

Form & Character: General Regulations Guideline Assessment

Application Information

Owner(s)/Applicant(s):

Subject Property Address:

Directions:

1. The following DPA guidelines come from **Schedule C of the Official Community Plan** and are identified in teal below. Please read carefully.
2. The questions that follow are meant to prompt an answer to the guideline. Respond to all that apply to your development, and where they don't, tell us why not. Please be specific and detailed.
3. Once submitted, staff will use this form to confirm compliance with the goals of the DPA guidelines.

FCG1 - Design infill development to complement the scale and character of adjacent development.

1. How does your development proposal compliment the scale and character of the adjacent development? Please explain in the space provided below.

Staff Comments Only

FCG2 - Grading at the perimeter of a subdivision should generally resolve to existing grades on adjacent properties without the use of significant cut and fill and retaining walls unless it can be shown that this is consistent with the planned future grading of the adjacent property.

1. For subdivision applications, are retaining walls necessary at the perimeter of the property?
 Yes No

Staff Comments Only

FCG3 - To preserve local character-defining views

- a. ensure building placement and orientation protect significant water (e.g. Cowichan bayshore, Shawnigan lakeshore), mountain (e.g. Mt. Tzouhalem) and island views from streets, parks and other public areas; and,
- b. reflect rather than obscure significant natural topographic features by, for example, designing buildings to step up hillsides using terraces that connect with the walkway or street.

1. Describe in the space provided below the ways in which the building placement and orientation will protect all significant views and topographic features.

Staff Comments Only

FCG4 - To protect water views, very tall buildings will be generally discouraged on the waterfront, with the preference being for lower buildings near the water, rising in height gradually as the distance from the water increases.

1. For all applications on the waterfront proposing new buildings, are the buildings tiered to compliment the rise in grade as the distance from the water increases? Yes No

Staff Comments Only

FCG5 - Where new construction could potentially block views from an existing development, orient and scale buildings to minimize impacts and/or retain views.

1. What measures have been considered to minimize impacts on views from existing development? Please explain in the space provided below.

Staff Comments Only

FCG6 - Use building massing and landscape design to enhance and frame views.

1. How has massing and landscape design been used to enhance views? Please explain in the space provided below.

Staff Comments Only

FCG7 - Site buildings to support strong street definition by minimizing front yard setbacks while sensitively transitioning to neighbouring building setbacks.

1. Please attach detailed site plan showing all setbacks.

Staff Comments Only

FCG8 - Consider [Crime Prevention Through Environmental Design](#) (CPTED) principles in all designs, and balance the reduction of crime and nuisance opportunities with other objectives to maximize the enjoyment of the built environment. Measures to promote safety include providing appropriate lighting and clear sightlines for pedestrians.

1. Describe how the proposed development meets the principles of Crime Prevention Through Environmental Design. Please explain in the space provided below.

Staff Comments Only

FCG9 - Design private and semi-private open spaces to optimize solar access.

1. How have open spaces been designed to optimize solar access? Please explain in the space provided below.

Staff Comments Only

FCG10 - Locate and orient buildings to the public street (e.g. “front”) to create and enhance active frontages.

1. Have buildings been oriented to enhance active frontages? Yes No

Staff Comments Only

FCG11 - Design secondary buildings—and the outdoor spaces between buildings—for specific uses (e.g. passive recreation, outdoor seating and/or food production) to optimize comfortable and functional amenity spaces.

1. Where applicable, have all secondary buildings and open spaces between buildings been optimized for comfort and functionality? Yes No

Staff Comments Only

FCG12 - Locate and orient buildings to maintain privacy and avoid direct visual access (e.g. overlook) into adjacent properties.

1. In what ways has privacy been considered in the location and orientation of proposed building(s)? Please explain in the space provided below.

Staff Comments Only

FCG13 - An environment that feels welcoming, comfortable and safe to pedestrians is a central quality of any neighbourhood. The following guidelines are intended to facilitate safe pedestrian access, to reduce conflict between pedestrians and vehicles, and to prioritize pedestrian movement, safety and comfort through the integrated planning of public pathways, sidewalks, bicycle paths, parking areas, roads, publicly accessible plazas and parkland.

1. How have pedestrians been prioritized in the proposed development? Please explain in the space provided below.

Staff Comments Only

FCG14 - The road network design will promote connectivity for pedestrians, cyclists and vehicles. Dead end, cul-de-sac streets will not be supported unless deemed necessary due to topographical features.

