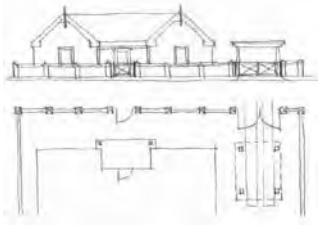
5.3.9.4 For residential properties, the height of solid plastered brick walls or stone walls along any boundary may not be more than 1,2m above finished ground level. Above this height only palisade fencing and picket fencing between pillars of a traditional design will be considered.



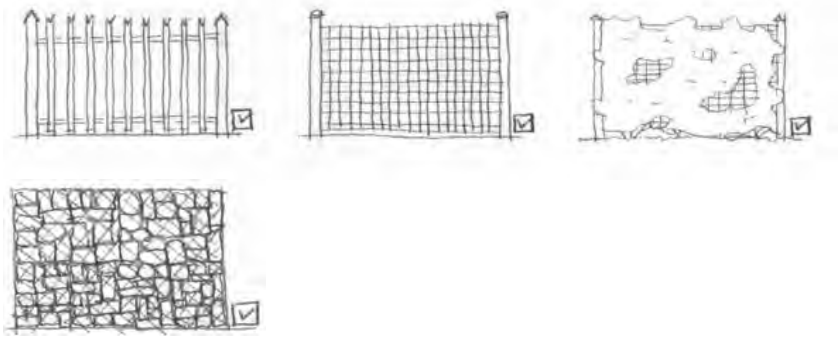
5.3.9.5 For residential properties, visually permeable materials must be used above a height of 1,2m above natural ground level, in order to facilitate surveillance, and a friendly relationship between houses and streets.

5.3.9.6 Boundary walls must reflect the rhythm of the streetscape, and be broken into sections with, for example, setbacks or pillars.

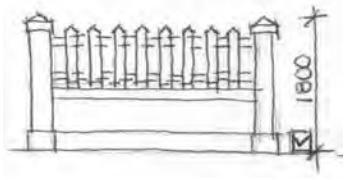
5.3.9.7 The street entrance, where it is set back from the boundary fence, must relate to the building's front door.



5.3.9.8 Alternatives to palisade fencing may be considered i.e. square mesh fencing, wrought iron fencing, etc. Each such application will be considered by the Committee on merit.



5.3.9.9 Walls/fences higher than 1,5m, must be distinctly broken into plinth, middle portion and cappings, with appropriate columns, setbacks, etc.



5.3.9.10 Finishes to boundary walls must match the finishes of the related building.

5.3.9.11 The following colour schemes will be considered:

5.3.9.11.1 White
5.3.9.11.2 Shades of off white and bone white
5.3.9.11.3 Light earth tones i.e. grey, green, terra cotta, blue
Submit colour swatch for approval.

5.3.10 Yard Walls and Retaining Walls

5.3.10.1 Each erf must have an enclosed refuse area, the design of which must comply with 5.3.9 above.

5.3.10.2 Yard walls must be finished to match the house walls, or fencing.

5.3.10.3 Poorly stabilized slopes and excessively high and long retaining walls have a negative aesthetic impact on the surroundings. Exposed cut and fill slopes must be stabilized with dry pack stone walls and vegetation.

5.3.10.4 Gabion walls are acceptable, while patent-type retaining block walls are not acceptable.

5.3.10.5 Retaining walls must be in terraces of not higher than 1,8m per terrace.

5.3.10.6 Excessive cut and fill, to force a particular design on a stand, will be unacceptable, due to the lasting scars that these leave in the landscape.

5.3.11 Vegetation

5.3.11.1 All invasive alien plant types must be eradicated.

5.3.11.2 All trees to be up-rooted must be indicated on the site plan, complete with a permit and/or application for a permit to uproot the tree(s).

5.3.11.3 Indigenous trees must be planted and maintained elsewhere on the site to the same number of the trees uprooted, with approval.

5.3.11.4 A suitable list of indigenous trees/vegetation is attached in Annexure “A”.

5.3.11.5 A landscaping plan must be submitted where a significant portion of the existing landscape is to be uprooted.

5.3.11.6 Building sites must retain and respect natural features like streams, steep hills, significant trees and views.

5.4 GUIDELINES FOR THE CARE AND MAINTENANCE OF HERITAGE RESOURCES.

5.4.1 Note: As a general rule it is best to maintain rather than repair, repair rather than replace, replace only as last resort with materials and finishes with the same appearance as the original.

5.4.1.1 Do not attempt any restoration or maintenance without obtaining the relative permits from Knysna Municipality and the Western Cape Heritage Resources Authority. (SAHRA)

5.4.1.2 Seek professional advice from a specialist restoration consultant. (SAHRA may require the appointment of a specialist as a condition of approval).

