

Planning Report 98-25

TO: Mayor and Members of Council

FROM: Heather Konefat, Acting Director of Planning and Development

DATE: June 8, 1998

RE: **West Bolton Secondary Plan Area (Policy Area A)**
Landscape Standards and Urban Design Guidelines
Architectural Design Guidelines

I. Objective

To present the proposed Architectural Guidelines component of the Landscape Standards and Urban Design Guidelines package for the West Bolton Secondary Plan Area to Council for adoption.

II. Background

As Council is aware, one of the areas that was approved for development through the OPA 114 Hearing, and the August 1, 1997 decision of the Ontario Municipal Board, was the area known as Policy Area A in Bolton, or the "West Bolton Secondary Plan Area". In keeping with Council's desire to ensure that Bolton's new growth areas are designed to be attractive, pedestrian friendly and well integrated with the existing community, Section 7.4.4 of the Secondary Plan requires the development and implementation of Landscape Standards and Urban Design Guidelines for the entire Secondary Plan Area. On May 25, 1998 the Council adopted the Landscape Standards and Urban Design component of this document and staff are now bringing forward the Architectural Design Guidelines to Council for approval.

III. Planning Comments

The concept of the implementation of architectural guidelines are new to the Bolton community and in that regard requires some explanation as to the purpose and function of such an implementation tool. Architectural guidelines are less prescriptive in nature than a zoning by-law might be in that it sets out a number of principles upon which the Town intends on reviewing the proposed architectural elements of the units and site layouts being proposed by the various builders. These principles have been set out in the attached document (See Appendix A) prepared by Ken Viljoen of Viljoen Architects. The following is a summary of the Architectural Design Guidelines as prepared by Mr. Viljoen.

A Guideline's Objectives

The emphasis of the Guidelines are to deal with the architecture of the community. The Guidelines are to be considered as a design tool and are to ensure that the unit designs of the various buildings submitted reflect regard for a variety of different objectives. The Guidelines should also be read in conjunction with the Landscape Standards and Urban Design. The Architectural Guidelines prepared by Mr. Viljoen look at the six following objectives in assessing the architectural merit of the community:

i). Neighbourhood

It is the intention of these Guidelines to achieve a community that has a sense of village where all streets and public facilities are to be pedestrian friendly. As in many traditional neighbourhoods features such as porches should be used to reinforce the concept of having "eyes on the street". Other matters to be discussed later in this report will also have an impact on achieving this objective. The Guidelines describe the various components of the community and the treatment which should be applied in those situations.

ii). Massing and Clusters

The overall impression created by a group of dwellings depends more upon the general massing and roof lines than details of individual buildings. The Guidelines call for a compatibility between units on adjacent lots and the review of various "clusters" throughout the plan areas. Whole units shall have their own architectural individuality, the cluster, however, must function as a whole.

Attention shall be paid to general massing, conformity of sloping roof lines, as well as the historical details of the individual buildings. Houses must be selected and sited such that setbacks occur progressively towards the centre of the cluster.

iii) Housing Types

The Guidelines attempts to achieve and recognize a variety of various elements in the review consideration. Among other things, the Controlling Architect will be reviewing the attention to design features such as location and positioning of doors, windows, entrance locations, porches, roof lines and pitches, garages, etc.

iv) Garages

A common concern raised by even those without architectural expertise is the negative impact that protruding garages have on the urban landscape, especially when the garage extension is repeated continuously along any given street. The Architectural Guidelines provides for a recommendation which requires each and every builder to provide a variety of housing forms with varying garage projections.

v) Sitings

This section attempts to deal not only with the homes themselves but also the impact that that home may have when located in a strategic location within the plan of subdivision.

vi) Colour and Materials

The Controlling Architect will also be discussing with the various builders the materials and colours that the builder intends on using to ensure that a diversity of materials and styles is implemented and inappropriate selections are avoided.