1. How has the road network been designed to promote connectivity for pedestrians, cyclists, and vehicles? Please explain in the space provided below.

Staff Comments Only

FCG15 - Where applicable, design sites and locate development to complement the creation and connection of continuous and publicly accessible walkways that celebrate the character of local communities (e.g. waterfronts and shorelines, ridgelines, riparian corridors, etc.).

1. How has the proposed development been designed to promote continuous and accessible connection to significant natural features? Please explain in the space provided below.

Staff Comments Only

FCG16 - Provide barrier-free pedestrian walkways to and from primary destinations, including building entrances and public sidewalks, parking areas, storage areas, garbage enclosures and amenity areas.

1. Does the proposed development include barrier-free pedestrian walkways to and from primary destinations? Yes No
2. If no, why? Please explain in the space provided below.

Staff Comments Only

FCG17 - Design shared open spaces to be publicly accessible and enhance pedestrian connectivity to adjacent properties, public areas and parks.

1. Does your proposed development include a shared open space? Yes No
2. If yes, how has pedestrian accessibility and connectivity been enhanced? Please explain in the space below

Staff Comments Only

FCG18 - Connect pedestrian walkways and/or trails with existing public sidewalks, pedestrian routes and crosswalks where opportunities arise.

1. Where applicable, have pedestrian walkways been connected with existing trails, sidewalks, and routes? Yes No

Staff Comments Only

FCG19 - Configure development within larger parcels to accommodate pedestrian connections among/between and beyond individual building sites.

1. For all large parcels, have all efforts been made to accommodate pedestrian connectivity among, between and beyond individual building sites? Yes No

Staff Comments Only

FCG20 - Where feasible, maintain consistency of materials for pedestrian pathways and indicate pedestrian priority with paving treatments and/or materials.

1. Where applicable, please list all materials that will be used for pedestrian pathways and paving.

Staff Comments Only

FCG21 - Integrate quality pedestrian facilities (e.g. well-designed walkways, benches, planters and bike racks) within public realm designs.

1. What pedestrian facilities have been included in your proposed development?

2. If none are proposed, why? Please explain in the space provided below.

Staff Comments Only

FCG22 - Design walkways/pathways to be accessible to persons with accessibility challenges (such as mobility, sensory or cognitive disabilities), bicycles, scooters and strollers, with even, non-slip surfaces and grades less than 5%.

1. Have walkways and pathways been designed with non-slip surfaces and grades of less than 5% to be accessible to persons with accessibility challenges? Yes No

Staff Comments Only

FCG23 - Where underground parking is impractical or otherwise not feasible, encourage the location of surface parking at the rear and/or side of buildings to further promote quality pedestrian realm design along active frontages.

1. How have you designed surface parking in a way that will promote quality pedestrian design along all active frontages? Please explain in the space provided below.

Staff Comments Only

FCG24 - Locate loading and servicing areas at the side and/or rear of buildings to avoid pedestrian conflict along active frontages.

1. Have the loading and service areas been located at the side or rear of the proposed building(s)?
Yes No

Staff Comments Only

FCG25 - Provide off-street parking and servicing access from the rear lane, where one exists, to free the street for uninterrupted pedestrian circulation and boulevard landscaping.

1. Where applicable, has off-street parking and access to servicing areas been located in a rear lane? Yes No

Staff Comments Only

FCG26 - Separate pedestrian walkways from parking areas with raised and/or landscaped features and, where walkways and parking areas share space, use design features (e.g. different colours, materials and/or textures) to clearly indicate that pedestrians have priority.

1. How have the parking areas been designed to prioritize pedestrians? Please explain in the space provided below

Staff Comments Only

FCG27 - Design parking structures, parking access areas and associated components (doorways, ramps, screening treatments, etc.) as an extension/expression of adjacent building architecture.

1. Have the parking structures, parking access, and associated components been designed as an extension of the surrounding building architecture? Yes No

Staff Comments Only

FCG28 - Retain and enhance local character through the thoughtful use of vernacular architectural styles and elements, including but not limited to
a. roof forms (e.g. pitched roofs that shed rain, gables, cornices and varied roof lines and heights);
b. indoor/outdoor relationships (e.g. porches, porticos, verandas and patios; and
c. structural elements (e.g. post and beam).

1. In what ways has the local character been maintained and/or implemented through the design of your development proposal? Please explain in the space provided below.

