



TOURIST AREA DESIGN GUIDELINES

INTRODUCTION

The purpose of the Tourist Area Design Guidelines is to provide a comprehensive reference manual to the urban design principles that will be used to evaluate future development proposals in the City's Tourist areas.



These Guidelines are the primary implementation tool of the Tourist Commercial policies of the Official Plan. It is also a merger of two previous documents, the Tourist Area Development Application Guide and the Implementation Handbook, both of which contain urban design guidelines and implementation policies.

The Guideline is comprised of two parts:

Part 1 – Development Review Process

This part details application requirements, plan and study submissions and the planning review process.

Part 2 – Architectural Design Guidelines and Review

This part contains the guidelines that architects are to utilize when designing buildings and assessing proposals through an Architectural Design Review.

PART 1 – DEVELOPMENT REVIEW

DEVELOPMENT REVIEW PROCESS

The City's Official Plan Tourist Commercial policies are based on built form and urban design and therefore the development review process varies from other land use planning processes.

The Official Plan requires that all developments greater than 4 storeys submit an Architectural Design Brief which identifies how each of the design policies and objectives of the Official Plan are being met.

The Development Review Process involves:

- Preconsultation
- Submission of a Complete Application – including completed studies
- The application of Section 37 Agreements – contributions toward capital facilities

PRECONSULTATION

Prior to submitting a development application the proponent is required to arrange a preconsultation meeting with Planning & Development staff and, when necessary, staff from other interested agencies. The purpose of this meeting is to determine the issues affecting the proposal as well as the information and studies required to file a complete application. An application which is deemed incomplete will not be processed by the City as per the *Planning Act*.

Applicants shall bring the following to the preconsultation meeting:

- Plan of survey
- Concept sketches
- A brief description of the proposal
- Appropriate representatives (e. g. architect, planner, etc.)

This information should be provided to Planning staff 7-10 days prior to the preconsultation meeting to provide staff an opportunity to familiarize themselves with the project.

The City will bring the following to a preconsultation meeting:

- Appropriate representatives (e.g. City design review staff, Regional, NPCA and/or NPC representatives)
- The preconsultation checklist identifying all information and studies required for the submission of a complete application.

COMPLETE APPLICATION REQUIREMENTS

Section 34(10.1) of the *Planning Act* requires prescribed information and material to be submitted with a rezoning application. The required information is listed in the City's *Application for an Amendment to Zoning By-law*. The application must be complete.

Section 34(10.2) of the *Planning Act* states that any other information or material which a municipality determines is needed must also be provided as part of a complete application. The City has passed By-law No. 99-183 which prescribes the required information for Zoning By-law amendment applications in the tourist areas. This section details the additional information which is required of rezoning applications based on proposed building height. This information must be provided with an application; if not, the application will be considered incomplete and will not proceed.

The information being requested is necessary to evaluate how the proposal meets built-form and design controls. This is necessary to ensure that high-rise developments make a positive contribution to the Tourist Area.

A completed application package will include the following required information:

- Site Survey
- Context Plan, photo simulations
- Concept Plan & Massing Drawing
- Landscape Plans & Details
- Site Plan & Preliminary Design Details
- Floor and Roof Plans
- Sections & Elevations
- Site Servicing and Grading Plans

These plans must provide sufficient detail to properly assess the proposal. For example, elevation plans are to detail cladding and finish treatments, landscape plans are to show plant species and quantities and site plans are to include setbacks and building and parking dimensions.

Applicants must submit complete site statistics including:

- Site Area
- Total Gross Floor Area
- Gross Floor Area for each use
- Building Area
- Maximum Height
- Number of Parking Spaces
- Number of Hotel Units
- Landscaped Open Space Area

For developments and buildings over 10 storeys in height, a complete application shall include the following studies and reports:

- **Sun/Shadow Diagrams**

It is important that new developments do not create adverse shadowing impacts on open spaces and sidewalks. It is also important to protect adjacent development from adverse shadowing. This is particularly important where adjacent residential neighbourhoods and public open space areas are concerned.

All open spaces and sidewalks should receive sufficient sunlight to maintain a comfortable environment for pedestrians. At a minimum, this requires that the *Grand Boulevard* and all streets designated as *Entry Corridors*, *Retail Streets* and *Falls Access Streets* should receive at least five hours of sunlight on either side of the public sidewalk on September 21. For all other streets, a minimum of three hours of sunlight should be ensured.