5.4.1.3 Do not allow the heritage resource to fall into a state of neglect where it could receive irreparable damage.

5.4.2 Roofs

5.4.2.1 Repair leaking roofs immediately.

5.4.2.2 Repair leaking gutters and downpipes immediately. Replace broken and redundant rainwater systems with ogee aluminium extruded gutters and downpipes.

5.4.2.3 Make sure stormwater is directed away from the building, into the municipal stormwater system by way of “rain-drains” and underground piping or surface channelling.

5.4.2.4 Inspect and repair the structural integrity of the roof trusses.

5.4.2.5 Retain and repair historical elements like chimneys, fascias, finials, bargeboards, ventilators, etc.

5.4.2.6 Prepare and re-paint the roof according to specialist specification.

5.4.2.7 Do not change the roof shape.

5.4.2.8 Maintain, repair and replace flashings if necessary.

5.4.3 Walls

5.4.3.1 Consult a conservation structural engineer to advise on the repair and maintenance of structural and other surface cracks. The cause of the cracks may have to be identified and resolved.

5.4.3.2 Maintain and repair joints and pointing of stonework with cement mortar in a mix which is weaker than the stone.

5.4.3.3 Remove creepers from walls, as they will cause severe maintenance problems.

5.4.3.4 Do not aggravate damp in walls by replacing timber floors with concrete floors on fill.

5.4.3.5 Retain and repair under-floor ventilators.

5.4.3.6 Consider repairing walls with lime plaster and lime wash, or use plaster with a low cement and high lime content (1p cement : 3p lime : 8p sand).

5.4.3.7 Do not remove rustications, quoining and plaster mouldings, but retain and repair.

5.4.3.8 Obtain professional advice in cleaning and/or sealing stone walls. Never paint stone walls.

5.4.3.9 Only smooth plaster is appropriate for heritage buildings.

5.4.3.10 Lime washed walls must be re-done yearly before winter.

5.4.4 Joinery – Windows, Doors, Shutters, Balustrades, Pergolas, etc.

5.4.4.1 Whatever the period, the proportions of door and window openings in the façade, and the detail of the woodwork is essential, and must be restored and retained.

5.4.4.2 If windows and/or doors cannot be repaired, replace with custom made units to match, as these are essential for the aesthetic preservation of the façades.

5.4.4.3 Joinery requires regular maintenance.

5.4.4.4 Do retain and maintain verandah detailing and fretwork.

5.4.4.5 Retain "historically correct" exterior light fittings.

5.4.4.6 Remove and do not replace awnings. Awnings are not traditional and may not be used.

5.4.4.7 Use historically correct door, shutter and window ironmongery. Repair and retain as far as possible.

5.4.5 Stoeps and verandahs

5.4.5.1 Do not add timber decks to traditional verandahs.

5.4.5.2 Verandahs may not receive burglar proofing or be enclosed with awnings or screens.

5.5 GUIDELINES FOR NEW AND EXISTING SIGNAGE WITHIN THE URBAN CONSERVATION AREA

Signage has such an important impact on the overall aesthetics of a town that we cannot neglect to regulate this in a sensitive manner, in order to enhance the overall character of Knysna.

5.5.1 Direction Signs

The Knysna Municipality "Direction Signs Policy", as amended July 2001, will be applicable in the Urban Conservation Area of Knysna.

5.5.2 Outdoor Signs (Advertising and other By-Laws)

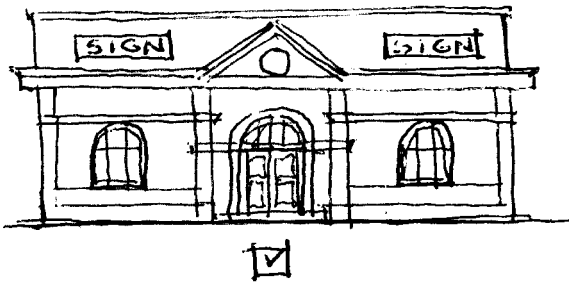
The by-laws and policies adopted by cCouncil in respect of outdoor signange shall be applicable.

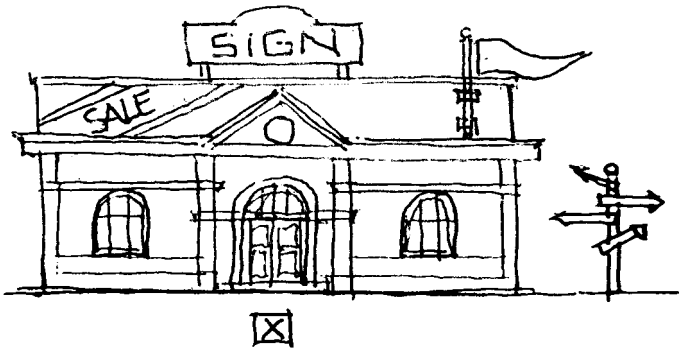
5.5.3 Signage Guide-Lines for the Urban Conservation Area

Not withstanding the above (5.5.1 – 5.5.2), the following additional guide-lines will be applicable to the Urban Conservation Area.

