

MAY 2023

URBAN DESIGN & ARCHITECTURE CONTROL GUIDELINES

Summitview Phase 3, Collingwood



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

Date:

May, 2023

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Poplar Developments I Inc.

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1 Introduction

These Architectural Control Guidelines have been prepared on behalf of Poplar Developments I Inc. (hereinafter, “the Owner”) for their respective subdivision in the geographic Town of Collingwood, Ontario.

The intent of this document is to establish and communicate design expectations for the proposed subdivision comprised of three lots, known municipally as 7896, 7914 and 7926 Poplar Sideroad, legally described as Part of Lot 40, Concession 10, in the Geographic Township of Nottawasaga, Town of Collingwood (henceforth, the Subject Lands).

The Owner proposes to develop the Subject Lands with 97 townhouse units in blocks of 3-6 units, 38 semi-detached units and two parks totalling 0.35 hectares.

This document will set the framework for design principles related to site design, arrangement and composition of built-form, and landscaping through architectural design guidance and control, and forms part of the application for a Draft Plan of Subdivision and Zoning By-law Amendment.

MHBC, on behalf of the Owner, has prepared these Urban Design and Architecture Control Guidelines to ensure the development of homes within the proposed subdivision responds to the design vision set out by the Owner, and provide for an attractive community in the Town of Collingwood.

Should you have any questions or wish to discuss the document in further detail, please do not hesitate to contact us.

Sincerely;

MHBC



.....
Eldon C. Theodore, BES, MUDS, MLAI, MCIP, RPP
Partner | Planner | Urban Designer



.....
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Sr. Urban Designer | Landscape Designer

1.1

THE SUBJECT LANDS

The Summitview Phase 3 Community is located in the Town of Collingwood. The site is located to the north of Poplar Sideroad and west of High Street. It has a frontage of approximately 182.2 metres along Poplar Sideroad, and 153.3 metre frontage along High Street. The main access to the site is via High Street. The development extends to approximately 300 metres deep from Poplar Sideroad, and is approximately 277.4 metres wide. The site is L-shaped, is 6.89 ha (17 acres) in size, and is generally flat.

Figure 1.1 :  The Subject Lands



1.2 CONTEXT



Figure 1.2 : Looking north along High Street towards the partially built, prior phases of the Summitview development



Figure 1.3 : Looking east along High Street



Figure 1.4 : Looking west along Poplar Side Road



Figure 1.5 : Looking south of Poplar Side Road, along High Street

Images courtesy Google Earth

NORTH Directly north of the Subject Lands are the previous phases of the low-rise residential community of Summitview. The proposed development connects to the larger development through internal roads to create a well-integrated community.

Further north is the Creekside Community built and completed by Devonleigh Homes, consisting of low and medium density residential units and recreational spaces.

EAST High Street bounds the Subject Lands to the east, beyond which is a planned medium density residential community.

WEST Immediately west of the Subject Lands lies the previous Summitview development phases, consisting of low-rise residential developments. Black Ash Creek forms the north-western boundary of Summitview, with a proposed trail system bordering the environmentally protected lands associated with the creek

SOUTH To the south of the Subject Lands is Poplar Side Road, which is the boundary between the Town of Collingwood and Township of Clearview County. Low density residential properties front Poplar Side Road along its southern edge.

1.3

POLICY CONTEXT

This section demonstrates conformity and compliance of the proposed development with the Town of Collingwood's Official Plan, the Town's Urban Design Manual and the Zoning By-Law.

The Summitview Phase 3 development is in the south-central portion of the current Town of Collingwood boundary limits.

The Subject lands are designated "Residential" according to Official Plan Schedule A - Land Use

Map, Figure 1.6. Furthermore, Figure 1.7, Schedule C - Residential Density, identifies the Subject Lands as "Low Density" along the western portion of the site and "Medium Density" on the eastern portion of the site. The proposed community takes this into consideration in the design of the community where the lower density, semi-detached homes are arranged along the western periphery of the site, and the medium-density townhouses occupy the remainder of the site.

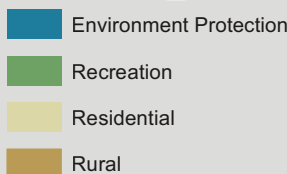


Figure 1.6 : Land Use Map - Schedule A

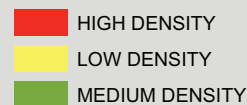
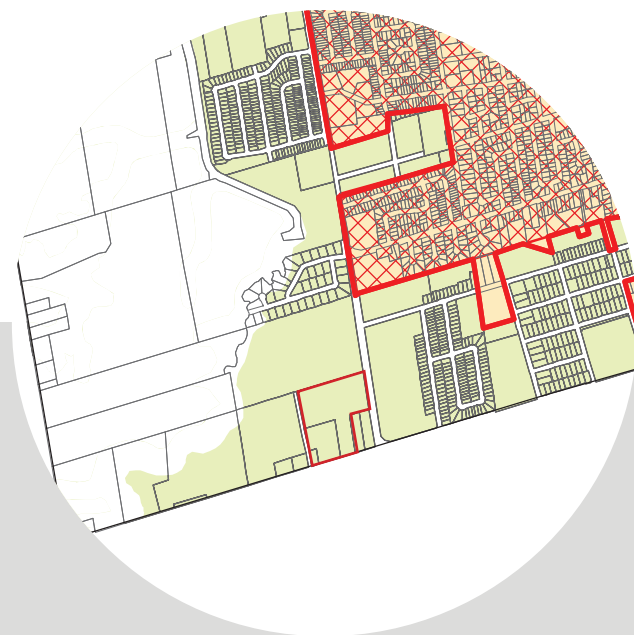