B. Process

Upon the Council approving the Architectural Design Guidelines, staff will then be requiring every Builder go through a municipal process prior to registration of the plan, to ensure that the building elevations and sitings meet with the objectives spelled out in the Guidelines. This task is to be co-ordinated by a Controlling Architect to be retained by the municipality. It will be the responsibility of the Controlling Architect to review and approve all of the proposed elevations and sitings for any development within Policy Area A.

All builders seeking to develop within the boundaries of the West Bolton Secondary Plan will be informed that prior to registering their plan they will be required to satisfy the Town's Controlling Architect. The Controlling Architect will ensure that the various elevation and sitings for the proposed units meet with the objectives of the Architectural Design Guidelines.

Builders will be expected then to meet with the Town's Controlling Architect to discuss the various elements of the Guideline and how their units and sitings incorporate the Guideline's recommendations. Further to that discussion, the builder would then be requested to revise his drawings and resubmit them to the Controlling Architect. This process would repeat itself until such time that the Controlling Architect was satisfied that the Guideline's objectives were being met.

Upon approving the various elevations and sitings, the Controlling Architect would forward to the Town a final copy of the approved elevations and streetscapes which would kept be on file for the Building Department staff to review prior to the releasing of building permits.

In order to facilitate the pace of development in the West Bolton Secondary Plan Area, staff have been using on an informal basis, Mr. Ken Viljoen of Viljoen Architects Inc. to assist the municipality and the builder's in meeting their common objectives. Staff will be recommending that Mr. Viljoen be retained as the Controlling Architect for the West Bolton Secondary Plan Area.

Costs

In order to fund the retainer of the Controlling Architect, staff will be recommending that a one time per unit fee be set which will be recovered at the building permit stage. Further to discussions with Mr. Viljoen, it is recommended that that fee be set at \$90 per lot for residential single family detached and semi-detached units/lots and \$45 per unit for townhouse units.

IV. Conclusions

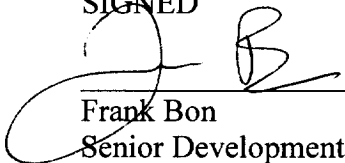
The proposed Architectural Design Guidelines when used in conjunction with the Landscape Standards and Urban Design Guidelines for the West Bolton Secondary Plan Area will assist the municipality in achieving the design directives established in the Town's Official Plan and will ensure that the area evolves into an attractive and desirable neighbourhood that is both distinctive and well integrated into the existing Bolton community.

V. Recommendations

The Planning Department recommends that the Council of the Corporation of the Town of Caledon:

1. That Planning Report 98-25 be adopted;
2. That Council adopt the "West Bolton Secondary Plan Area" Architectural Design Guidelines"; and,
3. That Council retain Ken Viljoen of Viljoen Architects Inc. as Controlling Architect for West Bolton Secondary Plan Area.

SIGNED



Frank Bon
Senior Development Planner



Heather Konefat
Acting Director of Planning and
Development

2 June 1998

URBAN & ARCHITECTURAL GUIDELINES
Bolton Policy Area A
Metrus Development

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PLANNING DEPARTMENT

I. OBJECTIVES

In the planning of a residential area, the objective should be the creation of a community that has a sense of village. The streets and public facilities must be for people providing for a safe, friendly human scale. Recognizing that the automobile is a reality, the intrusion of the garage on the ground related public street must be minimized. The living areas of homes must be emphasized, both in the exposure of glazing in houses at grade and the utilization of outdoor porches of houses. Every attempt should be made to diminish the impact of the garage which can be achieved in a number of ways.

In the conventional subdivision of the seventies and eighties, fairly deep lots kept getting narrower frontages eventually forcing the extension of the garage as an intrusion in the front yard. Its impact can be minimized by designing it into the house, building over at the second storey and drawing the front entrance and porches to the street.

