



## **NEW WESTMINSTER DESIGN PANEL**

**Tuesday, January 24<sup>th</sup>, 2017 3:00p.m.**  
**Council Chamber**  
**AGENDA**

	<b>Page</b>
<b>1.0 ADDITIONS TO AGENDA</b>	
<b>2.0 ADOPTION OF MINUTES</b>	<b>3:05pm</b>
2.1 Adoption of the Minutes of December 13 <sup>th</sup> , 2016	2
<b>3.0 REPORTS AND INFORMATION</b>	
<b>4.0 DESIGN REVIEWS</b>	
4.1 Queen's Park Neighbourhood Heritage Conservation Area	6
• Design Guidelines Update – Design Principles and Proposed Scope	
	<b>PWL Partnership Donald Luxton and Associates City of New Westminster</b>
<b>5.0 NEW BUSINESS</b>	
<b>6.0 UNFINISHED BUSINESS</b>	
6.1 NWDP Review of DRAFT Revised Submission Requirements	22
• For review and comment	
	<b>City of New Westminster</b>
<b>7.0 CORRESPONDENCE</b>	
<b>8.0 NEXT MEETING</b>	
<b>February 28, 2017 in Council Chamber</b>	
<b>9.0 ADJOURNMENT</b>	



## **NEW WESTMINSTER DESIGN PANEL**

**Tuesday, December 13, 2016 3:00p.m.  
Council Chamber**

### **MINUTES**

#### **MEMBERS PRESENT:**

Meredith Mitchell	- Chair, BC Society of Landscape Architects
Donald Andrew	- AIBC Representative
Maria Fish	- BC Society of Landscape Architects
Rodney Maas	- Architectural Institute of BC
David Roppel	- Vice Chair, Development Industry Representative (UDI)
Craig West	- AIBC Representative

#### **REGRETS:**

Maranatha Coulas	- Architectural Institute of BC
------------------	---------------------------------

#### **GUESTS:**

John Bingham	- Bingham & Hill Architects
--------------	-----------------------------

#### **STAFF:**

Jim Hurst	- Development Planner
Lauren Blake	- Committee Clerk

The meeting was called to order at 3:10 p.m.

### **1.0 ADDITIONS TO AGENDA**

1.1 There were no items.

### **2.0 ADOPTION OF MINUTES**

2.1 Adoption of the minutes of November 18, 2016

#### **MOVED and SECONDED**

*THAT November 22, 2016 New Westminster Design Panel minutes be adopted.*

**CARRIED.**

All members of the Panel present voted in favour of the motion.

### **3.0 REPORTS AND INFORMATION**

#### **3.1 No items**

### **4.0 DESIGN REVIEWS**

#### **4.1 1002-1022 Auckland Street**

**REZ00127  
OCP00017  
DPT00021**

Jim Hurst, Development Planner, summarized the report dated December 13, 2016 regarding a proposed rezoning and Development Permit for 1002 – 1022 Auckland Street.

John Bingham, Bingham & Hill Architects, provided a PowerPoint presentation summarizing details of the project as outlined in the report December 13, 2016.

Meredith Mitchell, M2 Landscape Architecture, spoke to the landscaping of the project as outlined in the report dated December 13, 2016.

In response to questions from the Panel, Mr. Bingham and Ms. Mitchell provided the following information:

- The structure would be a wood frame;
- The blank white wall on the lower left hand corner of the east elevation would be poured concrete;
- The base of the building would be non-combustible construction; and,
- There would be no access to the outdoor amenity space if all three of the amenity rooms were in use; however, each of the three sections of the amenity rooms have individual access to the outdoor amenity space.

In response to the five design considerations that staff requested feedback on, the Panel provided the following comments:

1. Have the comments from the September consideration of the project by the Panel been addressed in the current submission?

The majority of concerns raised at the October 25, 2016 New Westminster Design Panel meeting have been addressed; however, concerns were expressed

regarding the southwest massing. It was suggested that landscaping may assist in reducing the massing.

