Urban Design or Architectural Guidelines

PURPOSE:

This document explains the guidelines for the preparation of Urban Design and Architectural Guidelines which may be required for the submission of an application under the *Planning Act*. All Urban Design and Architectural Guidelines shall follow the guidelines referenced in this document.

Urban Design and Architectural Guidelines may be required for large draft plan of subdivision applications with primarily ground-related low and medium density residential development; or industrial, commercial, and institutional campus developments. The purpose of Urban Design and Architectural Guidelines is to provide design guidance to establish a positive and memorable visual image for built form in new subdivisions and to promote attractive residential developments through attention to the exterior appearance of new housing.

Urban Design and Architectural Guidelines are used to create a specific design vision and associated design criteria for a new subdivision which all residential buildings must conform with. Guidelines are typically implemented through a privately administered architectural control process where the design of buildings on individual blocks and lots within a subdivision are approved by a control architect prior to the issuance of building permits.

PREPARED BY:

Guidelines must be prepared by qualified design professionals such as a Licensed Architect or Licensed Landscape Architect.

CONTENTS:

The terms of reference for an Urban Design and Architectural Guideline are to be confirmed through a preliminary consultation with Urban Design staff. Urban Design and Architectural Guidelines will be required to include the following components:

1.0 Description and Analysis of the Existing Site

- A description and analysis of existing on-site attributes and considerations, including existing buildings, structures, topography, and vegetation;
- A description and analysis of site context within the streetscape, neighbourhood, and community as applicable;
- Functional requirements for the proposed uses;
- A description of applicable design requirements whether derived from Provincial statutes and policies, municipal official plan policies, and relevant site plan guidelines; and,
- Conclusions respecting the property's design constraints and opportunities.

2.0 Design Response and Intent

2.1. Site Context and Structuring Elements

- Official Plan and Secondary Plan policies;
- Character areas and priority treatments;
- Major roads, local collectors;
- Primary gateways, secondary gateways;
- Open space, parks, and special areas;
- Site circulation and emergency vehicle access; and,
- Landmarks.

2.2. Streetscape Design Guidelines

- Major Streets (Landscaping, buffering, pedestrian and cyclist access and transit);
- Collector Streets; and,

- Local Streets.

2.3. Residential Architectural Design Guidelines

2.3.1 Design Guidelines for Community Streetscapes

- Community identity areas;
- Community safety and emergency vehicle access;
- Street and building relationships;
- Façade variety within the streetscape;
- Dwelling types and massing;
- Driveways;
- Streetscape elements;
- Fencing;
- Municipal address signage; and,
- Lighting fixtures.

2.3.2 Residential Architectural Design Criteria

- Architectural styles and influences;
- Model and colour scheme repetition;
- Architectural detailing;
- Main entrances;
- Porches and/or porticos;
- Wall cladding;
- Exterior materials and colours;
- Windows;
- Roofs;
- Foundation walls;
- Adverse grading conditions; and,
- Utility and service elements

2.3.3 Design Guidelines for Garages

- Attached garages;
- Detached garages;
- Criteria for side facing garages; and,
- Criteria for dropped garage conditions.

2.3.4 Design Guidelines for Priority Lot Dwellings

- Dwellings along or within a particular community identity area;
- Corner dwellings;
- Community gateway dwellings;
- Community window dwellings;
- Dwellings facing parks;
- Upgraded rear and side yard architecture;
- View termini and elbows; and,

A priority lot plan should be included showing locations and treatments of priority lots or blocks.

2.3.5 Additional Design Matters

2.3.5.1 Townhouses and Live-Work Units:

- Site design - Discuss principles for site design and locations entrances, building placement, connections, pedestrian, cyclist and vehicular (including emergency vehicles) circulation, building entrances, visibility or exposure, screening, landscape areas;
- Townhouse built-form - discuss overall principles for built- form in relation to site layout including breakdown of types (standard townhouse, stacked townhouse and live-work with specific guidelines);
- Building massing - Treatment of corners, end units, roof variation, projections;
- Maximum block size, building separations, grading and finished floor elevation;
- Façade treatment - Elevation variety on the street, exterior colour selections, treatment of entrances, fenestration, treatment of walls, and blank walls, garages;
- Private lanes; and,
- Landscaping.

2.3.5.2 Multiple Dwellings:

- Site design - discuss principles for site design and location entrances, building placement, connections, pedestrian, cyclist and vehicular (including emergency vehicles) circulation, drop-offs, building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing - discuss principles for built-form and massing in relation to site layout;
- Building separations, floor plate sizes, transition, and angular planes

- Façade treatment - discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Drop off and pickup areas;
- Parking areas, parking linkages, treatments, and screening;
- Bicycle parking areas, types of bicycle parking, and bicycle parking security features;
- Loading and service areas; and,
- Landscaping, screening, and privacy at grade.

2.4. Commercial Architectural Design Guidelines

- Site design: discuss principles for site design and locations entrances, building placement, connections, pedestrian, cyclist and vehicular (including emergency vehicles) circulation, building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing: discuss principles for built-form and massing in relation to site layout;
- Active frontages and entrances
- Façade Treatment: discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Parking;
- Bicycle access and parking;
- Loading and service areas;
- Signage and lighting; and,
- Demonstration plans.

