

Guideline Check Sheet

Development Permit Area 4 – HIGHLANDS COMMERCIAL INDUSTRIAL GATEWAY AREA



Date: _____

Application/Permit No: _____

Applicant: _____

Location: _____

Purpose of Project: _____

General Information: Development Permit Area #4

Area Affected

Lands designated as “Commercial Industrial” on Map 2.1, attached below, are designated as Development Permit Area No. 4.

Category

Form and Character of Commercial and Industrial Development;
Protection of the Natural Environment, its ecosystems, and biological diversity

Justification

The main purpose of this development permit area is to encourage well-designed places of business and employment. Industrial and commercial land uses are an important part of the local economy and should be well designed as a gateway feature to the community, to reduce its impact along roads and from adjacent non-industrial zoned properties. Careful control of land development, buildings and landscaping is needed to protect the aesthetic qualities of the area, and to ensure that development is in harmony with the rural character of the Highlands. Outdoor lighting can seriously impact upon night sky both in terms of being a source of light pollution, and in terms of interfering with astrophysical research. Outdoor lighting should be regulated to control the quantity and quality of light in order to help mitigate against these impacts.

Objectives

To integrate new industrial development with the character of its surrounding area through quality architecture, landscaping, and appropriate site arrangement.

To promote new industrial development, which is designed in a manner that creates an attractive area for business investment, that provides a desirable place of employment and that has minimal negative impact on the surrounding areas and the natural environment.

Specific Exemptions

Form and Character Development Permits are not required in Highlands Commercial/Industrial Gateway Area for the following activities:

- i. internal alterations to a building or,
- ii. minor alterations to the design and finish of the exterior of a building that does not change the character of development.

Guidelines

Form and Character Development Permits issued in the Highlands Commercial/Industrial Gateway Area shall be in accordance with the following guidelines:

Guideline		Yes?	No?	N/A?	How are you addressing or not addressing the guideline? Please reference section in professional report, if provided.
<i>General Architectural Design</i>					
1.	All buildings, structures and additions should be designed in a manner which gives consideration to the relationship of adjacent buildings, open areas, the efficiency of the circulation system, and compatibility with surrounding development. Any upgrades or new developments should demonstrate a net environmental benefit.				
2.	Buildings shall be designed to exhibit a cohesive appearance of natural building materials and architectural character. Consider providing skylights, varied roof forms or other elements to visually express interior spaces or functions. Also consider using architectural elements, materials, finishes, glazing, and textured surfaces.				

Guideline		Yes?	No?	N/A?	How are you addressing or not addressing the guideline? Please reference section in professional report, if provided.
<i>Scale</i>					
3.	Structures shall be constructed of durable materials. Materials should be chosen for ease of maintenance. Except where a visual accent is warranted, muted colours chosen from a palette representative of Highland's natural surroundings should be used.				
4.	A human scale should be respected where buildings and other structures face a road. This shall be expressed in window size, sill heights, door shelters, and soffit heights. Designs should capitalize on dramatic architectural elements such as towers or mechanisms relating to use or processes associated with the business.				
<i>Massing</i>					
5.	Buildings should be stepped to follow the topography of the site. The massing of buildings should be broken up, by stepping back portions of the front building façade. Continuous, uninterrupted, building facades should be avoided.				
<i>Maintain View Corridors</i>					
6.	Buildings should be designed to maximize views beyond and between buildings.				
<i>Entrances</i>					
7.	Building entrances shall be well defined, visible, and clearly lit. Main entrances shall face the road or entrance driveways, and should be designed and located so that they can be clearly identified from roads or entry driveways.				
<i>Visibility from Roads</i>					
8.	Buildings visible from roads should be sited and designed so that the office and/or retail portion of the building is oriented towards the road.				
<i>Loading Areas to be Integrated with Overall Design</i>					
9.	Loading area design shall be integrated into the design of the building. High quality material and non-bright colours shall be used for loading doors.				