2. The building has a high number of units suitable for families and also has a high site coverage at 57%. Given the site coverage, do the private outdoor and common outdoor areas proposed make the site suitable for families and children?

The outdoor amenity space has been improved. It was suggested that the larger patios could be allocated to the three bedroom units. It was also noted that the site is located close to many public amenities, which could be attractive to families.

3. Are the main entrance of the building on Auckland Street and the entrances to the townhomes on Quebec Street identified appropriately?

The townhome entrances appear appropriate; however, it was suggested that the numbers could be relocated to assist with visibility. The main entrance off of Auckland Street is not easily identifiable, and requires additional attention.

4. The current design shows a blank wall on the lower left corner of the east elevation. This wall could become a target for graffiti and does not seem to fit with the architecture of the building. Staff would appreciate comments on the treatment of this wall.

It was suggested that the blank wall could be embedded with an image or have additional landscaping planted in order to deter graffiti.

5. Staff would appreciate comments on how the proposed project conforms to the Development Permit Area Designation.

The proposed project conforms to the Development Permit Area Designation.

#### **MOVED and SECONDED**

THAT the Panel recommends support for the rezoning and Development Permit for 1002, 1012, 1016 and 1020 Auckland Street, with consideration made for the Panel's comments regarding the main entrance off of Auckland Street.

**CARRIED.**

All members of the Panel present voted in favour of the motion.

## **5.0 NEW BUSINESS**

There were no items.

**6.0 UNFINISHED BUSINESS**

There were no items.

**7.0 CORRESPONDENCE**

There were no items.

**8.0 NEXT MEETING**

**8.1 Tuesday January 24, 2017 in Council Chamber**

**9.0 ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 3:58 p.m.

Certified Correct,

\_\_\_\_\_  
**Meredith Mitchell**  
**Chair**

\_\_\_\_\_  
**Lauren Blake**  
**Committee Clerk**

# **REPORT**

## *DEVELOPMENT SERVICES DEPARTMENT*

To: Members of the New Westminster Design Panel                      Date: January 24, 2017

From: Britney Quail, Planning Analyst                      File: 13.2510.12

Subject: Queen’s Park Neighbourhood Heritage Conservation Area:  
Design Guidelines Update – Design Principles and Proposed Scope

---

---

### **PURPOSE**

This report presents the New Westminster Design Panel with an introduction and overview on the proposed scope and design principles which would inform an update to the Queen’s Park neighbourhood’s residential design guidelines. The information provided is for the Design Panel’s review and comment.

### **BACKGROUND**

#### **Queen’s Park Neighbourhood Heritage Study Recommendations**

In April 2016, after more than two years of consultation and research, the Queen’s Park Neighbourhood Heritage Study (“the Study”) concluded with a set of recommendations for Council. The recommendations included that Council explore establishing a Heritage Conservation Area for the Queen’s Park Neighbourhood. The Queen’s Park neighbourhood has been identified as having a unique character that reflects the history of New Westminster throughout the twentieth century, and is therefore worthy of considering such conservation.

The purpose of the Conservation Area is to encourage retention of heritage assets in the community, while also targeting areas for new growth, and ensuring that any new development is respectful of the neighbourhood’s existing character.

#### **Heritage Conservation Areas**

A Heritage Conservation Area is a distinct and identifiable neighbourhood, characterized by its historic value, which is identified in a City’s Official Community Plan for heritage

conservation purposes. The policy tool is designed to provide long-term protection to an area in its entirety. The implementation of this style of policy would essentially place a layer of heritage protection over all properties within the area, though exempting characteristics could be identified to demonstrate where growth, rather than protection, might be encouraged.

### **Queen's Park Design Guidelines**

In 1999, the Queen's Park neighbourhood was granted Historic District status to recognize the area's high concentration of heritage assets and strong heritage value. No legal heritage protection is granted through this status. However, Historic District signage was erected, and non-mandatory design guidelines were put in place for new development. The Queen's Park Historic District Residential Design Guidelines are prescriptive and based heavily on the Craftsman design tradition, which was historically common throughout the neighbourhood.