5.5.3.1 General Principles

5.5.3.1.1 All signage must compliment the proportions, symmetry, style and balance of the building it relates to.





5.5.3.1.2 Simplicity is of utmost importance, therefore not distracting from the architecture of the building.

5.5.3.1.3 Traditionally, signage would be positioned on a building, facia, on the street face of the building, on a special pediment or parapet, on the shop-front/glazing or on free standing pendants.

5.5.3.1.4 Signage must form an integrated part of the design of the façade, in order to achieve balance and symmetry.

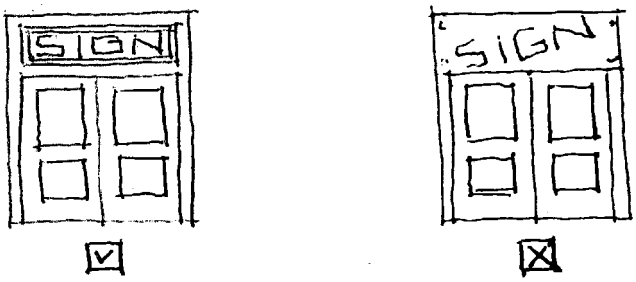
5.5.3.1.5 Important architectural features may not be concealed by signage i.e.

- gable ventilators
- decorative mouldings
- cast iron work
- balustrades
- windows, doors and shop-fronts, etc.

5.5.3.1.6 Single buildings with multiple tenants often lead to irregular and uncoordinated signage. A signage plan for every appropriate building must be submitted together with an application for a single sign. This will co-ordinate the total signage package for the whole building.

5.5.3.1.7 Signage has to relate to the building, i.e. if the building accommodates doctors rooms it would be deemed inappropriate to advertise building materials on the building.

5.5.3.1.8 Angled signs will not be allowed. Signs must be parallel or perpendicular to the street façade.

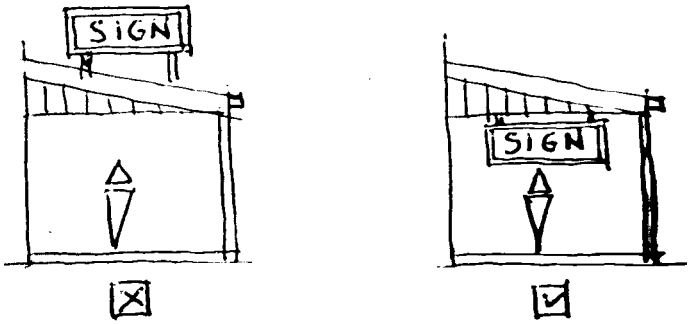


5.5.3.1.9 Painted signage on a co-ordinated panel, painted direct on the wall in appropriate scale, font and colour scheme would be deemed to be acceptable.

5.5.3.1.10 Sign boards applied to buildings have to take cognizance of the

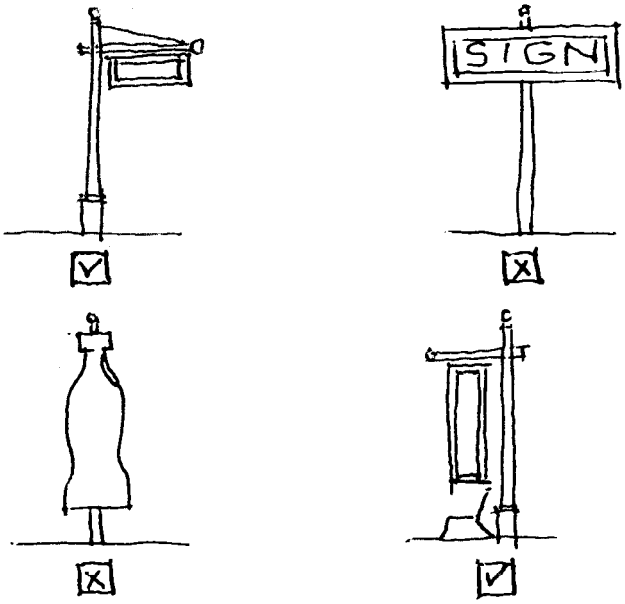
design elements of the building.

- Signs may not, if mounted on the facia, project beyond the facia.
- Signs which hang from the facia, may not interfere with sight lines of architectural features of the building.