Figure 1.7 : Residential Density - Schedule C

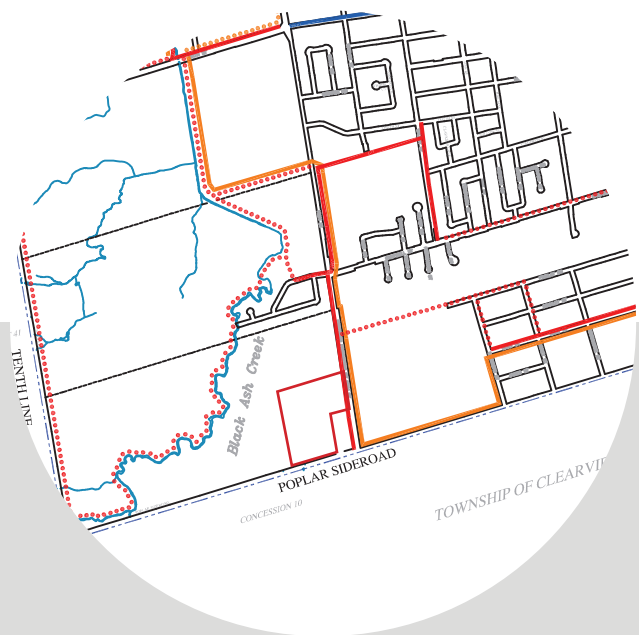
Figure 1.8, Schedule F - Urban Structure identifies the Subject Lands as Green fields in the current context, but reserved for future urban expansion.

Figure 1.9, Schedule D1 - Trails, shows the existing pedestrian and active transportation routes abutting and around the Subject Lands.



- Inside Built Boundary (Designated/Available Lands)
- Inside Built Boundary (Not Designated/Unavailable Lands)
- Collingwood Intensification Area
- Green Fields (Lands for Urban Uses)
- Green Fields (Lands Not for Urban Uses)

Figure 1.8 : Urban Structure - Schedule F



- GEORGIAN TRAIL (EXISTING)
- GEORGIAN TRAIL (FUTURE)
- PEDESTRIAN TRAIL (EXISTING)
- PEDESTRIAN TRAIL (FUTURE)
- NORDIC SKI TRAIL (SINGLE TRACK)
- NORDIC SKI TRAIL (FUTURE)
- ROAD BICYCLE LANES
- ROAD BICYCLE LANES (FUTURE)
- SNOWMOBILE TRAIL

Figure 1.9 : Trails - Schedule D1

● INTRODUCTION

The Subject Lands fall within the R2 and R3 zones, according to the Town's Zoning By-Law map, Figure 1.10.

The proposed subdivision complies with the zoning categories, since residential zone R2 permits the construction of single-detached and semi-detached homes, and zone R3 permits the construction of all types of residential units, including townhouses.

This application pertains to a site specific Zoning By-law Amendment that seeks to enhance the lot coverage provisions, similar to the ones requested for the previous Summitview development.

Typical zoning provisions are shown in Table 1.1, below:

LOT PROVISIONS	R2				R3		
	Single Detached	Duplex	Semi-Detached	Single detached	Duplex	Semi-detached	Townhouse
MINIMUM LOT AREA (M2)	450	550	275	325	550	275	Nil (d)
MINIMUM LOT FRONTAGE (M)	15.0 (a)	15.0	9.0	10.0	15.0	9.0	Nil (d)
MINIMUM FRONT YARD (M)	4.5	4.5	4.5	4.5	4.5	4.5	4.5
MINIMUM EXTERIOR SIDE YARD (M)	4.5	4.5	4.5	4.5	4.5	4.5	4.5
MINIMUM INTERIOR SIDE YARD (M)	1.2	1.2	1.2 & 0.0	1.2	1.2	1.2 & 0.0	0.0 (b)
MINIMUM REAR YARD (M)	7.5	7.5	7.5	7.5	7.5	7.5	7.5
MAXIMUM HEIGHT (M)	12.0	12.0	12.0	12.0	12.0	12.0	12.0
MAXIMUM LOT COVERAGE (BUNGALOW)	45%	n/a	45%	45%	n/a	45%	n/a
MAXIMUM LOT COVERAGE (OTHER THAN A BUNGALOW)	40%	40%	40%	40%	40%	40%	45%
MINIMUM LANDSCAPED OPEN SPACE	35%	35%	35%	35%	35%	35%	35%
OTHER PROVISIONS							

Table 1.1 : Zoning Provisions

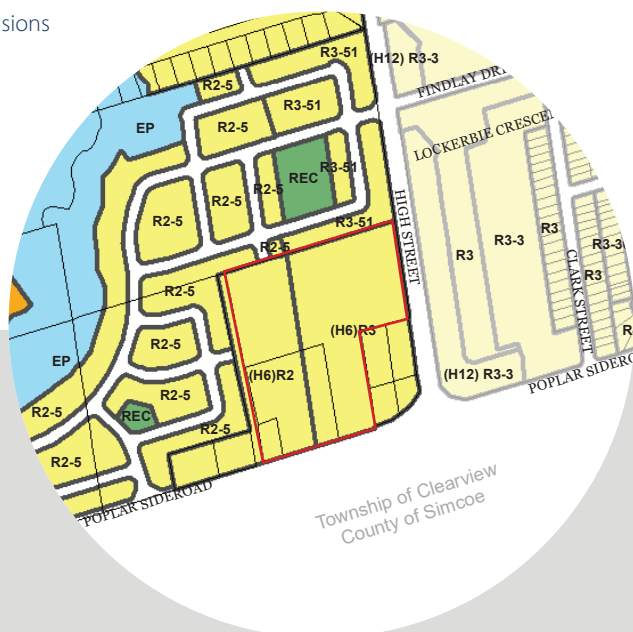


Figure 1.10 : Zoning Map

2 Vision & Guiding Principles

The vision for the Summitview Phase 3 Community is to create a distinct residential neighbourhood designed to provide a safe, comfortable and aesthetically pleasing environment. The Community is envisioned to be well-integrated into the neighbourhood and the larger urban context through pedestrian and vehicular linkages, placing it as a gateway to Collingwood from the South.

2.0 THE PROPOSAL

The Summitview Phase 3 Development Plan community, proposed to be established by way of Plan of Subdivision proposes 97 townhouse units, in blocks of between 3 to 6 units 38 semi-detached dwellings and two parks totalling 0.35 hectares, as seen in Figure 2.1. The community also provides for a 8.1 metre road widening strip along Poplar Sideroad, and an approximately 3 metre road widening strip along High Street.