Staff Comments Only

FCG29 - Detail architectural expression with materials and colours that reflect local context, are durable and weather well over time, including but not limited to the following:

- a. local and natural materials such as cedar shingle, wood or plank finishes, stone finishes, stone-clad foundations or materials that replicate the appearance of natural materials; and,
- b. traditional application and/or building techniques (wherever possible), including board and battens, clapboard, shingles, shakes, stonework and/or wood finishes (e.g. door/window trim work, eaves and soffit, railings and balusters and/or triangular gable crowning an entrance supported by columns).

1. Have the materials and colors of your development proposal been chosen to reflect the local character? Yes No
2. Will the proposed materials weather well and remain durable over time? Yes No

Staff Comments Only

FCG30 - Employ a combination of two or more building materials and avoid the use of vinyl.

1. Does your proposed development include the use of vinyl? Yes No
2. Does your proposed development include the use of two or more building materials (e.g. wood and stone)? Yes No
3. Please attach a list of proposed building materials.

Staff Comments Only

FCG31 - Choose colour schemes inspired by the diverse natural palette of the Cowichan Valley landscapes (e.g. forests and agricultural valleys, lakeshores and oceanfronts) and select complementary accent colours and wood trim to emphasize architectural features. In the special case of coastal villages, rich, vibrant colours are preferred over pastels and neon colours, which are generally inconsistent with west coast seaside vernacular.

1. Has the proposed color scheme been inspired by local natural landscapes (e.g. forests, valleys, lakeshores, and ocean fronts)? Yes No
2. Please attach a list of proposed colors.

Staff Comments Only

FCG32 - Locate and size windows in proportion with the building scale. Large or continuous areas of curtainwall glazing create monotonous façades are contrary to rural character and are discouraged.

1. Are windows located and sized in proportion with the building scale?	Yes	No
Staff Comments Only		
FCG33 - Design and locate windows to prevent bird mortality from window strikes.		
1. How have windows been designed and located to prevent bird mortality from window strikes? Please explain in the space provided below.		
Staff Comments Only		
FCG34 - Ensure massing of larger buildings is composed of multiple volumes to reduce visual impact on pedestrian areas. Ensure articulation of building mass includes horizontal (minor) setbacks and stepbacks (along upper storeys) to provide visual interest. Balconies and/or cantilevered upper floors can help to break up massing while promoting passive surveillance of public spaces (e.g. “eyes on the street”) and/or weather protection.		
1. Where applicable, has the massing of larger buildings been varied to include horizontal setbacks and stepbacks (along upper storeys) to provide visual interest?	Yes	No
Staff Comments Only		
FCG35 - Buildings over three storeys high should be articulated and oriented in a manner that maximizes solar access to public spaces. Shadowing of major pedestrian areas and parks should be avoided where possible.		
1. Have buildings over three storeys high been oriented to maximize solar access and avoid major shadowing of pedestrian areas?	Yes	No
2. If possible, provide a shadow study.		
Staff Comments Only		

FCG36 - Orient buildings to activate public spaces (e.g., streets) with a strong preference for ground-oriented multifamily forms (e.g. individual “front doors” for each unit) and active uses at street level. Encourage building frontages constructed to minimum setbacks to support more active pedestrian edges.

1. How have buildings been oriented to activate public spaces (e.g. streets, parks, etc.)? Please explain in the space provided below.

Staff Comments Only

FCG37 - Design entrances to be visible and clearly identifiable from the fronting public street; utilize structural elements (e.g. canopies and entry porticos) to create inviting and sheltered “front doors.”

1. Have all proposed building entrances been designed to be clearly visible and identifiable from the fronting public street? Yes No
2. Have structural elements been proposed (e.g. canopies and entry porticos) to create sheltered front doors? Yes No
3. If no to either of the questions above, why? Please explain in the space provided below.

Staff Comments Only

FCG38 - Where appropriate, use stepped massing to transition and improve the relationship between developments of differing scale. Adjacent building heights should not be greater than one-and-a-half storeys higher than existing adjacent development, with additional storeys terraced back with a minimum stepback of 3 m.

1. How does the scale of your proposed development compliment or enhance the relationship to the existing surrounding buildings? Please explain in the space provided below.