Under the Local Government Act, a Conservation Area is required to include guidelines to demonstrate how the City believes development entitlements can be achieved, while also fulfilling their conservation goals. As part of the Conservation Area work therefore, the 1999 Historic District Residential Design Guidelines are being updated to contemporary best practice and to better reflect the goals of the Conservation Area. Should the Conservation Area not be implemented, the updated design guidelines would replace the current, voluntary Historic District Design Guidelines.

### **Conservation Area Consultation**

The design guidelines update is part of the Conservation Area policy. Resultantly, the community is being engaged through a public consultation process on both: the level of protection for heritage assets in the neighbourhood; and on design aspects of future growth.

As part of the exploration, design principles were endorsed by Council for use in public consultation on November 28, 2016. These principles were then brought forward to the public for review and comment at open houses and through an online survey in November and December 2016. The feedback has been compiled and the principles were subsequently amended. The feedback was also used as a base to begin developing the scope of the draft design guidelines.

The design principles endorsed by Council are included in this report as Appendix A.

## **DISCUSSION**

### **Queen's Park Historic Values**

Stemming from the work of a 2008 city-wide Neighbourhood Context Statements project, the Queen's Park Neighbourhood Heritage Study's ("the Study") Working Group identified a set of historic values for the area. These include references to the neighbourhood's history, public parks and private landscaping, residential scale and setting, and streetscapes. A Summary of Historic Values is attached to this report for reference as Appendix B.

From the historic values of the neighbourhood, a set of policy principles were drafted to initiate discussion on the conservation of historic assets in the neighbourhood. These Conservation Area principles, as endorsed by Council in November 2016, are attached to this report for reference as Appendix C.

### **Proposed Scope of Design Guidelines**

Staff retained Donald Luxton and Associates, and PWL Partnership Landscape Architects as a joint team to assist with the design guidelines update for this neighbourhood. This report is accompanied by a summary of the scope of the proposed design guidelines, developed by the consultant team (included as Appendix D).

The proposed design guidelines scope presented in this report is based in the consultants' knowledge of the heritage and landscape design fields, as well as an examination of the existing conditions of the area (including an analysis of potential conservation treatments for existing buildings).

The underpinnings of the proposed design guidelines scope are:

- a. the integrity of individual buildings;
- b. a respect for the original design concept (place, time, and style) of each structure;  
and
- c. the integration of each building within a unified vision for the entire area.

The report will also be accompanied by a presentation from Donald Luxton and Associates and PWL Partnership which will further expand on the details provided in the summary, and allow opportunity for comment by members of the Design Panel.

### **Proposed Design Guidelines' Structure**

The updated design guidelines document would be organized as follows, including four sections of guidelines, specific to different property characteristics:

1. Introduction
2. Design Principles
3. Design Guidelines
  - a. Open Space and Streetscape Design Guidelines
  - b. Residential Architectural Design Guidelines
  - c. Heritage Building Design Guidelines
  - d. Residential Landscape Design Guidelines

## **ANALYSIS**

### **Goals of the Design Guidelines**

The updated design guidelines should be reflective of both: contemporary best practice in the fields of heritage and architecture; and the goals of the Conservation Area. The goal of the Conservation Area is to encourage retention of heritage assets in the community, while also targeting areas for new growth, and ensuring that any new development is respectful of the neighbourhood's existing character.

### **Review and Comment**

This report presents the New Westminster Design Panel with an introduction and overview on the proposed scope and design principles which would inform an update to the Queen's Park neighbourhood's residential design guidelines. The members of the Design Panel are asked to review the attached principles and summary-- as well as any additional material presented through the accompanying presentation-- and provide feedback relating to the proposal's ability to achieve its overall goals.