The main entry to the community is through Street "B" from High Street. The road network follows a grid

pattern and extends to connect with the neighbouring developments to the north and west, to create a fully integrated residential community. Semi-detached dwellings are located along the western edge of the site, while townhouses are planned for the eastern balance of the community. One park block, Block 39, is centrally located, and the smaller park block, Block 40, is located to the east, along the southern edge of Street "B" at its intersection with High Street, strategically located to accommodate future expansion to the south.



2 Design Compliance



3.1

DESIGN CONTROL

A privately-administered design review process will be conducted for every new residential development by the Control Architect/Designer. The design review process by the Control Architect/Designer will be conducted expeditiously and fairly.

All building plans submitted to the Town of Collingwood for Building Permit Application must bear the approval stamp and signature of the Control Architect/Designer.

This set of Architectural Control Guidelines and their interpretation by the Control Architect/Designer are

intended to provide for sufficient flexibility to foster design creativity and innovation.

The intention of these Guidelines in conjunction with is implementation by the Control Architect/Designer is to ensure compatibility with the vision and guiding principles of this community, whilst allowing for creative flexibility.

The Guidelines contained herein are intended for use by the initial Builder of the dwelling and will not bind the homeowner or subsequent homeowners from making any alterations to the dwelling, provided they comply with all other governing regulations.

3.2

COMPLIANCE

In addition to the provisions of the Zoning By-law, the Conditions of Draft Approval, the Subdivision Agreement and all other applicable agreements and legislation, Developers and Builders are required to comply with the Architectural Control Guidelines throughout the design, marketing and construction process.

Approvals by the Control Architect/Designer do not release the Builder from complying with the requirements of the Town of Collingwood or any other approval authority.

Any design proposals that are not in compliance with the stated criteria within these Architectural Control Guidelines but are minor in nature, may be considered by the Control Architect/Designer based upon their design merits. These proposals may be approved, where it can be demonstrated that the spirit and intent of the Architectural Control Guidelines are maintained.



3.3

TERMINOLOGY & INTERPRETATION

Within this document, common terms are used in reference to prescriptiveness of the stated guideline. These terms are intended to have the following meaning with respect to compliance:

'Shall' / 'Will' : Guidelines using the words 'shall' or 'will' are mandatory and must be included in the project's design.

'Should' : Guidelines which employ the word 'should' are intended to be applied as stated. However, an alternative measure may be considered if it meets or exceeds the intent of the guideline.

'Encouraged' / 'Discouraged' / 'May' : Guidelines using the words 'encouraged', 'discouraged' or 'may' are desirable but not mandatory.

4 Community Design

The Summitview Development draws inspiration from Collingwood's architectural heritage with elements that reflect Collingwood's visual character. The development will place the focus on the residents and tailor the public realm experience to their comfort, thus creating a rich and dynamic community.

4.1 SITE LAYOUT

Phase 3 of the Summitview Community offers a variety of housing products including semi-detached homes and townhouses. The community also features two neighbourhood parks for the residents to enjoy. The parks are centrally located and easily accessible from High Street and the development to the west.

The main entrance into the community is from High

Street, along Street B. The park, Block 40, is also along Street B at its intersection with High Street, and will serve as a gateway feature and landmark for this community.

Residential dwelling lots are a minimum of 30 metres (98.75 ft) deep. There are some variations to the lot dimensions depending on location (Figure 4.1).