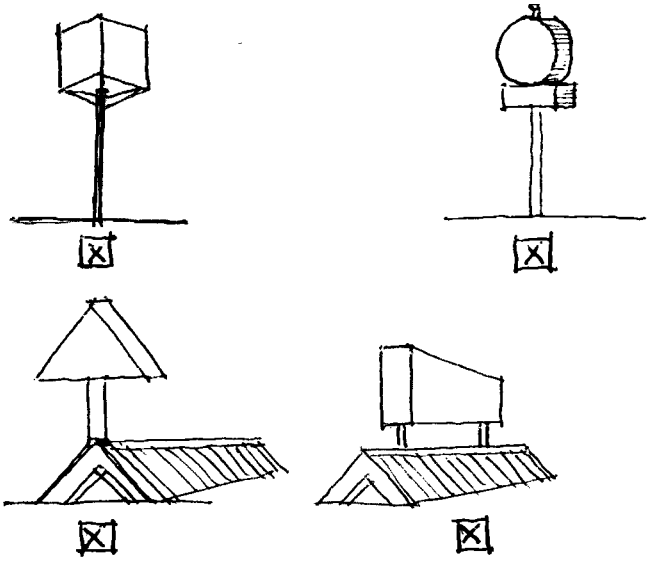
- Signs mounted on walls may not interfere with windows, doors, lights, ventilators, shutters, etc.

5.5.3.1.11 Where signage on buildings have no natural sighting on the façade, a framed sign, projecting from the building or mounted on a free standing post can be considered, provided that it is appropriate and inoffensive.



5.5.3.1.12 Along the main routes, commercial buildings are under pressure from multiple signage, however this will not be allowed. A co-ordinated signage plan for the building will have to be applied for and approved by the Local Council.

5.5.3.1.13 Signboards, whether projecting, wall mounted, pole mounted or hanging, must be flat and rectangular in appearance, complimenting the lines of the building. Boxes, spheres and cubes will not be allowed.



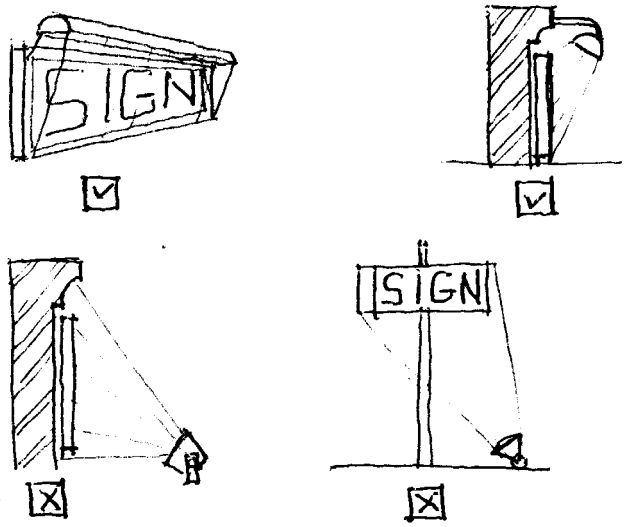
5.5.3.1.14 All facia, wall mounted, projecting and pole signs must have visually substantial frames.

5.5.3.1.15 The size of advertising signs must be proportional to the building's façade.

5.5.3.1.16 Illuminated signs will only be considered where the design and size of sign, would not detract from the architectural character of the building. (see 8.7.3.1.17 below)

5.5.3.1.17 Box-lit and internally illuminated signage will no longer be permitted, and will be phased out over the next 3 years. The year 2012 will be the cut-off date for all Box-lit and internally lit advertising signs to be replaced.

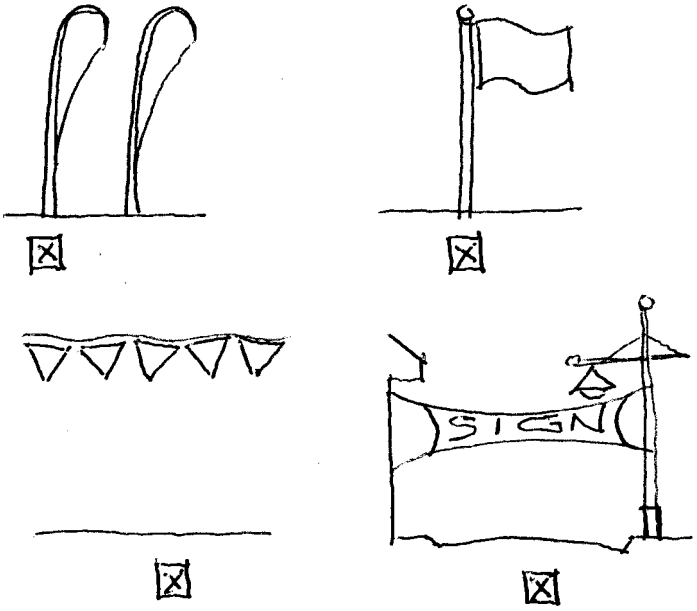
5.5.3.1.18 Signs may be illuminated using carefully positioned external light sources i.e. spotlights or hooded fluorescent tubes, directed at the façias of signboards made of non reflective materials.