Staff Comments Only

FCG39 - Design street-facing residential units to utilize a layering of elements—including but not limited to street-facing entries, stairs, stoops, porches, patios and landscape elements—to create transitions between the public (e.g., street, sidewalk), semipublic (e.g., walkway, ramp, stair), semi-private (e.g., stoop, balcony) and private areas to allow for casual views of parks, open spaces and parking areas. In semiurban areas, design entry to ground-level residential units to be no more than 1.8 m above the grade of adjacent public sidewalks and walkways. In areas with public sidewalks, design the outdoor space of a residential unit to be raised no more than 1.2 m above adjacent public sidewalks, with a “front stair” pedestrian connection.

1. For street facing residential units, have building elements (e.g. entry ways, stairs, etc.) been layered to connect the private and public areas? Yes No

Staff Comments Only

FCG40 - Avoid extensive blank walls (over 5 m in length and including retaining walls) along the street. Where required as a function of an internal program (e.g., for privacy, merchandising, etc.), blank walls should provide visually interesting surface treatments (e.g., varied materials/textures, murals, green walls or vines).

1. Does your development include any extensive blank walls (over 5 m)? Yes No
2. If yes, why? Please explain in the space provided below.

Staff Comments Only

FCG41 - Minimize the use of retaining walls. Where necessary, retaining walls that exceed 1.2m in height should be terraced and planted to reduce visual impact.

1. Are you proposing any retaining walls? Yes No
2. If yes, do they exceed 1.2 m in height? Yes No
3. If yes, are they terraced and planted? Yes No

Staff Comments Only

FCG42 - Design the portions of buildings that are visible from public roads in a manner similar to and of a similar quality as the main façade with welcoming features such as picture windows, entrances, architectural features and landscape. Where no reasonable alternative to a concrete firewall exists in certain areas, patterned, toned concrete with architectural treatment, embossed designs or similar finishes in other materials will be the minimum requirement.

1. Have all portions of the proposed building, visible from all public areas, been designed in a similar way as the front of the building? Yes No
2. Please attach proposed elevation drawings.
3. Does your development include the construction of a firewall? Yes No
4. If yes, is it designed with the elements listed in the above guideline? Yes No

Staff Comments Only

FCG43 - Rooftop mechanical equipment should be screened from public view by parapets or other architectural roof design features. Box in chimneys and avoid exposed flues.

1. Is there mechanical equipment on the rooftop of your proposed building? Yes No
2. If yes, are they screened? Yes No

Staff Comments Only

FCG44 - Tree retention:

- a. Where possible, retain existing mature and native trees and protect their root systems in all new development.
- b. Conduct pre- and post-development tree surveys

1. Please identify on your site plan trees that will be retained.
2. Identify the measures you will be taking to protect tree root systems throughout the development. Please explain in the space provided below.

Staff Comments Only

FCG45 - Tree planting:

- a. Where space permits, plant landscaped areas, boulevards and setback areas adjacent to streets with trees with appropriate soil volumes to ensure longevity.
- b. Irrigate all areas with planted trees.
- c. Include in all development fronting a public street a landscaped area fronting the public road.
- d. Space street trees no further than 10 m apart, and ensure they are at least 2.5 m tall at the time of planting.
- e. Plant additional trees, particularly if existing trees cannot be preserved, to maintain and expand the urban forest canopy.
- f. Plant trees along street frontages to create a mature treed boulevard streetscape.

1. Please attach your landscape plan.

Staff Comments Only

FCG46 - Create landscapes that provide for and/or enhance habitat value for birds, pollinators and other species using plants that provide food and nutrients and/or incorporating structural/grading improvements (e.g., animal hibernacula, pools).

1. Does your landscape plan provide for and/or enhance value for surrounding habitats?
Yes No

Staff Comments Only

FCG47 - Utilize landscape design to buffer developments in a manner that ensures screening of potentially unsightly uses:

- a. where appropriate (and in consideration of FireSmart principles and native ecosystems), use screen walls and/or landscape buffers (e.g., berms, shrub beds, hedges and/or trees) to manage transitions and/or conflict between incompatible uses (e.g., industrial / commercial and residential uses, materials storage, and/or parking).
- b. design buffers to complement neighbourhood character and landscape setting (refer to “Materials Selection – Hardscapes and Softscapes” below).
- c. landscape buffers should be used to reduce the visual impact of service areas and surface parking, including
 - i. planting between internal collectors (not used for direct access to parking stalls) and aisles that provide direct access to parking stalls;
 - ii. planting at the end of aisles;
 - iii. planting between each block of four parking spaces; and
 - iv. planting around utility kiosks, containers and/or dumpsters.