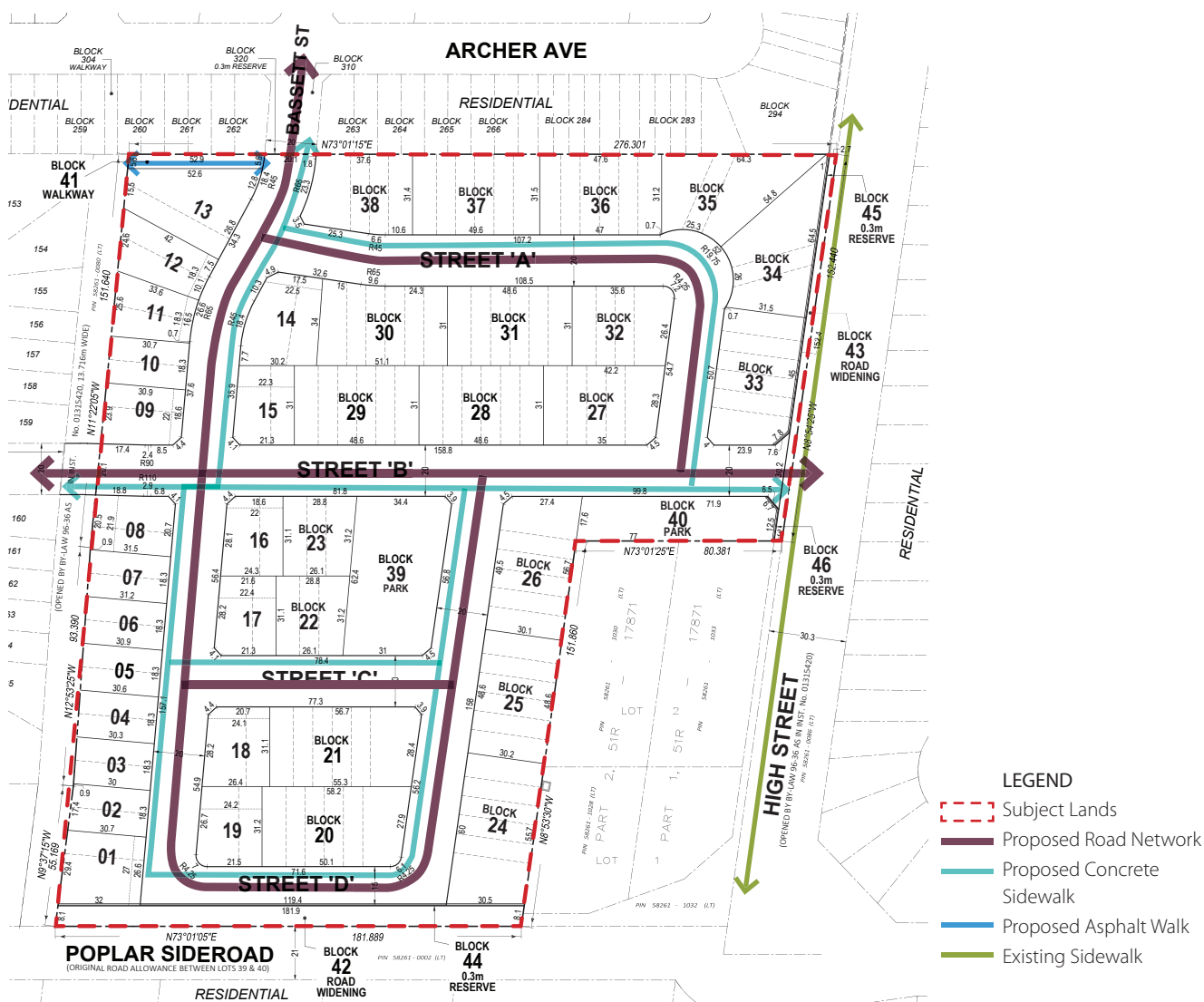


Figure 4.1 : Site Plan showing the Community Network

GUIDELINES

All lots are encouraged to locate outdoor living areas in front and flankage yards, providing “eyes on the street” and enhancing safety in the public realm. Porches are encouraged to locate into the building setback to further enhance living spaces adjacent to the public realm, in accordance with the Zoning By-law.

Where the new development is directly abutting developed areas within the existing community, care should be taken to ensure new buildings do not overshadow existing residential properties where possible.

LAND USE SUMMARY

LAND USE	LOT / BLOCK #	UNITS	AREA
SEMI DETACHED - 9.15m UNITS	01-19	38	1.36ha
TOWNHOUSE - 7.5m UNITS	20-38	97	2.76ha
PARK	39, 40		0.35ha
WALKWAY	41		0.03ha
ROAD WIDENING	42, 43		0.19ha
0.3m RESERVE	44-46		0.01ha
20m ROAD 15m WINDOW ROAD	A, B, C D		2.19ha
TOTALS		135	6.89ha

Figure 4.2 : Land Use Summary

4.2

BUILDING ENVELOPE & ORIENTATION

GUIDELINES

Front elevations should face the street and be perpendicular to the lot centre line (the line joining the midpoint of the front and rear property line).

As per Section 7A of the Town of Collingwood UDM, main entrances shall be visible from and directly accessible from the street. Deviations will be accepted only for lots with irregular shapes. The building

envelope shall be based upon the Town approved Zoning By Law.



4.3

BUILDING ELEVATIONS

GUIDELINES

A variety in building elevation design is encouraged to create visual interest in the streetscape at the pedestrian level, to prevent monotony and to enable wayfinding.

Alternative elevations shall be offered for each unit type that provide differences in architectural features, detailing, materials and colours. These features include, and are not limited to, massing, roof lines, facade materials, fenestrations, moulding, etc.

Other strategies to achieve an interesting and engaging streetscape are:

- Draw on different, but related, architectural styles,
- Use a variety of architectural details within each style,

- Locate buildings with similar facades apart from each other, with at least two buildings separating them,
- Use compatible building materials and colours to maintain cohesiveness in the streetscape design, and
- Where appropriate, vary setbacks of buildings from the street line to encourage a staggering in the massing and provide spatial rhythm.



4.4 PRIORITY LOTS

Priority lots are those that are located at most visible locations from street level. These include lots at corners and at a view terminus. The buildings occupying these lots are expected to display upgraded facade

treatments to enhance the overall image of the community.

Figure 4.3 below shows the locations and designations of these priority lots in the community.



Figure 4.3 : Site Plan showing the Priority Lots locations

i. CORNER LOTS

Dwellings on corner lots are among the most visible within the streetscape. Special designs shall be provided which address the flanking and visible rear elevations in a manner consistent with the front elevation.

GUIDELINES

- The primary façade should face the higher order street wherever possible.
- Special attention to the massing, height, articulation, fenestration, material finish and detailing is encouraged for all exposed elevations (front and flanking) of a Corner Lot Dwelling.
- Highly articulated flanking elevations are encouraged to avoid flat, blank, uninteresting façades. Gables, dormers, or tower features are desirable to articulate and enhance the roof form.
- Driveways shall be located as far from the intersection as possible.
- Wraparound porches, bay windows, generous fenestration, wall articulation and other architectural features are encouraged on the flanking side to create a positive pedestrian presence along the street.

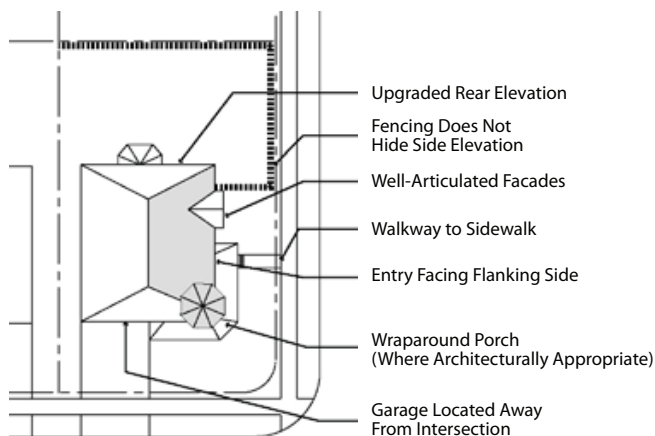


Figure 4.4 : Corner Lot Illustration



Figure 4.5 : Example of a corner lot with the main entrance oriented to face the long side of the lot.

ii. INTERSECTION LOTS

Lots which are located where a road terminates at right angles to another road are classified as T-Intersection lots. Enhanced architectural design should be given to these lots as they act as vista terminations.

