

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.