Sun/shadow diagrams shall:

- Indicate shadows cast by the proposed development for the dates of June 21 and September 21 (shadow impacts for December 21 are not necessary because of the low position of the sun in the sky and short number of daylight hours; shadow impacts for March 21 are not needed as they are identical to September 21)
- Indicate shadows cast at 10 a.m., noon, 2 p.m., and 4 p.m.

- **Pedestrian-level Wind Study**

In the same way that sufficient sunlight is important to creating a comfortable pedestrian environment for pedestrians, so are sufficient wind conditions. With the growing number of high-rise buildings, there is a concern that severe wind conditions could arise.

Fortunately, there are design elements that can be implemented to reduce wind impacts. To know what design elements, if any, are needed, every proposal for building over 10 storeys must also provide a wind study which identifies the wind impacts and how they may be mitigated. Experience with mid to high-rise developments in other cities has consistently shown that 10 storeys is the minimum height level beyond which impacts need to be understood and mitigated.

These studies shall illustrate areas of microclimatic impact, potential effects on pedestrians and methods of mitigation. Details of the mitigation measures are to be included within the final site plan agreement drawings and stamped by a Professional Engineer. The engineer shall certify these works prior to the release of any site plan deposit.

- **Transportation & Servicing Impact Studies**

It is necessary to ensure that the public infrastructure system (e.g. roads, sewers) is capable of accommodating the increased demands or that needed improvements can be made. Therefore, for every development over 10 storeys (or for any development deemed by City staff to be “significant”) transportation and servicing impact studies are required. The scope of this study will be determined in consultation with City staff and should be made clear through preconsultation.

- **Architectural Design Review**

Detailed in Part 2.

BUILDING DESIGN CHANGES

The planning approval process for development applications contemplates the construction of buildings in compliance with the approvals given. Stakeholder groups, the general public, and the business community at large, rely on the approval process to ensure that developments are constructed as approved.

If changes are desired to a building after formal approval has been given, a review of the proposed changes through a revised Architectural Design Review, at the expense of the applicant, may be required.

Changes to a proposal after Council has approved a high-rise application could result in additional costs, time delays, an amendment to the site plan agreement and possibly a zoning amendment.



DEVELOPMENT AND SECTION 37 AGREEMENTS

When considering an amendment application for buildings or structures greater than 4 storeys:

Through the processing of a Zoning By-law Amendment application, the City will use Section 37 agreements to secure public realm streetscape improvement such as streetscape or increased amenities that improve the quality of life of residents as well as improve the visitor experience.

When considering an amendment application for buildings or structures greater than 30 storeys:

Council may make use of Section 37 of the *Planning Act* to consider the contribution of capital facilities and/or cash contributions towards capital facilities that introduce additional policy for using Section 37 on a site specific basis.

- The financial formula used to obtain municipal capital facilities and/or cash contributions towards the achievement of capital facilities will be as follows:
- Value of the floor area multiplied by the number of additional floors above 30 storeys multiplied by 5%, which equals the value of capital facility contribution or cash contribution towards a capital facility.
- The dollar value of cash contributions and their letters of credit should be indexed in accordance with the Non-Residential Capital Expenditures Price Statistics published by Stats Canada.
- The capital facility or cash contribution should be deliverable at the time of the Building Permit as determined in the Section 37 Agreement.

PART 2 – ARCHITECTURAL DESIGN REVIEW

The Tourist Area Design Review has been prepared to assist in the implementation of the Tourist Commercial Policies of the Official Plan. The purpose of the Architectural Design Review is to achieve a high quality of development within the Tourist Area, in both the public realm and on private lands.

Architectural Design Review

The City's Official Plan requires an Architectural Design Review be prepared for buildings greater than 4 storeys in height. An Architectural Design Review will address the Design Objectives contained in the City's Tourist Area Development Application Guide and the Tourist Policy Review Implementation Handbook.

The Architectural Design Review will be submitted by the proponent for a development as part of a complete application and must be prepared by the project architect. The project architect is required to include an explanation of how each design criteria has been met, or if otherwise, a description and explanation of the deviation from the criteria and what mitigation measures will be applied.

Municipal Design Review

The City's design review staff will assess the building and site design based on the Architectural Design Review and the intent of the Official Plan policies.