GUIDELINES

- Vista terminating lots should incorporate architectural detailing that provides visual interest within the streetscape by way of upgraded facade designs including fenestration, a mix of masonry types and colours, window and entry features and accentuated roof lines where possible.
- Garages should be unobstructed and recessed behind or to the side of the front building facade and should not be located at the view terminus of the T-Intersection where possible.
- Terminus lot frontages should create visual interest to help accentuate the lot while also providing visual screening from vehicular lights at night.

iii. HIGH VISIBILITY LOTS

High Visibility lots are those that back onto High Street.

GUIDELINES

- High visibility lots that back onto High Street should include architectural features on the rear facades that enhance the overall visual appeal of the area. This can be achieved by upgrading the facade designs with various masonry types and colours, adding window and entry features, and emphasizing roof lines, all of which contribute to a dynamic streetscape.
- Materials along the rear facade will be consistent with those of the front elevation.
- Where lot depths permit, dwellings should utilize the rear yard setbacks to create visual interest and provide for greater landscaping opportunities for homeowners.



Figure 4.6 : Example of recessed garages behind the front facade with combined driveways to create larger landscape frontages.

iv. LOTS ABUTTING PARKS

GUIDELINES

Lots which abut onto the parks or pathways shall be fenced with a 1.2 metre high black vinyl chain link fence or wood privacy fence. Dwelling units adjacent to the parks shall be encouraged to plant species native to the area ecosystem.

Building projections such as porches or bay windows are encouraged into the side yard adjacent to the open space area to provide visual interest.

Additional architectural detailing consistent with the dwelling's front elevation is encouraged on publicly exposed side and rear elevations. Some examples of this detailing include:

- Introduction of gables, dormers and/or bay windows;
- enhanced window style with muntin bars;
- frieze board / cornice;
- brick detailing / pilasters;
- decorative panels;
- precast accents.

Some variety among rear wall articulation is encouraged for long stretches of lots having highly exposed rear elevations in order to avoid monotony.



Figure 4.7 : Examples of residences adjacent to open spaces showing side facades with material enhancements

4.5

ACCESSES, DRIVEWAYS & PLACEMENT

GUIDELINES

- Driveway widths shall not exceed the width of the garage.
- Driveways for dwellings adjacent to intersections, public walkways, open space and other non-residential land uses should be located as far from the adjacent use as possible.
- Driveway slopes between garage and street should be kept as shallow as possible.
- Adjacent driveways at cul-de-sac and street elbow locations should be designed to eliminate overlap between the property line and the street.
- For dwellings with a side facing garage, the driveway should be no wider than 6.5m at the street line.



Figure 4.8 : Example of a paired driveway to create larger continuous front yards for landscaping.

4.6

CPTED PRINCIPLES

GUIDELINES

- All building entrances will be well defined and oriented towards public streets to promote “eyes on the street”
- The public realm layout and building design shall encourage active use of public spaces to create a sense of ownership amongst the residents and prevent shared spaces from falling to disorder and misuse.



Figure 4.9 : Example of well defined entrances facing the street

5 Architectural Design

Summitview is envisioned to embody the Craftsman style architecture, which draws its roots from Contemporary New Urbanism. The hallmark of this style is its exceptional craftsmanship and distinct features, such as pitched roofs, broad eaves, sizeable front porches supported by tapered columns, and simple gable decorations. The design creates a sense of human-scale by utilizing rectangular forms of one or two stories. The roof lines vary from 6:12 to 12:12 pitch of gable and hip configurations, while the fenestrations are simple rectangular shapes with emphasized heads, lintels, and sills. The material finishes commonly include masonry brick or stone with siding and asphalt shingles.

i. BUILDING HEIGHT, MASSING, STEPBACKS & SETBACKS

GUIDELINES

The proposed built form typology comprises both single and multi-family units and has a maximum building height of 2 storeys, in compliance with Section 7-F of the Town of Collingwood Urban Design Manual. To lessen the overall massing, it is suggested that for two-storey buildings fronting the street, the second storey should be set back from the ground floor building plane by a maximum of 1.5m (5'-0"). To minimize the vertical massing on the streetscape, single-storey buildings should ideally be arranged in pairs or more when adjacent to two-storey units.

Other guidelines that apply are as follows:

- Alternating stone/brick on garage/house façade on adjoining lots are encouraged.
- Large view windows are encouraged.
- Extensive blank masses over garage doors should be avoided.
- A greater portion of fenestrations will be encouraged on elevations exposed to public views.
- Ensure proportional design throughout the building, appropriate window openings relative to wall mass, and a human-scale main door visible from the street.



Figure 5.1 : Alternating materials creates variety and interest in the streetscape

ii. COLOUR PALETTE & MATERIALS

GUIDELINES

A variety of exterior colour packages shall be offered by the Builder to avoid monotony within the streetscape. Exterior colours shall display the following design criteria:

- Preference is given to low-maintenance, and environmentally - friendly materials.
- Blocks which are adjacent to each other are discouraged from using the same colours.
- Compatible material colours are required within each individual colour package.
- The use of trim colours which are the same or directly similar to the dominant wall cladding colour is discouraged.
- Pre-finished flashing is encouraged to match the roof or adjacent wall cladding colour.



Figure 5.2 : Example of the recommended colour palette

iii. PRIORITY LOT BUILDING TREATMENT

GUIDELINES

- Roof Lines (roof pitches) are encouraged to achieve a good transition between roof heights
- Complementary roof lines are to be provided.
- Higher roof pitches are encouraged.
- Roof embellishments such as gables, dormers and towers are encouraged especially on corner lots.
- Where practical, gable roof pitches are to be increased in relation to the main roof.
- The roof line of garage(s) should be coordinated with the body of the residence.
- Chimneys located on an exterior wall shall be clad with the same cladding or veneer as the dwelling, or in a stone or brick design.