More recently, there have been two major moves in community design. One is to design neighbourhoods with rear lane garages, thus virtually eliminating garages from the street. The other is the advent of wide-shallow lot where, because of greater width, larger living areas are brought forward from the garage and closer to the interaction on the actual sidewalk.

The existing Town of Bolton has many traditional, well preserved, old Ontario houses. The chief aim of these guidelines is to realise a compatibility between the existing heritage vernacular and the new community. Integrating well designed dwellings into an appealing streetscape forms the basis of a successful residential community. These streetscapes are a result of co-ordinating good site planning and well-designed homes with carefully thought out landscaping.

The emphasis of this urban statement is to deal with the Architecture of a community. The following guidelines are to be considered as a design tool and are to ensure that the plans and specifications filed at the time of building permit application, reflect regard for the following objectives:

- A. **Neighbourhood** - A strong visual sense of "Village Neighbourhood."
- B. **Massing & Clusters** - Compatibility between units on adjacent lots.
- C. **Housing Types** - Variety within groups.
- D. **Garages** - Their impact.
- E. **Sitings** - Taking a house style and locating it to form a good streetscape, compatible with the approved Grading Control Plan.
- F. **Colours & Materials** - Harmony of exposed external materials with no jarring contrasts.

II. OVERALL REVIEW

A. Neighbourhood

It is the intention of these guidelines to achieve a community that has a sense of village where all streets and public facilities are to be pedestrian friendly. As in traditional North American communities, porches and plenty of glazing must be used to reinforce this "eyes on the street" and "village" feel. Playing down the prominence of garages will be observed as described later in Section D. Further attention must be paid to the general sitings, massing and roof lines, clusters of streetscapes and staggered front yard setbacks.

Throughout the site, designated lots for the siting of houses must be located to emphasize the above and will be recognized by the following:

1. G (Gateway House Architecture)

Represents the entire community. Houses in these locations must have a strong design with all street and public exposed elevations designed to match the front entry of the house. Special attention must be given to visual variety and material finish on all exposed elevations. Materials must be upgraded.

2. **W (Community Window Architecture)**

Is similar to “Gateway House” as it represents the community in prominent locations, particularly adjacent to arterial roads. This includes the main visible elevations, whether they are front, rear, or side.

3. **V (Cul-de-sac & Elbow House)**

Are in areas where streets are either terminated or change direction. Units must have a majority of porches and the garages enclosed within the house. Opportunities exist on the outside or visually highlighted side of the curve for strong elevations complemented by grouped landscaping.

4. **C (Corner Lot Architecture)**

Corner lots form entry points to local neighbourhoods and elevations exposed to streets must match the front entry. The use of well proportioned windows and wrap around porches are encouraged. They must appear in the majority of the basic house types proposed for these locations. House plans must be designed with main entries on the long flankage side.

5. **M (Mid Block House) and**

T (Road Junction House)

Are prominent locations within blocks on streets. Neighbouring houses must be sited with second stories at similar locations and opportunities between the units to incorporate landscaping naturally.

6. **R (Rear Upgraded Streetscapes) and**

S (Side Upgraded Streetscapes)

Occur adjacent to public view, particularly with homes backing onto the arterial road. These exposed rear and side elevations must have the same level of design and materials as the house fronts.

7. **---- (Corner Lot Fence)**

8. **• (Corner Lot Fence to be Determined on a Site Specific Basis)**

B. Massing & Clusters

The overall impression created by a group of dwellings depends more upon the general massing and roof lines than details of individual buildings. There must be a compatibility between units on adjacent lots making up "clusters" of between 5 and 7 units reflected on both sides of a street. While units shall have their own architectural individuality, the group must function as a whole.

Attention will be paid to general massing, conformity of sloping roof lines as well as the historical details of individual buildings. Houses must be selected and sited such that setbacks occur progressively towards the centre of a cluster. The edges of a cluster must have units with special architectural consideration that in turn act as "bookends."

Where lots are held by different builders on a street, discretion on the part of the builders and control architect must be used to maintain a unity between different house styles.