5.5.3.1.19 Cut-out back lit strip signage may be considered if well motivated and approved by the Aesthetics / Heritage Committee.

5.5.3.1.20 All applications for signs in the Urban Conservation Area must be approved by Council and its Aesthetics/Heritage Committee.

5.5.3.1.21 Flags, banners and sails will not be allowed in the Urban Conservation Area without it having been approved as part of the signage plan.



6. INCENTIVES FOR CONVERTING TO, AND/OR COMPLYING WITH THE URBAN CONSERVATION AREA GUIDELINES FOR KNYSNA..

6.1 BACKGROUND

In the past there were no initial guidelines for the preservation of Knysna's Architectural Heritage. National guidelines were published by the National Monuments Council and the Knysna Council adopted the 'Guide-lines for considering building operations in the Conservation Area of Knysna' as part of the the Zoning Scheme Regulations as promulgated in April 1992.

In 1999 the National Heritage Resources Act replaced the National Monuments Act, and the new legislation required a different method of dealing with Heritage Resources. The establishment of Provincial Heritage Resources Agencies took some time and, during this hiatus, many insensitive alterations and additions to heritage buildings have taken place, and many heritage buildings were demolished.

During the pressures of the development boom of the late 1990's and early 2000's, few resources were available for giving consideration to the overall well-being of Knysna's architectural heritage, and signage also started defacing the character of our historic buildings.

Of late, many examples can be identified of buildings abandoned by their owners and left for vagrants and plunderers to strip them of their valuable assets.

Given the above background, Knysna Municipality recently started to put the necessary measures in place to revise the Urban Conservation Area provisions, so that our architectural heritage can be preserved for future posterity.

Obviously new guidelines cannot be enforced on existing contraventions overnight, and Council is in the process of defining a bridging period for all inappropriate architectural activities to be brought in line with the new Urban Conservation Area Guidelines, which are aimed at protecting our Heritage Resources and enhancing the overall character of our town. This process will restore confidence and pride in our local heritage, which will be good for tourism, good for business and good for the local economy.

6.2 INCENTIVES WHICH MAY QUALIFY FOR APPROPRIATE REWARDS/TRADE-OFFS.

The following incentives for property owners have been identified, **but not yet enacted**, for various rewards listed in (6.3) below:

- 6.2.1 Maintain existing listed Heritage Resources in good order.
- 6.2.2 Voluntarily have their buildings listed in the 'official listing' by Knysna Municipality, provided that they qualify as a grade I – IIIC Heritage Resource.
- 6.2.3 To restore existing contraventions, in line with the new Urban Conservation Area Guidelines, according to the correct procedures, with the assistance of an appropriate heritage consultant, i.e.
  - 6.2.3.1 Removing a concrete tiled roof, and replacing it with a corrugated iron roof of an acceptable colour scheme.
  - 6.2.3.2 Remove PVC gutters and downpipes and replacing them with historically correct ogee gutters and downpipes.
  - 6.2.3.3 Remove inappropriate windows and doors (inappropriate proportions and materials), and replace them with appropriate proportions and materials.
  - 6.2.3.4 Change an inappropriate colour scheme, to be in line with the Urban Conservation Area Guidelines.
  - 6.2.3.5 Remove inappropriate patent-type walling and retaining walls like Vibacrete walls and block retaining walls, and replace them with walls and retaining systems, which comply with the Urban Conservation Area Guide-Lines.
  - 6.2.3.6 Remove external burglar bars and have an alternative security system

installed, or have the burglar bars installed internally.