Figure 5.3 : Example showing complimentary roof lines

iv. WINDOWS

GUIDELINES

- All windows should be maintenance-free.
- Vertical window proportions are preferred to reflect the architectural style of the building. Other window shapes are encouraged as an accent but should be used with discretion to ensure consistency with the architectural style of the dwelling.
- Large ground floor windows are encouraged wherever feasible to promote “eyes on the street”.
- Primary upper and lower storey windows on street-facing elevations should be aligned in an organized manner to enhance the façade.



Figure 5.4 : Example showing large ground floor windows; and upper floor windows that enhance the façade

v. PORCHES & BALCONIES

GUIDELINES

- The use of front porches, verandas or porticoes should be encouraged for dwelling designs, where appropriate to the architectural style of the dwelling, to contribute to a rural streetscape appearance and provide opportunities for ‘eyes on the street’ as well as social interaction among neighbours.
- Porch columns should be consistent with the character of the house.
- The numbers of stairs leading to or flanking the porch should be minimized.
- Porches or porticoes should be one storey in height, with the exception of balconies, which are permitted on the second storey, and are to be of the same quality and style of the ground level patio.
- On corner/ priority lots, wrap-around porches are encouraged.

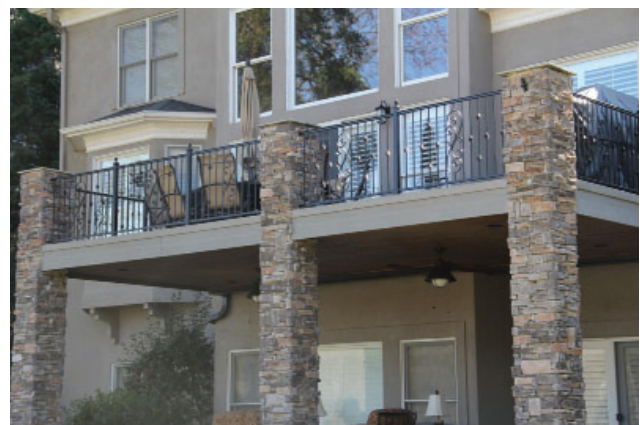


Figure 5.5 : Example of balconies used as an outdoor living area.

vi. MAIN ENTRANCES

GUIDELINES

- The main entrance to the dwelling should convey its importance as both a focal point of the façade and the interface between the private realm of the dwelling and the public realm of the street.
- Weather protection at entries should be provided where possible through the use of covered porches, porticoes, overhangs or recesses.
- The front entry design and detail should be consistent with the architectural style of the dwelling.
- Enhancements to emphasize the entry are encouraged and may include pilasters, masonry surrounds, a variety of door styles, a variety of transom lights above the door, etc.
- Elevated main front entrances and large concentrations of steps at the front should generally be minimized where possible.



vii. ARCHITECTURAL DETAILING

GUIDELINES

Each dwelling should include materials and architectural detailing characteristic to the style of the dwelling on all publicly exposed elevations. Where a dwelling elevation has reduced visibility from the public realm, the level of building detail may be simplified.

Architectural detailing may include the following:

- Soldier course, horizontal banding;
- Window sills, lintels and keystones and louvres;
- Cornice/Frieze Board Treatments;
- Moulded Trim details
- Pre-cast stone elements;
- Good quality garage doors.
- Precast stone accents are encouraged where architecturally appropriate, including: keystones, sills, lintels, door surrounds, imposts, etc.
- All vent stacks, gas flues and roof vents will be located on the rear slope wherever possible.



Figure 5.6 : Example of main entrance styles.

ix. SUSTAINABLE DEVELOPMENT

The builder is encouraged to consider implementing green initiatives on each lot to assist in reducing the community's impact on the environment and energy dependency.

GUIDELINES

- Water conservation features such as low-flow toilets, and efficient appliances.
- Use of high quality installation and windows to reduce thermal loss.
- Use of low VOC - emitting materials.
- Use of energy efficient lighting such as LEDs.



viii. ADDRESS PLAQUES

GUIDELINES

- Main entrances are to be features
- Address Plaques shall be installed and are to include a consistent design for the community.
- Exterior lighting for address plaques should be considered.
- Engraved address stones above garage doors can be considered.



Figure 5.7 : Examples of different address plaques

6 Design Review & Approval Process

i. REVIEW & APPROVAL

Preliminary Review Process

The Control Architect/Designer will review the proposed designs of each model type as a basis during the lot specific Working Drawing Review.

Working Drawings

Working drawings must depict exactly what the builder intends to construct. All exterior details and materials must be clearly shown on the drawings. Unit working drawings will be required for special elevations (i.e. upgraded rear / side), walkout lots and grade affected garage conditions.

Exterior Colour Packages

The builder is expected to comply with the recommended colour palette, that can be found in the appendix of this document.

ii. SUBMISSION REQUIREMENTS

The builder is required to electronically submit to the Control Architect/Designer for final review and approval, a digital copy of the following:

- Summary of lot and community ACG compliance matrix;
- reference to pre-approved model used;
- lot specific working drawings.

The Control Architect/Designer will retain one set of the foregoing and will provide a digital approval stamp for the applicant's submission. All digital approved documents are to remain at original submitted scale.

Any minor redline revisions made by the Control Architect/Designer working drawings must be incorporated on the originals by the Builder's design architect.

Any revisions to an existing approval requested by the Builder will be considered on their merits and if acceptable will be subject to re approval by the Control Architect/Designer.

It is the Builders' complete responsibility to ensure that all plans submitted for approval fully comply with these Guidelines and all applicable regulations and requirements including zoning and building code provisions.

iii. TOWN OF COLLINGWOOD APPROVAL

All working drawings, and elevations must be submitted for review and approved by the Control Architect/Designer, as required, prior to submission to the Town of Collingwood for building permit approval. Building permits will not be issued unless plans bear the required Final Approval stamp of the Control Architect/Designer. Approval by the Control Architect/Designer does not release the Builder from complying with the requirements of the Project Engineer, the Town of Collingwood or any other approval agency.