1. Where applicable, does your landscape plan include the screening of unsightly uses (e.g. dumpsters), as identified above? Yes No

Staff Comments Only

FCG48 - Minimize noise spillover to adjacent parcels through a combination of site design (e.g., building siting), screen walls and/or landscape buffers.

1. How have you designed the site to minimize noise spill over? Please explain in the space provided below.

Staff Comments Only

FCG49 - For development visible from the Trans-Canada Highway or major network roads
a. screen and landscape entrances, building peripheries, parking and pedestrian areas and open space areas; and
b. consider use of a landscaped berm between 0.75 m and 1.5 m high as a visual and noise barrier along the Trans-Canada Highway.

1. For all developments visible from the Trans-Canada Highway or major network roads, please provide a landscape plan with screening along entrances, building peripheries, parking and pedestrian areas, and open space areas.

Staff Comments Only

FCG50 - Along the Trans-Canada Highway
a. provide a landscaped buffer at least 3 m in width;
b. where possible, retain existing forest vegetation as the buffer; and
c. provide limited gaps in the buffer to allow for visual recognition of the uses of land, subject to consideration of the quality of the proposed building design and landscaping.

1. In addition to the above requirement in FCG49, on the landscape plan, please identify vegetation to be retained as the buffer.

Staff Comments Only

FCG51 - Screen loading areas with adequate landscaping and/or physically separate loading areas from parking and pedestrian areas. Screen utility boxes, vents and outdoor storage facilities from adjacent public areas.

1. Please identify on the landscape plan the screening of loading areas, utility boxes, vents, and outdoor storage facilities from adjacent public areas.

Staff Comments Only

FCG52 - Landscape all public areas, including entrances, building peripheries, parking and pedestrian areas, and open space areas.

1. Please identify on the landscape plan the proposed landscaping for all public areas.

Staff Comments Only

FCG53 - Soften the appearance of large buildings through the layered planting of trees and shrubs within garden beds and/or planters.

1. Does your landscape plan consider the layering of trees and shrubs to soften the appearance of large buildings? Yes No

Staff Comments Only

FCG54 - Define clear transitions between public areas (e.g., street, sidewalk), semi-public (e.g., walkways, ramp, stairs), semi-private (e.g., stoop, balcony) and private (e.g., entry) to enhance both the privacy of residences and the pedestrian experience through the use of

- a. landscape terracing (e.g., grading, retaining);
- b. structures (e.g., fences, pergolas, trellises);
- c. low fencing and hedging to delineate private and public spaces; and
- d. changes in surfacing materials.

1. How has your proposed development defined public versus private areas? Please explain in the space provided below.

Staff Comments Only

FCG55 - Mitigate potential conflicts between residential and non-residential uses through appropriate design features such as physical separation of uses, noise and visual barriers, landscaping and fencing, and mechanical systems to mitigate air quality impacts.

1. Where applicable how does your proposed development mitigate potential conflicts between residential and non-residential uses? Please explain in the space provided below.

Staff Comments Only

FCG56 - Where industrial lands adjoin residential uses or designations, create a treed buffer at least 8 m in width between the industrial use and adjoining residential parcels, preferably located within the industrial lands. Ensure the buffer is densely vegetated to reduce noise and visual impacts. For industrial uses with potential for significant noise, smell or visual impacts, a minimum width of 20 m is recommended for the landscape buffer.

1. Is your development on industrial lands and adjacent to residential uses or designations?
Yes No
2. If yes, please identify on a landscape plan a treed buffer of at least 8 m in width between parcels.

Staff Comments Only

FCG57 - Use landscaped berms, no more than 1.5 m in height, as a visual and noise barrier separating industrial uses and public roads.

1. Where industrial uses meet public roads, please identify a landscape berm, no more than 1.5 m in height on a landscape plan.

Staff Comments Only

FCG58 - Landscape designs and materials selection should complement surrounding natural context (e.g. plantings that enhance habitat value), enhance the pedestrian experience (e.g. durable surfaces, seasonal interest, shading, etc.) and strengthen a sense of local identity (e.g. use of native plantings and hardscape materials).

1. How does your landscape plan compliment the surrounding natural context, enhance the pedestrian experience, and strengthen a sense of local identity? Please explain in the space provided below.