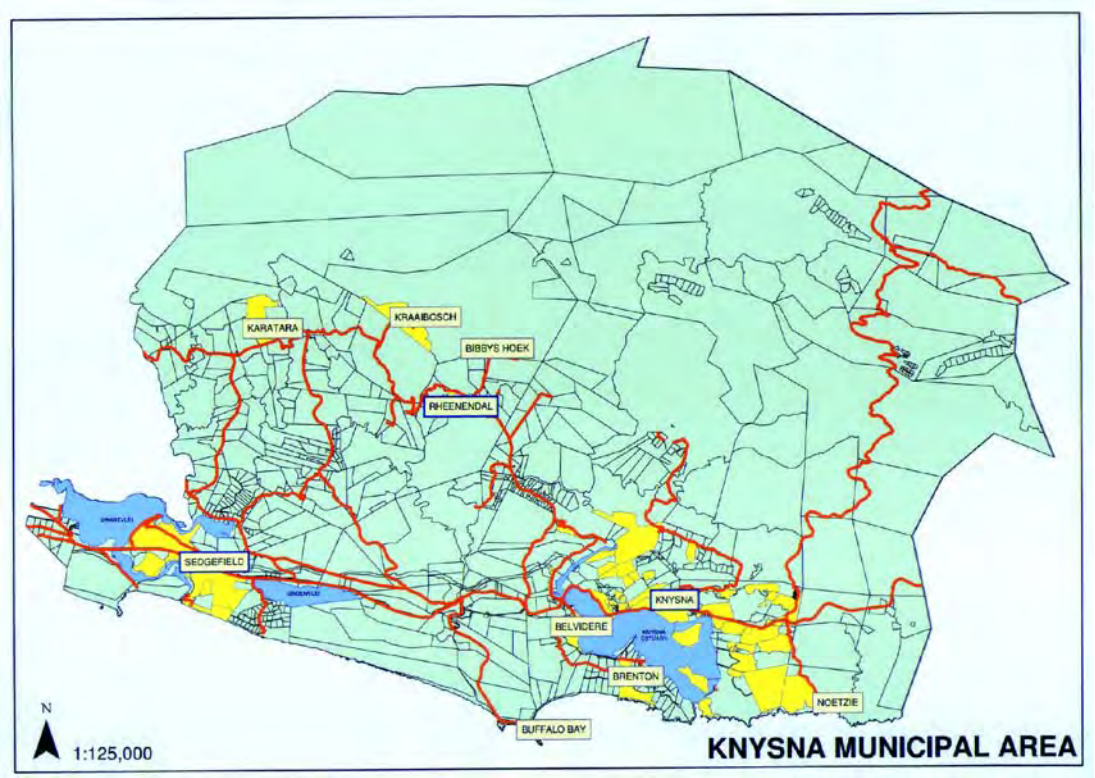
6.2.3.7 Remove all inappropriate signage, have a signage plan prepared and approved by Knysna Municipality, and have the signage applied, according to the Urban Conservation Area Guidelines.
Note: These are only some examples, while many others will also be considered.

6.3 REWARDS/TRADE-OFFS

Rewards/trade-offs, which are currently under consideration and not yet of applicable will be on merit, and categorized according to the level of appropriate action(s) by the property owners, with the assistance of an appropriate heritage consultant and in consultation with Knysna Municipality and could be combinations of any of the following:

6.3.1 Rebates on tariffs and fees
6.3.2 Height relaxation
6.3.3 Coverage relaxation
6.3.4 Bulk relaxation
6.3.5 Parking relaxation
6.3.6 Building line relaxation
6.3.7 Specialist assistance/advice i.e.
- 6.3.10.1 Maintenance
- 6.3.10.2 Specialist Consultants services
- 6.3.10.3 Financial services
- 6.3.10.4 Specialist construction services
- 6.3.10.5 Special Security services

7. OTHER CENTRES WITHIN THE MUNICIPALITY



7.1 This study acknowledges that there are other centres within the Municipal boundaries that need to be investigated regarding urban conservation i.e. Rheenendal, Sedgefield, Noetzie, Karatara, Kraaibosch, Bibbys Hoek, Gouna, Diepwalle, Buffalo Bay, Brenton etc.

7.2 This study also acknowledges that there are several historic sites in the Municipal area, which lie outside the urban conservation area of Knysna, which should also be identified and listed.

7.3 Further to this report, it is also acknowledged that there are several other heritage sites that should be investigated for proclamation purposes like the 'Knysna Heads', the Knysna Lagoon, the Brenton Butterfly Reserve, the Natural Forest Reserves, and many others. However that is beyond the scope of this report.

8. PROPOSALS FOR IMPLEMENTATION OF THE PROVISIONS

8.1 The Draft Knysna Urban Conservation Area Guidelines must be presented to the Knysna Municipal Council for adoption a resolution that they should be adopted into the Knysna Scheme Regulations, to replace the current 'Annexure B – Guidelines for Considering Building Operations in the Conservation Area of Knysna', and into the succeeding Integrated Zoning Scheme Regulations for the Knysna Municipality.

8.2 On adoption of the new Knysna Urban Conservation Area Guideline's by the Provincial Heritage Resources Authority and/or the National Heritage Resources Agency, a formal working relationship regarding Knysna's Heritage Resources need to be agreed upon, for future processing of applications regarding demolitions, alterations, additions and/or now buildings within the Conservation Area.

8.3 The listing of Heritage resources, a draft of which was prepared together with the Guidelines must then be adopted by Council and forwarded to heritage Western cape for approval

8.4 It is recommended that the official list of Heritage Resources for Knysna, be updated every five years, in order to stay abreast of changes within the urban precinct.

8.5 It is further recommended that the Urban Conservation Area Guidelines be reviewed regularly, in order to update and/or change the guidelines in a growing urban precinct.

9. APPLICATION/SUBMISSION PROCEDURES

For any building activity in the urban conservation area, consult a heritage specialist, to assist in the preparation of all applications.