Guideline		Yes?	No?	N/A?	How are you addressing or not addressing the guideline? Please reference section in professional report, if provided.
<i>Fencing</i>					
10.	Where fences are used, they should be solid or a combination of solid and lattice design. The design of the fence, elevation, and related construction details shall be submitted as part of a landscape plan. Black chain-link fencing may be used where enhanced by vegetative screening.				
11.	Fences shall be constructed with all components of sufficient size and strength to prevent sagging, and constructed to minimize rot. Along sloping ground, the top of wood fences shall be horizontal with vertical drops at the posts.				
<i>Signage and Lighting</i>					
12.	Signs may not contain or utilize any flashing, blinking intermittent or moving light as a source of illumination. The form of signage should be identified in the design expressed in the Development Permit application.				
13.	All signage should be located below the roofline and be integrated with the building façade through colour and graphic style.				
14.	Externally illuminated signs including commercial billboard, building identification, or other similar illuminated signs, shall comply with the following: <ul style="list-style-type: none"> a) Top mounted light fixtures shall be fully shielded; b) When top mounted light fixtures are not feasible visors or other directional control devices shall be used to prevent spillage of light into the night sky. 				

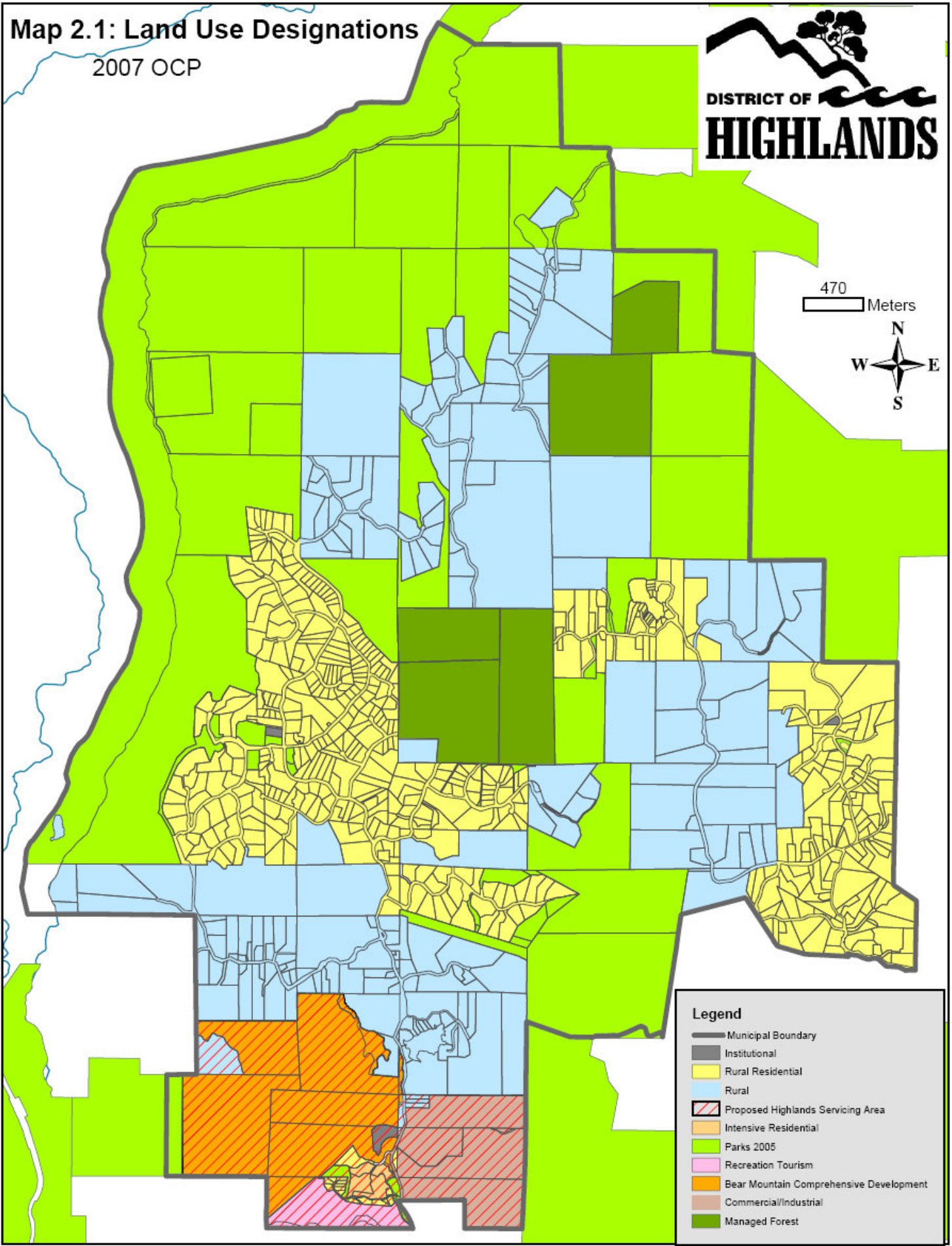
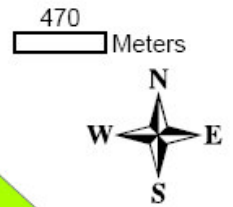
Guideline		Yes?	No?	N/A?	How are you addressing or not addressing the guideline? Please reference section in professional report, if provided.
15.	All architectural or decorative lighting shall be turned off between 2300 hours or the closure of the business or facility to the public, whichever is later, and sunrise. This shall be accomplished by automatic timing devices unless the irregular schedule of the business or facility makes this impractical.				
16.	Parking lots shall have adequate pedestrian scaled directional signs for visitors, delivery vehicles and employees. The sign shall not exceed 4 feet in height or 8 square feet in surface area.				
17.	Exterior lighting should be downcast and directed away from residential areas. On-site lighting and signs should not produce glare on neighbouring roads, properties, or the night sky. To minimize this impact, fully shielded high-pressure sodium luminaries positioned not higher than 4.88 meters (16 feet) above ground level, with 0% up light, should be used. Applicants will be requested to provide information indicating that the lighting plan has been considered and approved by the Dominion Astrophysical Observatory.				
18.	Vehicular and pedestrian access and entries should be illuminated in a manner that facilitates visibility and security. Security lighting should have armoured housings.				
<i>Parking</i>					
19.	Vehicular and pedestrian circulation within all sites will be designed to function in a safe and efficient manner.				
20.	To avoid large expanses of paved areas and to provide easy accessibility to buildings, large parking lots should be divided into smaller parking areas and have well-integrated landscaped pockets.				