7 Design Dictionary



ACCESSIBILITY

Providing for ease, safety, and choice when moving to and through places



ADAPTIVE REUSE

Converting an existing building into a new use



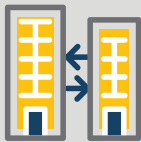
ANGULAR PLANE

A geometric measurement that maintains solar access and height transition



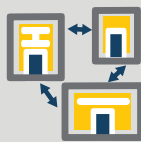
ANIMATION

Support sustained activity on the street through visual details, engaging uses, and amenities



COMPATIBILITY

Similar size, form and character of a building relative to others around it



CONNECTIVITY

The ease of movement and access between a network of places and spaces



DESIRE LINE

Shortest or most easily navigated route marked by the erosion of the ground caused by human traffic



FACADE

The exterior wall of a building exposed to public view



HEIGHT TRANSITION

The gradual change in height between buildings within a community



LANDMARK

Highly distinctive buildings, structures or landscapes that provide a sense of place and orientation



MASSING

The effect of modifying the height and bulk of the form of a building or group of buildings



NODE

A place where activity and circulation are concentrated



STEP BACK

A recess of taller elements of a building in order to ensure an appropriate built form



STREETWALL

The consistent edge formed by buildings fronting on a street



STREET FURNITURE

Municipal equipment placed along streets, including light fixtures, fire hydrants, telephones, trash receptacles, signs, benches,



SUSTAINABILITY

Developing with the goal of maintaining natural resources and reducing human impact on ecosystems



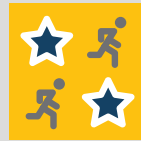
ARTICULATION

The layout or pattern of building elements (e.g. windows, roofs) that defines space and affects the facade



BUILT FORM

The physical shape of developments including buildings and structures



CHARACTER

The look and feel of an area, including activities that occur there



CIRCULATION

The movement patterns of people and vehicles through a site or community



FIGURE GROUND

The visual relationship between built and unbuilt space



FINE GRAIN

A pattern of street blocks and building footprints that characterize an urban environment



FOCAL POINT

A prominent feature or area of interest that can serve as a visual marker



GATEWAY

A signature building or landscape to mark an entrance or arrival to an area



PEDESTRIAN-ORIENTED

An environment designed to ensure pedestrian safety and comfort for all ages and abilities



PUBLIC REALM

Public spaces between buildings including boulevards and parks; where pedestrian activities occurs



RHYTHM AND PATTERN

The repetition of elements such as materials, details, styles, and shapes that provide visual interest



SETBACK

The orientation of a building in relation to a property line, intended to maintain continuity along a streetscape



URBAN FABRIC

The pattern of lots and blocks in a place



VIEW TERMINUS

The end point of a view corridor, often accentuated by landmarks



VISTA

Direct and continuous views along straight streets or open spaces



WAYFINDING

Design elements that help people to navigate through an area (e.g. signs, spatial markers)

Appendix



Town of Collingwood Urban Design & Architecture Control Guidelines Terms of Reference

Town of Collingwood Urban Design Document Submission

The following documents are collected throughout the development application process by the Town of Collingwood as set out in the list of studies set out in pre-consultation and/or as otherwise required in the review of development applications:

Urban Design Brief/Report – Urban Design Brief/Report

– Typically collected at Official Plan Amendment (OPA) and Zoning Bylaw Amendment (ZBA) stages or at Site Plan stage where an urban design brief/report has not previously been submitted or has not, for some reason, addressed the details of a given site plan development.

Urban Design Statement – A document collected at the Site Plan stage (where an Urban Design Brief has been previously completed as part of an OPA or ZBA) that references an approved urban design brief and provides an indication of how that report is being implemented.

Urban Design Guidelines and Architectural Design/Control Guidelines include:

- Documents submitted with a Draft plan of Subdivision to deal with public and public/private realm interface (urban design guidelines) and the architecture and design of structures on lots or blocks (architectural guidelines).
 - Urban design guidelines are substantially approved prior to draft plan approval and finalized prior to final approval.
 - Architectural control guidelines are either approved or substantially approved prior to draft plan approval and, if not approved prior to draft plan approval are finalized prior to pre-sales beginning.
- Documents submitted for more complex sites, multi-phase sites and multiple developments occurring on adjacent properties or in a redevelopment area that

guide preparation of and form a basis for individual property development urban design submissions.

Where a Draft Plan of Subdivision is accompanied by an Official Plan Amendment and/or Zoning Bylaw Amendment an urban design brief is also required that, among other things, sets out how the urban design and architectural guidelines are implemented through the associated OPA and/or ZBA applications.

Separate resource material is available to assist in preparation of Urban Design Guidelines and Architectural Design Guidelines.

1.0 General Requirements

The general scope of urban design requirements is set out in this document. Unless otherwise detailed the scope of work is associated with an Urban Design Report.

A further update to these terms of reference is forthcoming regarding urban design and architectural guidelines contents. In the interim, Town staff will provide additional details on subdivision applications on a case-by-case basis and may use available resource materials to assist applicants in meeting requirements.

In addition to text, graphics, maps and examples shall be used to explain and demonstrate concepts referenced in text.

1.1 Applications: An urban design submission may be required in support of a planning application for:

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision/Plan of Condominium
- Site Plan Control

1.2 Scope: The general scope of an urban design submission is set out in these terms of reference.

Additional details may be provided through the mandatory pre-consultation process. Any omission of required content set out in this document may, at the discretion of the Director of Planning and Building Services, form the basis of deeming a related application incomplete pursuant to the related provisions of the Planning Act.

1.3 Preparation: The urban design report for development sites should be prepared by an urban designer, licensed architect or full member of the Canadian Institute of Planners (MCIP) with a demonstrated specialization in urban design.

1.4 Updates: These terms of reference may be updated periodically at the discretion of the Director Planning and Building Services

2.0 Application Overview

Provide a brief description of the application:

- • Address
- • General location
- • What approvals are being sought?
- • What is being proposed?
- • Does the proposal comply with the Official Plan?
 - If not, please explain why not, the proposed measures to address policy matters and any related urban design implications.
 - Does the proposal comply with the Zoning Bylaw?
 - If not, please explain why not, the proposed measures to address zoning bylaw matters and any related urban design implications.