## **NEXT STEPS**

In February, a design guidelines draft-- which will incorporate the feedback received from the New Westminster Design Panel-- will go before Council to be endorsed for use in the next round of public consultation, scheduled for early March. After this round of public consultation is complete, staff and the consultant team will compile and analyse the results and make refinements to the draft.

The findings from the consultation and the full draft design guidelines will be presented to the New Westminster Design Panel at their regularly scheduled March meeting for final review and comment. The design guidelines would then go before Council for final comment in April, 2017.

Report prepared by:

A handwritten signature in cursive script that reads "Britney Quail". The signature is written in black ink and is positioned above a horizontal line.

Britney Quail,  
Planning Analyst

Appendices:

Appendix A: Draft Design Principles

Appendix B: Summary of Historic Values

Appendix C: Draft Conservation Principles

Appendix D: Summary of the Draft Design Guidelines Scope

Appendix A  
*Draft Design Principles*

The updated design guidelines for the Queen's Park Neighbourhood will:

**1. Reflect overall neighbourhood heritage values and character defining elements.**

*Taken together, the buildings, landscapes, site planning, and streetscapes of the Queen's Park neighbourhood provide a coherent heritage context, which is outlined in the Queen's Park Neighbourhood Context Statement and the Summary of Historic Values for the Queen's Park Neighbourhood. This will also be reflected in the neighbourhood's Statement of Significance, to be prepared through the HCA process. New development should take the elements identified through these documents into consideration.*

**2. Ensure new elements are compatible with the heritage character of the surrounding building, landscape and streetscape context.**

*The variety of buildings and landscape features from different eras found within Queen's Park contribute to the heritage character of the neighbourhood. New development should strive to be compatible with the immediate context of its streetscape, including: landscape design and materials, site planning, building massing and visual scale.*

**3. Require that new elements be physically and visually subordinate to and distinguishable from the original historic fabric of the streetscape.**

*The Queen's Park Neighbourhood maintains a high level of historic buildings, landscapes and streetscapes. New development should be complementary to the architectural style and materials of the original historic fabric while also subtly demonstrating and keeping record of changes occurring over time. New development should not detract from the physical history present in the neighbourhood.*

**4. Encourage authentic representation of Queen's Park's historical development.**

*Each historic place within Queen's Park is a physical record of its time, place and use. New development should avoid creating a false sense of historical development by mimicking existing heritage buildings, adding elements from other historic properties, or by combining features on the same property that never coexisted.*

**5. Use principles of good architectural, and landscape and site design.**

*All new development should reflect general best practices for good design, such as: sensitive building placement, consideration of privacy and overlook, preservation of open space between buildings, consistency of grades, well-crafted buildings and landscapes, careful selection and configuration of landscape and building materials, streetscape design that is safe and functional, consideration of maintenance requirements, and biodiversity enhancement.*

## Appendix B

### *Summary of Historic Values*

## Summary of Historic Values for the Queen's Park Neighbourhood

### History of the neighbourhood

- Neighbourhood layout designed by the Royal Engineers
- City as capital city; the grand boulevards on Second and Fifth Streets
- Residents of the neighbourhood who became well-known in politics and business
- Stories from the past
- Physical remnants from the past (bricks in roads, granite curbs, tram tracks)
- Civic, religious and military institutions

### Regional and local parks

- Queen's Park: its importance as a regional park, home to various sports teams including the Salmonbellies lacrosse team
- English common-style park (Oliver Park)
- Tipperary Park, Friendship Garden and other small parks

### Formal street design

- Grid pattern established by the Royal Engineers
- Different widths of streets
- Boulevards on larger streets
- Short streets and angular nature of Park Row
- Walkability

### Residential scale and setting

- Grand homes and their setting
- Large open formal gardens
- Small homes and their setting
- Blend of large and small homes that work well together
- The neighbourhood is a complete neighbourhood and not just a collection of homes
- Common palette of materials which gives a sense of cohesion to the buildings
- Views of the Fraser River