Staff Comments Only

FCG59 - Landscape designs should aim to create a seamless transition between the built environment and the natural environment by using local and/or locally adapted materials.

1. Are all proposed landscape materials local? Yes No
2. If not, why? Please explain in the space provided below.

Staff Comments Only

FCG60 - Where feasible, landscape designs should extend/expand buffering (e.g. protection) of ecologically sensitive areas.

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| 1. Does the property include any ecologically sensitive areas? | Yes | No |
| 2. If yes, is your landscape plan designed to protect these areas? | Yes | No |

Staff Comments Only

FCG61 - Softscapes:

- a. Design plant materials (size) and planting densities to meet and exceed the [Canadian Landscape Standards](#).
- b. Consider opportunities for seasonal interest (e.g., colourful foliage and/or flowering at various times of the year).
- c. Design for structural diversity in plant palette composition, including combinations of groundcovers, shrubs of various heights and trees. For instance, plant a mixture of native deciduous and evergreen species of varying ages and heights to replicate natural “layered” plant communities and encourage biodiversity. Plant smaller shrubs, perennials and groundcovers beneath taller trees and shrubs.
- d. In landscape design, consider aesthetic qualities, plant suitability and soil volumes to ensure “right plant, right place” and to maximize growth to maturity of plants and trees.
- e. When selecting plants for landscaping, give preference to species native to the region and eradicate invasive species. The [Habitat Acquisition Trust publication Gardening with Native Plants](#) contains a comprehensive list of native plant species. Invasive species in the Cowichan region are listed in the priority plant list produced by the Coastal Invasive Species Committee.
- f. Minimize bark mulch and gravel in favour of planted areas and topsoil.
- g. Avoid the use of synthetic turf and use a high-quality topsoil mix of a type and amount consistent with the Canadian Landscape Association Standard.
- h. Where appropriate, mimic natural forms when planting new vegetation, avoiding geometric plantings and other formal landscape patterns.

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| 1. Does your landscape plan comply with guidelines A to H above? | Yes | No |
| 2. If not, please explain why in the space provided below. | | |

Staff Comments Only

FCG62 - Hardscapes:

- a. Select materials to reflect an extension of overall functional design and emphasize local, natural, climate-appropriate materials.
- b. Ensure landscape construction prioritizes robust, durable and easily maintained materials.
- c. Design retaining walls with natural-looking textures and natural colours.
- d. Choose colours that complement the Cowichan Valley's natural setting and associated palette.

1. Does your landscape plan comply with guidelines A to D above? Yes No
2. If not, please explain why in the space provided below.

Staff Comments Only

FCG63 - Explore opportunities for the inclusion of public art in public and semi-public open spaces, especially plazas.

1. Does your proposed development include the opportunity for the inclusion of art in public areas?
Yes No

Staff Comments Only

FCG64 - Carefully and collaboratively choose historical references within public art, in consultation with local societies and/or experts, as appropriate.

1. Where public art with historical reference is proposed, have you collaborated with local societies and/or experts? Yes No
2. If not, why? Please explain in the space provided below.

Staff Comments Only

FCG65 - Avoid excessive illumination of the night sky or glare or light trespass onto adjacent properties and roads:

- a. Avoid lighting that illuminates streams, wetlands, lakes and other natural areas; and
- b. Light fixtures should utilize "cutoff" (zero intensity at or above an angle of 90°) luminaires that direct light downwards to minimize glare. Exceptions may be made for signage and/or architectural lighting (e.g., enhancing special features or aesthetic qualities).

1. Does your lighting plan avoid excessive illumination of all areas identified above?

Yes No

Staff Comments Only

FCG66 - Provide sufficient lighting for all building entrances, walkways, driveways, parking areas and loading areas to ensure clear orientation, personal safety and site security, including allowing for overlook from adjacent buildings. Design the scale and intensity of lighting to its setting and application:

- a. lighting design should prioritize pedestrian-scaled lighting while ensuring vehicular access and parking is sufficiently lit for safe manoeuvring;
- b. warmer light sources (<4000k) are strongly encouraged; and
- c. design outdoor lighting to enhance the overall architectural, heritage and design character of development.

1. Please identify on a lighting plan the proposed lighting on all areas identified above.

2. Does your lighting plan comply with guidelines A to C above? Yes No

Staff Comments Only

FCG67 - Locate garbage/recycling areas and other similar structures out of public view in areas that mitigate noise impact and do not conflict with pedestrian traffic.