9.1 RE-ZONINGS, DEPARTURES, SUBDIVISIONS AND CONSOLIDATIONS

9.1.1 Submit application according to the provisions of the Knysna Municipal Scheme Regulations, Zoning Scheme, the Land Use Planning Ordinance, 1985 (Ordinance No. 15 of 1985).

9.1.2 Subject to the provisions of subsection (7), (8) and (9) of the regulations promulgated under the National Heritage Resources Act, 1999, any applicant for a site exceeding one hectare (10 000m^2), must notify the responsible Heritage Resources Authority, and furnish it with details regarding the location, nature and extent of the proposed development. A Heritage Impact Assessment (HIA) report may have to be submitted to the Heritage Resources Authority for consideration.

9.2 DEMOLITIONS TO EXISTING UNLISTED BUILDINGS IN THE URBAN CONSERVATION AREA.

9.2.1 Apply for a demolition certificate to the Local Municipality, according to the standard procedures.

9.2.2 If the building is not older than 60 years, the Local Municipality will refer the application to the Committee for consideration. If the Committee confirms that the building does not contribute towards a heritage precinct or streetscape, the committee will support the application. The Local Municipality may then proceed to issue a demolition certificate.

9.2.3 If the building is older than 60 years, the Local Municipality will refer the application to the Committee for consideration. The Committee will assess the application, and forward this recommendation to the Local Council (or its delegate).

The Local Council will, at the same time, forward its recommendation to the Western Cape Heritage Resources Agency (Heritage Western Cape) and the applicant.

The applicant can then proceed to submit the application to Heritage Western Cape, who will then evaluate the application, together with the Local Council's

recommendation and either issue a demolition certificate, or turn the application down.

9.3 DEMOLITIONS OF EXISTING LISTED HERITAGE RESOURCES WITHIN THE URBAN CONSERVATION AREA (WHETHER OR NOT THE DRAFT LISTING HAS BEEN CONFIRMED).

9.3.1 Apply for a demolition certificate to the Local Municipality, according to the standard procedures, submitting the following:
- 9.3.1.1 Why the building is to be demolished.
- 9.3.1.2 A brief description of the age, style and history of the building.
- 9.3.1.3 A photo report of the building.
- 9.3.1.4 Site plan to scale 1:100.
- 9.3.1.5 Locality plan.
- 9.3.1.6 Floor plans to scale 1:100.
- 9.3.1.7 All elevations to scale 1:100.

9.3.2 The Local Municipality will refer the application to the Committee for consideration.

9.3.3 The Committee will assess the application, and forward its recommendation to the Local Council (or its delegate).

9.3.4 The Local Council will advise the applicant on its decision, and forward its recommendation to Heritage Western Cape.

9.3.5 The applicant can then proceed to submit the application to Heritage Western Cape, who will then evaluate the application, together with the Local Council's recommendation and either issue a demolition certificate, or turn the application down.

9.4 ALTERATIONS/ADDITIONS TO UNLISTED BUILDINGS (NOT OLDER THAN 60 YEARS) WITHIN THE URBAN CONSERVATION AREA.

9.4.1 Apply for the alteration and addition, submitting the following with a motivation report to the Local Municipality:
- 9.4.1.1 Why the alteration/addition is required.
- 9.4.1.2 A brief description of the age, style and history of the building.
- 9.4.1.3 A photo report of the building.
- 9.4.1.4 A brief description of how the application complies to the provisions of the Urban Conservation Area Guide-Lines.
- 9.4.1.5 Locality plan.
- 9.4.1.6 Site plan to scale 1:100.
- 9.4.1.7 Floor plans to scale 1:100.
- 9.4.1.8 All elevations to scale 1:100.
- 9.4.1.9 Submit colour swatches

9.4.2 The Local Municipality will refer the application to the Committee for consideration.

9.4.3 The Committee will assess the application and forward their recommendation to Local Council (or its delegate).

9.4.4 The Local Council will advise the applicant of its decision.

9.4.5 If the application was successful, the applicant can proceed to prepare plans for normal Municipal approval.

9.5 ALTERATIONS/ADDITIONS TO UNLISTED BUILDINGS OLDER THAN 60 YEARS, AND LISTED HERITAGE RESOURCES WITHIN THE URBAN CONSERVATION AREA.

9.5.1 Apply for the alteration and addition, submitting the following with a motivation report to the Local Municipality:
- 9.5.1.1 Why the alteration/addition is required.
- 9.5.1.2 A brief description of the age, style and history of the building.
- 9.5.1.3 A photo report of the building.