C. Housing Types

Bolton is rich in traditional brick and frame siding homes. Traditional and Historical Architectural styles will be encouraged and should appear within the homes offered. Amongst others, these include:

Georgian, Italian Renaissance Revival, Eclectic Victorian (or Queen Ann), English

The following elements are among the review considerations:

1. Elevations

Balance and design particularly of windows, doors, porches, roofs, and garages. Shutters must be half the window widths that they would cover.

2. Historical Detailing

Design for traditional style. Housing must pay attention to the faithful replication of proportions, namely details, materials, and windows, which must maintain a vertical appearance.

3. **Entrance**
 - a. **Clearly identified inviting entrances and individual to that particular house.**
 - b. **Porches. Porches must be designed as defining the entrance as a protective means, as well as the extension of garage roofs and wrap around corners.**
4. **Porches**
 - a. **Each model type offered must have at least one elevation that incorporates a porch.**
 - b. **Corner lots - Porches should be deep enough to accommodate a chair for sitting purposes.**
 - c. **Standard lots - Porches, particularly with narrow lots, must add significance to the front door entrance and / or be incorporated with the garage roof leading up to the entrance.**
5. **Roof Line and Roof Pitch**
 - a. **House Roofs. An absolute minimum roof pitch on main roofs is 6/12. Features such as gables, which draw emphasis to the house, must be a minimum of 8/12 and more in the order of 10/12.**
 - b. **Frieze Boards**

Below all roofs, both house and garage frieze boards are to be used on all major exposed surfaces to public view.

On normal sitings within a block, frieze boards will be returned to a minimum of 4'-0" on side elevations or to a natural break, such as a window.
 - c. **Garage Roofs**

On regular lots, the minimum pitch must be 4/12.

On lots with strongly sloped driveways from the house to the street, the minimum pitch must be 6/12. This is to reduce the amount of brick occurring above the garage doors.
6. **Roof Vents and Plumbing Stacks**

Should be located away from the public view of the house where possible.

7. **Alternative Elevations**
 - a. Are necessary for each house plan.
 - b. Must be distinctly different for each individual unit.
 - c. Individual model types must have their A & B elevations distinctly different from each other.

8. **Repetitious Identical House Elevations**
 - a. Must be avoided within a cluster or a siting group.
 - b. No more than two identical elevations will be allowed side by side.
 - c. The number of similar elevation types in a block is 30% maximum.

9. **Corner Lot Units**
 - a. Entrances, side elevations and sitings must be designed to enhance their location. Houses in these locations will have two fronts as they face two streets. The design on both fronts must be continuous with the same projections and articulations occurring on both.
 - b. Wrap around porches are encouraged to convey a low element as an introduction to the street block.
 - c. A "coach house" treatment of the garage is encouraged. The garage is separate from the main body of the house and connected by a breeze way or single storey element.

10. **Rear and Side Elevations Exposed to Public View**
 - a. Elevations and features must enhance the overall grouping. They must be strong.
 - b. Extensive glazing and exact window and single door styles used on fronts must be repeated on sides and rears.
 - c. As with corner lots, the similar projections and articulations that occur on the front elevation must be displayed here.

D. Garages

This section is written as a guideline to the siting of houses in the project.