Guideline		Yes?	No?	N/A?	How are you addressing or not addressing the guideline? Please reference section in professional report, if provided.
21.	In cooperation with the District and BC Transit, consideration may be given to the replacement of parking stalls with the provision of transit passes.				
<i>Perimeter Screening Treatment</i>					
22.	Perimeter landscaping of similar character shall be integrated with the natural landscape and the landscaping of adjacent development for streetscape continuity.				
23.	A wide natural buffer shall be maintained along Millstream Road, and additional landscape treatment and berming are encouraged to attenuate noise, to improve aesthetics, and reduce impacts of noise, odour, or shadow. Chain-link fencing is discouraged.				
<i>Screening</i>					
24.	Storage areas should be visually screened from roads by berming and dense landscaping, or should be designed and finished in a manner consistent with the principal building.				
25.	Outdoor storage of equipment or materials should be placed at the rear of the site and/or screened from surrounding roads and adjacent non-industrial uses by landscaped berming, solid screen fencing or other acceptable design.				
26.	Service areas, dumpsters and garbage containers, recycling containers, and utility kiosks shall be integrated into the landscape and screened by fences, walls, gates or landscaping from public view. Screening should be constructed of a similar design, fashioned from similar materials and finished with similar colours to those used in the primary building.				

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27.	Garbage and recycling materials shall be stored in containers which are weatherproof, non-combustible and animal-resistant within the boundaries of each site, and shall be visually screened from all adjacent sites and roads.				
<i>Transit Considerations</i>					
28.	Design should support transit opportunities, such as locating close to transit use, walkways to transit, bus shelters, bike lockers, and provision of park and ride facilities.				

Map 2.1: Land Use Designations

2007 OCP



Legend

- Municipal Boundary
- Institutional
- Rural Residential
- Rural
- Proposed Highlands Servicing Area
- Intensive Residential
- Parks 2005
- Recreation Tourism
- Bear Mountain Comprehensive Development
- Commercial/Industrial
- Managed Forest