9.5.1.4 A brief description of how the application complies to the provisions of the Urban Conservation Area Guide-Lines.
9.5.1.5 Locality plan.
9.5.1.6 Site plan to scale 1:100.
9.5.1.7 Floor plans to scale 1:100.
9.5.1.8 All elevations to scale 1:100.
9.5.1.9 Submit colour swatches

9.5.2 The Local Municipality will refer the application to the Committee for consideration.

9.5.3 The Committee will assess the application and forward their recommendation to Council (or its delegate).

9.5.4 The Local Council will advise the applicant and Heritage Western Cape of their recommendation.

9.5.5 The applicant can now prepare an application to Heritage Western Cape, who will then evaluate the application, together with the Local Council's recommendation, and advise the applicant and the Local Council of its decision.

9.5.6 If the application was successful, the applicant can then proceed to prepare plans for normal Municipal approval.

9.6 NEW BUILDINGS IN THE URBAN CONSERVATION AREA

9.6.1 Apply to the Local Council, submitting the following motivation report:
9.6.1.1 A brief description of how the application complies to the provision of the Urban Conservation Area Guide-Lines.
9.6.1.2 Locality plan.
9.6.1.3 Site plan to scale 1:100.
9.6.1.4 Floor plans to scale 1:100.
9.6.1.5 All elevations to scale 1:100.
9.6.1.6 Submit colour swatches

9.6.2 The Local Council will refer the application to the Aesthetics/Heritage Committee for consideration.

9.6.3 The Committee will assess the application and forward their recommendation to Council.

9.6.4 The Local Council will advise the applicant on their decision.

9.6.5 If the application was successful, the applicant can proceed to prepare plans for normal Municipal approval.

9.7 SIGNAGE IN THE URBAN CONSERVATION AREA

9.7.1 Prepare an application to the Local Municipality, according to the provisions of the Knysna Outdoor Signs (Advertising and other By-Laws) Policy.

9.7.2 In addition to the above, submit a motivation report to the Local Municipality:
9.7.2.1 Why the sign is required.
9.7.2.2 A brief description of how the application complies to the provisions of the Urban Conservation Area Guide-Lines as far as signage is concerned.
9.7.2.3 A brief description on the construction and finishes of the proposed sign.
9.7.2.4 A locality plan.
9.7.2.5 A site plan to scale 1:100.
9.7.2.6 Elevations of the proposed sign, in relation to the buildings elevation(s), to scale 1:100.
9.7.2.7 Submit the approved signage plan for the building and show how the sign fits into the signage plan. If there is no approved signage plan for the building, prepare and submit to the Local Municipality for consideration a signage plan, and how the new sign fits into the signage plan.

9.7.3 The Local Municipality will refer the application to the Committee for consideration.

9.7.4 The Committee will assess the application and forward its recommendation to Council (or its delegate).

9.7.5 The Local Council will advise the applicant of its decision.

9.7.6 If the application was successful, the applicant can proceed to prepare plans for normal Municipal approval.

12. ACKNOWLEDGEMENTS

A great number of individuals and committees contributed immensely to this report, and are hereby acknowledged.

12.1			Ed Hill: Former Municipal Town Planner
12.2	Neale Perring	-	Municipal Town Engineer
12.3	Celeste Fick	-	Chief Building Inspector
12.4	Dave Daniels	-	Former Municipal Manager
12.5	Councillor Eleanor Bouw-Spies and the Public amenities and Housing Committee.		
12.6	The Knysna Aesthetics Committee		
12.7	Chris Mulder & Associates Incorporated	-	Interface with Knysna Lower Central Enhancement Study
12.8	Dr. Steve Townsend	-	South African Heritage Resources Authority
12.9	Mrs. Margaret Parkes	-	Historical Consultations
12.10	Joanna Marx	-	Built Environment and Landscape Committee
12.11	Various consultants and individuals who submitted responses to our invitation.		
12.12	Sean van Eck	-	CEO Knysna Tourism Bureau
12.13	The Knysna Architects Forum	-	Comments & Discussion

13. REFERENCES/SOURCES OF INFORMATION

13.1 Knysna Architecture, by André Vercueil
13.2 Historic Knysna, by Prof. Danie Theron and the UPE Students – 1987
13.3 Knysna Zoning Scheme Regulations 1992
13.4 Knysna Signage draft By-Laws
13.5 The National Heritage Resources Act, No 25 of 1999
13.6 Mossel Bay Survey Draft Heritage Policy
13.7 Smart-Code Manual version 7.5
13.8 Guide-Lines for maintenance, improvements and new buildings in Bokaap, by Penny Pistorius
13.9 General Guide-Lines for Urban Conservation Areas, published by The National Monuments Council.
13.10 A Model Ordinance for Urban Conservation Districts in Centre City Philadelphia, by John Milner Associates.
13.11 Draft Spatial Development Framework April 2006 (June amendments)
13.12 Draft Knysna Lower Centre Enhancement Study, Jan 2009, by CMAI
13.13 Final Draft Knysna Integrated Zoning Scheme Regulations, Feb 2009, by Marike Vreken.