1. For two-storey dwellings and the siting of the percentages of two-storeys within a block.
 - a. The main front wall of a house is defined as “the front face of the major mass of the dwelling part of the house.” This includes a room built over the garage.
 - b. Fully Projecting Garages.
 - i A **maximum** of 30% of garages can be “fully projecting garages.”
 - ii A “fully projecting garage” is a single storey garage that projects beyond a line drawn 2.6 metres in front of the main front wall of the dwelling.
 - c. Fully Enclosed Garages.
 - i A **maximum** of 30% of garages can be “fully enclosed.”
 - ii A “fully enclosed garage” is a garage that does not project beyond the main front wall of the dwelling.
 - d. Partially Enclosed Garages. A **minimum** of 40% up to a maximum of 90% of single storey garages can have a projection of 2.6 metres to 0.5 metres from the main front wall of dwelling.
 - e. A “coach house” treatment of a garage is where:
 - i The garage is detached and connected to the house by a breezeway of single storey element.
 - ii Its roof has a minimum slope of 8/12 and has added architectural features such as a cupola.
 - iii Its use means that it will not be considered as a “Fully Projecting Garage.”
2. Bungalow. For garages as they pertain to bungalows and the siting of bungalows within the total percentage of a block.
 - a. No bungalow shall be designed that has a garage that projects beyond a line drawn 3.4 metres in front of the major living area mass or enclosed front entry of the house.
 - b. Bungalows shall constitute a **maximum** of 30% of the houses sited within a block on a street.

3. Percentage

- a. The above percentages should be considered a rule of thumb and will apply over an entire subdivision, a neighbourhood and any block.
- b. The review of the percentage mix of garages will be done on a specific "block" basis.
- c. A "block" will be defined as the row of lots on one side of the street, generally between two intersections except where the block is less than 10 lots.

4. All garages in all zones shall be subject to the following:

- a. Single bay garage doors of 2.4 m (8') width maximum are required. Larger single doors will be reviewed in the context of the quality of the architectural design of the house.
- b. Garages will be encouraged to be grouped in pairs to create a court effect with more open lawn.
- c. Fully projecting garages should be sited against adjacent houses whose garage is fully or partially in the mass of the house.

E. Sitings

1. This section must be read in conjunction with Section A (Neighbourhood).

2. Straight Streets

- a. Clusters must be formed by gradually decreasing front yard setbacks as one moves into the cluster forming a courtyard in the centre.
- b. The components of clusters are:
 - Variations of setbacks.
 - Variety in house massing.
 - Use of shortened plans at key locations in the centre of a cluster.

3. "T" Road Junctions

- a. Occurs where one road terminates at right angles to another.
- b. The housing at the top of the "T" should have strong architectural elevations and be setback further from neighbouring dwellings.

4. **Curved Streets**

Houses sited on the outside of a curve shall have strong architectural elevations and be complimented by the opportunity for grouped landscaping.

5. **Corner Lots**

- a. The long exposed side will be considered to be a front of the house.
- b. Front doors and porches will be encouraged on the long exposed side.
- c. All corner lot houses shall have special corner lot fencing. Special attention must be given to details such as bay windows and increased fenestration on all exposed sides.

6. **Lots with Public Exposed Rear Yards**

- a. These lots are located where the dwellings back onto roads, open space, park blocks and school sites.
- b. The houses on these lots will be considered as front elevations with the same architectural detailing required to the Public realm.

F. Colours and Materials

1. Colours are to be in harmony with no jarring contrasts. This applies in particular to brick homes when accent bricks are used.
2. A diversity of materials and styles, possibly with themed enclaves, is encouraged.
3. Materials. A majority of brick is to be used with other materials such as stone. Stucco, wood, and siding must be utilized to enhance the elevations as well as for a balanced contrast.

Viljoen Architect Inc.

Ken M. Viljoen, M. Arch., OAA, MRAIC
Principal

KV/gl

III. PROCEDURES

A. Sketch Design

1. Preliminary review of individual unit designs with the builder and his designer.
2. Submission of design sketches with all elevations on sheet sizes of 3'-0" x 4'-0" preferably to be mounted or pasted to foam-core boards.
3. Material shall be received at least 3 working days prior to any meeting.
4. Approvals generally will take 3 to 5 working days.