### Landscape

- Mature trees
- Mature private gardens
- Public gardens, treed areas and natural areas of Queen's Park
- Hanging baskets
- Boulevard trees

Appendix C  
*Draft Conservation Principles*

## 1. Queen's Park Heritage Conservation Area Principles

*The Conservation Area Principles would be the foundation of the policy. Regulation related to these foundational tenets would apply to the whole area, including private properties and City owned lands.*

### Draft Conservation Principles:

- i. The heritage character of the Queen's Park neighbourhood is highly valued by the neighbourhood, the community, and the City, and is therefore worthy of conservation.
- ii. The heritage character of the Queen's Park neighbourhood is derived from the varied styles of housing, and their siting, landscapes and streetscapes, which reflect the history of New Westminster throughout the twentieth century.
- iii. Heritage character in the Queen's Park neighbourhood stems from its relationship with the history of governance and commerce in New Westminster, which is reflected in its street and lot patterns, parks, and boulevards.
- iv. Most of the existing buildings and landscapes contribute to the heritage character of the neighbourhood and should be conserved.
- v. New development should be respectful of the overall heritage character of the neighbourhood.
- vi. Infill should be encouraged, and should be respectful of the heritage character of the surrounding buildings and streetscape.

## Appendix D

### *Summary of the Draft Design Guidelines Scope*

# QUEEN'S PARK HERITAGE CONSERVATION AREA DESIGN GUIDELINES UPDATE SUMMARY FOR DESIGN PANEL

## Objectives of the Design Guidelines

- Inform the building owners and the public of the intent to enhance the character of historic Queen's Park.
- Encourage the retention and rejuvenation of individual historic buildings and landscapes.
- Provide guidance for conservation of heritage resources as well as appropriate new construction.
- Encourage a consistent and appropriate streetscape appearance in new development that will benefit the entire heritage area.

## Performance-Based Guidelines

- Best practice has moved toward *performance-based* codes, versus conventional codes that are prescriptive and often result in false replication of historic styles.
- *Performance-Based* codes enable projects to meet certain measurable or predictable performance requirements, such as streetscape compatibility, without a specific prescribed method by which to attain those requirements.
- Such an approach provides the freedom to develop projects that subscribe to the character and context of a neighbourhood, rather than stipulating specific and rigid parameters that encourage replication rather than compatibility.

## Urban Design Considerations

- The character of Queen's Park depends on its entire collection of buildings, streets, and structures, and it is essential that all components work together to provide a harmonious appearance.
- A healthy mix of old and new will promote neighbourhood success.
- The overall framework for this urban design should be a cohesive and visually appealing streetscape based on authentic historic character.
- Therefore it is strongly recommended that original materials be retained or uncovered, that lost details be replaced, and that historically inappropriate elements not be added.

***PROPOSED DESIGN GUIDELINES SCOPE***

**Open Space and Streetscape**

The private gardens in Queen's Park enhance the overall aesthetic of the area. The grand boulevards, interesting street frontages and lanes have created a unique streetscape design that enhances people's experience through the area.

Some general considerations include:

- **Add street trees to streets where there are none.**
- **Preserve existing mature street trees. Replace those in poor health if necessary.**
- **Some sections of the boulevards currently have no trees or shrubs. Boulevards have the potential to become pollinator corridors.**
- **Consider adding unique signage to the neighbourhood entries.**
- **Encourage the installation of community- oriented features in the public realm and streetscape, such as free public libraries, boulevard gardens, pop-up parks, etc.**

**Residential Architecture**

- **These guidelines apply to existing non- heritage (protected/Register) properties and new construction within Queen's Park**
- **Compatible design *does not* require new development to replicate the historical styles established in Queen's Park.**
- **In order to be compatible, new design should achieve the following:**
  - **Compatible massing and visual scale of the building relative to the streetscape context**
  - **Sensitive building placement having regard to adjacent sites, privacy and overlook, and preservation of open space between buildings**
- **Specific Guidelines concern:**
  - **Massing**
  - **Roofs**
  - **Windows**
  - **Materials**
  - **Colour**

