

# 24. Form, Character & Sustainability Guidelines



## 24.1 Objectives

The following sections include guidelines for the form, character, and sustainability measures for new development. The guidelines will be used by the City of Colwood in evaluating development applications. The goal of this process is to compare the submitted design with these guidelines and to consider the rationale documented in accordance with guidelines. The assessment process is not the design process; the design process is the responsibility of the developer.

The design guidelines for form and character are intended to complement a site adaptive planning approach in environmentally sensitive and hillside areas.

The objectives of the Form, Character & Sustainability Development Permit Areas are to:

- a. Reinforce and strengthen the character of intensive residential, multi-family, commercial and industrial development and mixed-use centres;
- b. Establish an attractive, comfortable, and well-connected pedestrian-oriented realm that fosters rich public life;
- c. Protect natural features and systems, and support green infrastructure;
- d. Ensure the sensitive integration of development with topography

- and other natural features through the application of adaptive planning principles;
- e. Ensure the compatibility of development with surrounding built and natural environment that protects existing neighbourhood character; and,
- f. Conserve energy and water, and reduce greenhouse gas emissions.

## 24.2 Submission Requirements

Every application for a development permit shall also be accompanied by plan(s) of proposed condition indicating the following:

- a. Plans indicating:
  - i. owner;
  - ii. civic and legal address;
  - iii. north arrow and scale;
  - iv. property lines, rights-of-way, covenant areas and easements;
  - v. the location of all buildings and structures;
  - vi. siting of parking areas, driveways and loading docks;
  - vii. the exterior finish, materials and colour of buildings and roofs; exterior lighting and sign plan showing location, number and type of signage.
- b. Shadow analysis, including sun/shade diagrams of the subject development and the surrounding properties at the following times:
  - i. Equinox: 8 a.m., 12 noon, 4 p.m.
  - ii. Winter Solstice: 9 a.m., 12 noon, 3 p.m.
- c. A site inventory and analysis drawing that documents the character of the area and identifies opportunities and constraints of the subject site location, including environmental features such as topography, tree canopy, watercourses or wet areas, prevailing wind, areas with good solar access and existing trails and off-site connections.
- d. Archaeological or heritage features.
- e. Building elevations. For a subdivision with multiple ground-oriented units, relevant building elevations are to be used in the development will suffice.
- f. A professional landscape plan prepared by a BCSLA registered landscape architect, that includes a landscape rationale for proposed street trees and plantings; and the extent and nature of landscaping including details of trees to be maintained or proposed to be

planted, as well as an estimate of the costs of all hard and soft landscaping.

- g. Depending on the size of the development and complexity of the site conditions, a Drainage Management Plan may be required for the entire site and downstream drainage areas. Coordination with stormwater management plans will be required.

The City will require security to ensure the installation and maintenance of landscaping in compliance with these guidelines.

## 24.3 Development Permit Exemptions

In a Commercial, Industrial, Intensive Residential and Multi-Family Residential development located in the Form, Character & Sustainability Development Permit Areas, a development permit is not required in the case of:

- a. An internal alteration (a change or extension in the interior of a building to any matter or thing regulated by the B.C. Building Code);
- b. A minor alteration to the exterior of a building that does not change the architectural character of the development. For the purpose of this Section, “minor” is defined as a change which does not:
  - i. Alter the siting more than 5% of the approved siting (based on the site coverage of all buildings);
  - ii. Increase site coverage more than 5% of the approved coverage;
  - iii. Increase any bylaw non-conformities;
  - iv. Constitute more than \$15,000 in value to construct; or,
  - v. Comprise more than 100 m<sup>2</sup> (2,153 ft<sup>2</sup>) of gross floor area.
- c. A minor alteration to the exterior of a building for building envelope maintenance purposes (e.g. replacement of siding and/or windows), that does not change the architectural form and character.
- d. Accessory, other minor buildings, and additions which are consistent with the architectural theme (form, character, materials and colour scheme) of the proposed or existing building provided that the additional structures comprise less than 10% of the total square footage of buildings (as approved in a Development Permit) on the site and provided that they are not in an environmentally sensitive area or floodplain;

- e. Temporary buildings or structures that are erected either for offices for construction or marketing purposes for a period that is not expected to exceed the duration of such construction, or one year, whichever is less;
- f. A fence less than 1.5m in height;
- g. A subdivision of three parcels or less;
- h. Park or trail improvements within a dedicated park;
- i. Road or utility works within a dedicated highway;
- j. For minor changes to design and finish of buildings, or landscaping.
- k. The erection of temporary tent structures, provided that:
  - i. The structures are not erected, or allowed to be standing on site before April 15th or after September 15th of any calendar year; and
  - ii. A building permit has been issued with respect to the tent structure;
  - iii. The tent structure is accessory to a commercial, business park, or industrial use occurring on the same property;
  - iv. The applicant has deposited with the City of Colwood a bond, to the satisfaction of the Director of Planning, sufficient to allow for the removal of the structure;
  - v. The structure does not remain in use for a period of more than 14 days.