1. Are all garbage/recycling areas and other similar structures located outside of public views?

Yes No

Staff Comments Only

FCG68 - Locate garbage and recycling bins in screened enclosures that are coordinated with the overall design while providing clear access to refuse/recycling areas.

1. Are garbage and recycling bins located in screened enclosures? Yes No

2. If not why? Please explain in the space provided below.

Staff Comments Only

FCG69 - Ensure fencing facing an active public area allows for visual access / passive surveillance. Fence heights should not exceed 1.2 m in height and should be transparent and/or semitransparent.

1. Does all proposed fencing along active public areas allow for visual access? Yes No

Staff Comments Only

FCG70 - Supplement fencing along the street edge with low-profile landscape plantings.

1. Where possible, are plantings used to supplement fencing along the street edge?
Yes No

Staff Comments Only

FCG71 - Construct fences of wood, stone, brick, ornamental metal work or suitable alternative materials of similar appearance as a complement to overall building and landscape designs and materials.

1. Are all proposed fences made with the materials listed above? Yes No
2. If not, why? Please explain in the space provided below.

Staff Comments Only

FCG72 - Avoid unnecessary signage. Use the minimum size and number of signs needed to inform and direct pedestrian and vehicular traffic. Ensure signs clearly identify uses and shops but are scaled to pedestrians rather than automobile traffic moving at speed limits.

1. Are you proposing any signage? Yes No
2. If yes, how many? _____

Staff Comments Only

FCG73 - In commercial areas, consolidate multiple signs, when required, into a multi-tenant sign located at the main entrance. Third-party signs advertising goods or services not available on the subject lands are not permitted.

1. Please attach a signage plan.

Staff Comments Only

FCG74 - Ensure signage compliments overall building and landscape designs and is in keeping with their general scale, architectural detail, material and character. Conceal mounting hardware and wiring that is not integral to the character of the sign design.

1. Please identify how the signage will compliment overall building and landscape design on the attached signage plan.

Staff Comments Only

FCG75 - Where necessary, free standing signs should be:
a. limited to no more than one freestanding sign per parcel;
b. low-profile and 5 m or less in height, except where a site is lower than the adjacent road surface, in which case variations should be kept to a minimum; and,
c. mounted on a heavy stone or exposed aggregate base and/or framed with heavy timber (rather than post-mounting them) and designed with associated decorative landscaping

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| 1. Are you proposing a free-standing sign? | Yes | No | |
| 2. If yes, does it comply with guidelines A to C above? | Yes | No | |
| 3. If not, why? Please explain in the space provided below. | | | |

Staff Comments Only

FCG76 - Keep sign lighting to a minimum and directed only at the sign, to prevent excessive illumination, glare and light trespass. Where signs must be illuminated, use external lighting sources or low-intensity internal sources.

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| 1. Is the proposed signage illuminated? | Yes | No | |
| 2. If yes, please identify lighting on your signage plan. | | | |

Staff Comments Only

FCG77 - The following types of signs should be avoided:

- a. moving signs or signs with moving images or text;
- b. signs with temporary and changeable lettering (unless clearly required due to the nature of the business activity); and,
- c. backlit, neon, fluorescent or flashing signs or signs incorporating scrolling LED lighting or strip lighting.

1. Does your proposed development include any of the types of signage identified in guidelines A to C above? Yes No

Staff Comments Only

FCG78 - Individually mounted, raised or recessed letters, symbols, border and framing are preferred.

1. Does the proposed signage include any of the characteristics listed above? Yes No

Staff Comments Only

FCG79 - Use interpretative signage and plaques to commemorate heritage sites, buildings and features.

1. Does the property include any heritage sites, buildings and/or features? Yes No
2. If yes, are you commemorating those sites? Yes No

Staff Comments Only

FCG80 - Design new buildings and structures to be compatible in form, character, exterior design and finish with existing historic buildings (e.g. the Masthead Restaurant and Cowichan Bay Shipyard) as defined by scale, massing, roof forms, materials and colours.

1. Is the design of the proposed new building(s) compatible with surrounding historic buildings?
Yes No

Staff Comments Only

FCG81 - Retain or reuse heritage features and elements when redeveloping buildings with significant heritage features.

1. For the redevelopment of significant heritage buildings, does your proposal include the reuse of heritage features from the original building? Yes No

Staff Comments Only