**Heritage Buildings**

- **Historic buildings (either formally protected or listed on the Heritage Register) should be rehabilitated and restored in a manner appropriate to their authentic period and style.**
- **Applied ornamentation, detailing and forms that never existed should not be added.**
- **Specific guidance is provided in the Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada*, including:**

## **CITY OF NEW WESTMINSTER: QUEEN'S PARK HERITAGE CONSERVATION AREA**

- **General Conservation Standards**
- **Massing**
- **Roofs**
- **Windows and Doors**
- **Materials**
- **Colour**
- **Additions**

### **Residential Landscape Design**

- **The residential landscapes in Queen's Park are diverse and most reflect the architectural style of the home. As new development and renovations projects occur, these guidelines provide a resource for protecting, maintaining and enhancing the neighbourhood's landscape character.**
- **The intent of Guidelines in the landscape is not to mandate a certain historical style, even when the home itself may be considered/designated heritage. Contemporary expressions of landscape can be suited to heritage homes, and may contribute to the unique character of the neighbourhood.**
- **The intent is to ensure that the landscape design of residential homes contributes to the existing character of the neighbourhood. The design elements and approaches suggested in these guidelines are largely based on existing patterns seen within the neighbourhood.**
- **These guidelines will address the following:**
  - **Existing trees**
  - **Existing heritage landscape features (e.g. fences, retaining walls, fountains)**
  - **Site layout**
  - **Front yard, side yard and backyard**
  - **Residential views and permeability**
  - **Landscape elements and structures (e.g. trellis, arbours, pergolas)**
  - **Fences and walls**
  - **Grade changes**
  - **Driveways**
  - **Planting**
  - **Walkways**
  - **Residential lighting**
  - **Landscape materials**

### **Parks and Open Space Landscape Design**

- **The Queen's Park open space includes its parks and streetscapes. This is the public framework which unifies the neighbourhood and reinforces its unique character.**
- **There are several parks within or adjacent to the neighbourhood, ranging in size from small pocket parks to large green spaces. These include Queen's Park, Tipperary Park and Friendship Gardens, Sullivan Park, and Clinton**

## **CITY OF NEW WESTMINSTER: QUEEN'S PARK HERITAGE CONSERVATION AREA**

**Park.** These parks enrich the neighbourhood and provide residents with a variety of amenities.

- **The streetscape includes the residential frontage, sidewalk, boulevards, street trees, roads, lighting and signs. Historically, the streets of Queen's Park range from grand treed boulevards to small charming laneways. The street trees are varied in their age, species distribution and environmental value, inviting opportunities to enhance the biodiversity and experience of this neighbourhood.**
- **The Guidelines will include:**
  - **Conserving and enhancing the variety of streetscape conditions;**
  - **Increasing environmental value through green infrastructure and vegetation which will support biodiversity;**
  - **Adding unique signage to enhance wayfinding;**
  - **Encouraging the installation of community features such as free public libraries, boulevard gardens, pop-up parks, etc.**
  - **Maintaining the heritage value of the existing parks which support the neighbourhood's residents.**

## New Westminster Design Panel DRAFT Revised Submission Requirements

The New Westminster Design Panel (NWDP) reviews all rezoning and development permit applications and may also review heritage revitalization agreements. Staff request that the following be submitted to the Planning Division no later than the date specified on this sheet.\*

### 1. Submission Requirements

- ✓ Fifteen (15) bound design packages scaled appropriately to 11 x 17 that must be legible to members of the committee, staff and the public;
- ✓ One (1) set of 24 x 36 plans to be on display during the meeting;
- ✓ A PDF of the design package scaled appropriately to 11 x 17;
- ✓ A prepared presentation to the committee such as PowerPoint or display boards.