B. Review at Time of Building Permit Application

1. Working drawings of individual models.
2. Sitings
 - a. Site plans.
 - b. Streetscapes to support the sitings reproduced on blackline print paper which must indicate:
 - Scale no larger than 1/8" = 1'-0".
 - Each elevation to have model type, lot number and street name.
 - Accurate grade changes to be representative of adjacent units.
 - Basic materials to be indicated, these are roof shingles, brick and siding colours.
3. Coloured paste-up boards or photographs and exterior colour schedules. Indicate materials, manufacturer and colour name for:
 - a. Roof
 - b. Masonry
 - c. Siding
 - d. Doors and windows
 - e. Paint trim for each unit

Faster approvals are assured for accurate photos of the coloured paste-up boards.

C. Sitings and Gradings

1. Must clearly conform to the grade control plan and Municipal Zoning requirements, including noise attenuation.
2. Sitings being requested must be dated and indicated in a column on the siting plan.
3. Sitings already approved must be noted on the siting plan.
4. Preliminary architectural approval should be obtained before engineering approval.
5. Final architectural approval must have prior engineering approval.

D. Timing

1. All submissions must be made to the Architect before Municipal submissions.
2. The Control Architect will require one working week for examination of the submission.
3. One week's notice must be given for a site inspection.

E. Meetings

Meetings will take place in the Control Architect's office.

F. Numbers of Copies

At the time of Final Approval for Building Permits, the Control Architect requires one set for record purposes. The number of other drawings required, must be ascertained by the applicant.

IV. SITE INSPECTION

On completion of each group of houses, site inspections will be made of buildings constructed. All houses are to be constructed in compliance with the approved submission.

V. APPROVALS

"Approved" shall be taken to imply approved for aesthetic purposes only and does not imply or indicate conformance with any zoning or building by-laws, grades, curb cuts and service locations, tree locations, etc. The Control Architect takes no responsibility for anything other than aesthetic approval.

VILJOEN ARCHITECT INC.

Ken M. Viljoen, M. Arch., OAA, MRAIC
Principal

KM/gl

Rec

W-323-98



Date: June 8, 1998

Moved by: J. R. [Signature] Seconded by: [Signature]

RESOLVED THAT Planning Report 98-25 re: West Bolton Secondary Plan Area (Policy Area A), Landscape Standards and Urban Design Guidelines, Architectural Design Guidelines, be adopted;

AND THAT Council adopt the "West Bolton Secondary Plan Area" Architectural Design Guidelines;

AND THAT Council retain Ken Viljoen of Viljoen Architects Inc. as Controlling Architect for West Bolton Secondary Plan Area.

Mayor: [Signature]

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Town of Caledon

INTER-OFFICE MEMO

RECEIVED

JUN 11 1998

PLANNING DEPARTMENT

TO: Planning Department

FROM: Debbie Thompson

DATE: June 10, 1998

RE: Planning Report 98-25
West Bolton Secondary Plan Area (Policy Area "A")
Landscape Standards and Urban Design Guidelines, Architectural Design
Guidelines

Council at its meeting held June 8, 1998, adopted resolution W-323-98 with respect to the above mentioned matter.

A copy of the resolution is attached for your reference and distribution as may be required.

Debbie Thompson

atts.

Town of Caledon

Date Aug 10/98

Moved by [Signature]

Seconded by [Signature]

Resolved that the Council of the Town of Caledon adopt the West Bolton Secondary Plan Area Architectural Guidelines for the purposes of evaluating the architectural and site design merits of development proposals within Policy Areas B and C; and,

That the Council retain Mr. Ken Viljoen as the Controlling Architect for Policy Areas "B" and "C".

[Signature]
Mayor

CARRIED



Town of Caledon

INTER-OFFICE MEMO

RECEIVED

AUG 13 1998

PLANNING DEPARTMENT

TO: Planning Department
FROM: Debbie Thompson
DATE: August 13, 1998
RE: Architectural Control Guidelines, Policy Area "B"

Council at its meeting held August 10, 1998, adopted resolution W-442-98 with respect to the above mentioned matter.

A copy of the resolution and your original report are attached for your reference and distribution as may be required.

A handwritten signature in cursive script that reads "Deb".

Debbie Thompson

atts.