2.5. Institutional Architectural Design Guidelines

- Site Design: discuss principles for site design and locations entrances, building placement, connections, pedestrian, cyclist and vehicular circulation (including emergency vehicles), building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing: discuss principles for built-form and massing in relation to site layout;
- Façade treatment: discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Parking: bus drop-off and pick up;
- Loading and service areas;
- Signage and lighting; and,
- Demonstration plans.

2.6. Landscape Design Guidelines

- Community identity areas;
- Parks, vista blocks, storm water management ponds, ecologically sensitive areas;
- Edges and gateways (major and minor);
- Special areas;
- Fencing;
- Private street treatments: landscaping, paving, and parking;
- Parking perimeter and parking islands; and,
- Commercial and institutional landscape treatments: planting, buffering, and site furniture.

3.0 Implementation Plan

Part 3 is intended to describe those measures to be adopted for the successful implementation of urban design initiatives proposed as part of the design vision and guidelines.

3.1. Design Review Process

This section should include recommendations respecting:

- Other required approvals under the Planning Act;
- Description of design review process(es);
- Drawing submissions requirements by subsequent builders for design approval;
- Responsibilities of the applicant and/or agent;
- Requirements for landscape plans and planting details;
- Revisions to approved drawings;
- Dispute resolution; and,
- Design review contacts.

3.2. Architectural Control

Typically, as part of built form implementation a system of design management is adopted that formally assigns approval of subsequent design matters to named independent architects or architectural consultants, either as a “design architect” or “control architect.” The work produced in Part 2.0 may be adopted as those

guidelines prepared by the “design architect.” In some cases, the design architect and the control architect may be the same firm or individual.

This section should include and re-iterate, if necessary, the provisions of any pre-existing agreements or planning approvals respecting the retention of a design architect and control architect.

3.2.1 Design Architect

The role of the design architect is to include sufficient design guidance (see Part 2.0 provisions) to enable the approval of plans and drawings for specified buildings, structures, and spaces prior to approval of building permits.

Usually undertaken at the owner or applicants’ expense, the Architectural and Urban Design Guidelines should include a clearly articulated statement of design intent both generally for the larger neighbourhood or area as well as for specific matters relating to detailed building design.

Aside from the expectations previously described in Part 2.0, typical examples of design guidance included are:

- A design vision and statement of principles, goals and objectives for the subject lands and new development.
- Description of the Community Structure and integration with the surrounding context.
- Methods and approaches to creating distinct neighbourhoods.
- Providing design criteria for community streetscapes that demonstrate dwelling types and massing, ensuring variation of façades within the streetscapes as a result of variation of materials, porch designs, and garage locations and driveways.
- The inclusion of specific architectural design criteria that will contribute to community character and ensure variation of designs of dwelling facades as well as include architectural detailing, design of main entrances, porches, exterior wall articulation, roofs, adverse grading conditions, and locations for utilities and service elements.
- Providing direction if garages are anticipated to play a dominate role within the streetscape, including sections on front and rear garages, and design criteria for both including dropped garage conditions.

- Providing a priority lot map showing dwellings with upgrades sides and rears, view terminus dwellings, dwelling fronting parks, adjacent to gateways, and dwellings facing arterial where driveway connection will not be permitted.
- Describing community landscape design guidelines that include pathways and pedestrian and cyclist circulation, gateway locations and design, other community identity areas, or features.

3.2.2 Control Architect

Where a control architect has been specified, either as a firm or individual, to be retained to the satisfaction of the City, a clear description of the function of this role should be provided including related experience and qualifications. The control architect must be a licensed member of the Ontario Association of Architects with such responsibilities as:

- Ensuring, amongst other matters, the appropriate development of each lot with respect to siting, built form, materials, colours, and landscaping in compliance with the approved Architectural and Urban Design Guidelines;
- Providing dispute resolution relating to design and compliance with the guidelines by builders. If matters cannot be resolved, a letter to the Planning Division of the City from the control architect shall be issued informing the City of the dispute. The Planning Division of the City will work to provide a resolution and provide guidance and opinion on a dispute; and
- Certifying, through stamping and signing, all drawings for the development of each lot and or block subject to the architectural guidelines prior to the issuance of any building permit(s).

3.3. Periodic Review

The implementation section should also describe the method of review of assessing the effectiveness of the control architect. Typically, the City of Hamilton may undertake periodic reviews of certified drawings to ensure compliance with the Architectural and Urban Design Guidelines. Where inadequate compliance is evident the City of Hamilton may cease to accept certified drawings by the control architect and the owner shall retain another control architect satisfactory to the Director of Heritage and Urban Design.

3.4. Advisory Notes

The Implementation section should also contain any notes to the reader advising how the guidance provided is to be used and in what circumstances, E.g., “This document contains images and sketches which are intended to indicate the vision of this plan and are for illustrative purposes only. They are not intended for construction and therefore may not reflect the final product constructed.”

3.5. Coordination

Development of the Urban Design and Architectural Guidelines shall be coordinated with other City Staff and relevant agencies to ensure accord with City wide policies and practices.

OTHER INFORMATION:

Official Plans

Official Plan | City of Hamilton

Urban Design Reports Information Page

Guidelines for Urban Design Reports | City of Hamilton

Urban Design Guidelines

Urban Design Guidelines | City of Hamilton

REVIEWED AND APPROVED BY:

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