Design Packages must include:

### 2. Context Information

- ✓ Context Plan and Images – show existing and proposed buildings and trees, vegetation, roads, grading and other major features within the site and on the abutting properties and road allowances;
- ✓ 3-D digital model to illustrate the project's impact and response to its context
  - Physical models may be required at the discretion of the Project Planner\*\*
- ✓ For any building taller than 3 storeys or 35 feet above the height datum the applicant must show studies (including adjacent towers to illustrate sun access to the public realm and amenity within surrounding the development) including:
  - Equinox (March 21/September 21)
  - Summer Solstice (June 21)
  - Winter Solstice (December 21)
    - All three studies should be illustrated at **9am, 12pm, 3pm and 6pm**

### 3. Architectural Drawings – drawn to appropriate scale

- ✓ Design Rationale – the Design Concept and Urban Design Approach should describe the project's architectural influences, the neighbouring design context and how the proposed development design is compatible with the surrounding area, the site context and how the proposal fits into the surrounding urban fabric, and how the submission satisfies the requirements of the Development Permit area. The design concept should include vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, universal access and sustainability features.
- ✓ Statistical table documenting all of the conditions of use for the applicable zoning district, required/permitted and proposed yards and setbacks, density, floor space ratio, site coverage, height, parking and loading requirements, open space dimensions and areas, housing unit types and areas, and any other pertinent areas/items. Any bylaw deficiencies must be noted.

- ✓ Site Analysis – provide a site analysis diagram(s) to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, width of pedestrian paths;
  - ✓ Schematic Design Concept – a diagram to illustrate the design concept and main organizing principles (i.e. vehicle access, pedestrian circulations, massing, views, etc.)
  - ✓ Precedent Photos- provide images of existing projects to illustrate the proposed design character for the building and landscaping
  - ✓ Site Plan
    - Show scaled drawings with site dimensions, grading, setbacks, easements, right-of-ways, paving and street trees;
    - Show ground floor plans of all buildings with room names labelled to show interior-exterior relationship;
    - Show existing and proposed grades, as a minimum at the building and site perimeter, and all parking, pedestrian paths and cyclist routes.
  - ✓ Elevations – one full set of coloured elevations of all sides of the buildings and streetscape elevations. Zoom ins of key portions of elevations may also be required (i.e. the commercial frontage on a mixed use high-rise).
  - ✓ Sections – one full set of sections, emphasis on sloping sites, partial sections / zoom-ins at street level or other important areas. This is important on towers and large bulidings where different scales are necessary to understand the project fully.
  - ✓ Street Context Elevations – include proposed buildings on site including neighbouring buildings on same block or 6 buildings on each side or proposed development
  - ✓ Sections – show sufficient cross sections at ground level to show width of sidewalk and boulevard treatment, extend sections to the property lines.
  - ✓ Perspective Drawings – provide coloured perspective or rendered 3D digital model views to illustrate the form and character of the proposed development
4. Landscaping Drawings – drawn to appropriate scale
- ✓ Landscape Plan clearly explaining the landscape concept plan. Include a Layout and Grading Plan, Materials Plan and Planting Plan i.e. paving, grading (existing and proposed), lighting, site furnishing and location/screening mechanisms.
  - ✓ Plant List – include a graphic key, botanical and common names, sizes and quantities
  - ✓ Details – provide plan and section details of feature areas (i.e. sidewalk condition on all sides, relationship to commercial units, pedestrian crossing end entrance to residential buildings and internal courtyards/shared space)
  - ✓ Precedent photographs – provide images of existing projects to illustrate the proposed design character for the landscape, streetscape, common areas, etc.
5. Signage Drawings – drawn to appropriate scale
- ✓ Drawings show the location, size and type of all intended commercial signs.

6. Materials – provide a colour board and/or actual samples of the proposed materials.

\*Requirements may vary depending on the scale of the project or if the project is a repeat submission. Requirements are subject to change upon the discretion of the project Planner. Additionally, requirements may be required by the project Planner in advance of the submission deadline to allow adequate time for review.

\*\*A massing or architectural model may be required depending on the scale of the project, of which the requirements will be determined by the project Planner.