Please note that any urban design measures intended for the development should be addressed in site specific policy and/or zoning provisions as applicable.

2.1 Design Vision, Guiding Principles, and Objectives

2.1.1 Please provide an overview of the urban design vision, objectives and principles for the proposed development.

2.1.2 Describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a unique sense of place through the proposed public realm and built form.

2.1.3 Please provide a description of how the proposed development addresses:

- the surrounding area generally including but not limited to
 - green space,
 - natural environment,
 - adjacent existing and proposed development
- pedestrian circulation including connections to adjacent and nearby trails and sidewalks, relationship to vehicular circulation, access/egress and associated provisions
- accessibility
- future or potential development on adjacent and surrounding parcels

2.1.4 Please apply the following language to reflect the intended degree of compliance relative to the intent and application of any required urban design or architectural guideline framework (typically applicable to subdivisions or multi-phase developments) and has greater relevance for architectural control.

With guidelines there needs to be a clear understanding of the use of specific words as they apply to the degree of compliance expected. For the purposes of these urban design and/or architectural guidelines the following hierarchy of compliance shall apply:

Shall & Will - The use of the words "Shall" and "Will" denote requirements that must be met.



Should - The use of the word “Should” denotes design requirements that typically must be met but where site specific conditions or the specific merits of a specific design solution may merit flexibility.

May and Encouraged - The uses of the words “May” and “Encouraged” represent guidelines that are encouraged practices and not rigid requirements.

2.1.5 Please include an implementation section that advises how both the Urban Design Guidelines and Architectural Guidelines, as applicable, will be implemented through the approvals process. In the case of Architectural Guidelines or multi-phase development a control architect process with dispute resolution mechanisms in accordance with Town standards and conditions shall be applied.

3.0 Context Analysis

3.1 Provide a description and detailed analysis of the site and surrounding existing and planned context noting the attributes and considerations including, but not limited to:

- existing natural features, topography and vegetation
- lot fabric (including frontage and depth)
- general street/block pattern (including block lengths)
- built form character of surrounding area
- surrounding land uses and proposed/potential future development
- views and vistas to and from the site
- landmarks or gateways
- transportation networks (vehicular, cycling, pedestrian, transit, etc.)
- relationships and linkages to public open spaces

Description and analysis must incorporate context mapping and photographs depicting the subject site and relationship to its surrounding context.

4.0 Policy Context

Provide a comprehensive analysis of all relevant design-related policies and direction within applicable Town documents.

Provide references to and descriptions of how the design of the proposal implements the Town's Urban Design Manual.

The plan should illustrate how the proposal fits within and interfaces with the surrounding context.

5.0 Detailed Design Direction

Provide detailed design direction that describes how the development plan will be realized. The design direction should be clearly expressed through text, detailed sketches representing proposed development and precedent images illustrating intended features and attributes of the proposal.

The design direction should address, but not be limited to:

5.1 Site Design

- master planning (for large sites)
- positioning of the building(s) in relation to the site, abutting streets and surroundings
- vehicular and pedestrian access and circulation
- streetscape including dimensioned cross sections where applicable and streetscape features such as sidewalks and landscaping public open spaces
- public/private realm interface
- landscaping and amenity areas
- parking, loading, service and storage areas lighting
- adherence to CPTED (Crime Prevention Through Environmental Design) principles design and access relationship to natural areas, waterfront and trail systems where applicable
- stormwater management features

5.2 Built Form

- height and massing
- step backs & setbacks
- site coverage
- building to street ratio
- transition to adjacent uses and built form (including Heritage properties/districts)
- streetwall and building treatment at grade (the pedestrian experience)
- architectural and lot/site design concepts
- façade treatments, architectural elements and materials
- corner and/or landmark/gateway building treatment
- sun/shadow impact
- view impact of proposed development on Collingwood shoreline, Escarpment, historic downtown, surrounding areas
 - for subdivisions and multi-phase developments – provide detailed architectural guidelines

6.0 Heritage Resources

The following requirements are to be in accordance with the Ontario Heritage Act, Provincial Policy Statement and provisions of the Town of Collingwood Official Plan and the Collingwood Downtown Heritage Conservation District Plan as applicable.

A Heritage Impact Assessment may be required in conjunction with any application for development approval.

Where a Zoning Bylaw Amendment is required the HIA shall be provided as part of a complete application or as otherwise referenced in pre-consultation requirements.

Where heritage properties and buildings exist as part of a development site, describe how the heritage resource will be protected, conserved, enhanced and integrated as part of the development in accordance with the associated requirements.

Where development properties are adjacent to a designated heritage property and/or buildings, a Heritage Impact Assessment shall be required in accordance with the associated requirements. Additionally, identify the urban design characteristics and measures of the subject proposal that address adjacency to designated heritage resources.

7.0 Sustainability Features

Describe the low impact development, storm water facilities, energy efficiency measures and green building technologies that will be incorporated.

8.0 Review and Approval

The urban design brief/report/guidelines for development that is prepared in support of the proposal will be reviewed, modified and approved by staff as appropriate and will form part of the approvals package for a given proposal. Depending on the complexity, scale and/or location of the proposed development and at the discretion of the Director of Planning and Building Services peer review of the urban design submission at the expense of the applicant may be required pursuant to the related provisions of the Town of Collingwood Official Plan.

In the case of urban design guidelines and architectural design guidelines, the implementation of the related documents through subdivision approval is as follows:

- Urban Design Guidelines reflect the intended objectives dealing with the public/private realm interface and public realm treatments and will be draft approved to the Town's satisfaction prior to draft plan approval. Final approval of those guidelines is considered to be prior to registration as it is expected that through detailed design various minor modifications may need to be made.
- Architectural Design Guidelines reflect detailed design of built form such as building treatment, material, siting of structures on lots, and other features.

Architectural Design Guidelines shall be approved prior to draft plan approval or substantially completed and finalized after draft plan approval subject to no sales restrictions until the models and their location, siting etc. are approved. A control architect process as described in the related draft plan conditions shall apply to final approval of building design and siting.



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE

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