# PART 4 DEVELOPMENT PERMIT GUIDELINES

## Historic Influence

## Historic Core

## Façade Retention

# DEVELOPMENT PERMIT GUIDELINES

Local governments are authorized to create and adopt Official Community Plans (OCP) through the *Local Government Act* in British Columbia. Official Community Plans provide the long term vision for a community and set the policies relating to land use management within the area covered by the plan.

Within the OCP, local governments can designate Development Permit Areas (DPAs) for several reasons, such as:

- the protection of the natural environment,
- protection from hazardous conditions,
- protection of agricultural lands,
- and/or to guide the form and character of development.

Development Permit Areas can help to achieve the objectives set forth in the Official Community Plan. Once an area has been designated, land development and construction can only take place after a development permit has been issued.

To establish objectives for the form and character of development in the Historic Downtown, the City designates lands as subject to Historic Downtown Form and Character Development Permit Guidelines. All development outside these areas remain subject to the Official Community Plan Development Permit Guidelines.

These guidelines supersede the Form and Character Development Permit Guidelines contained in the Official Community Plan. Where there are inconsistencies between the Official Community Plan Development Permit Guidelines and the Historic Downtown Development Permit Guidelines contained in this chapter, the latter will supersede.

# HISTORIC DOWNTOWN DEVELOPMENT PERMIT GUIDELINES

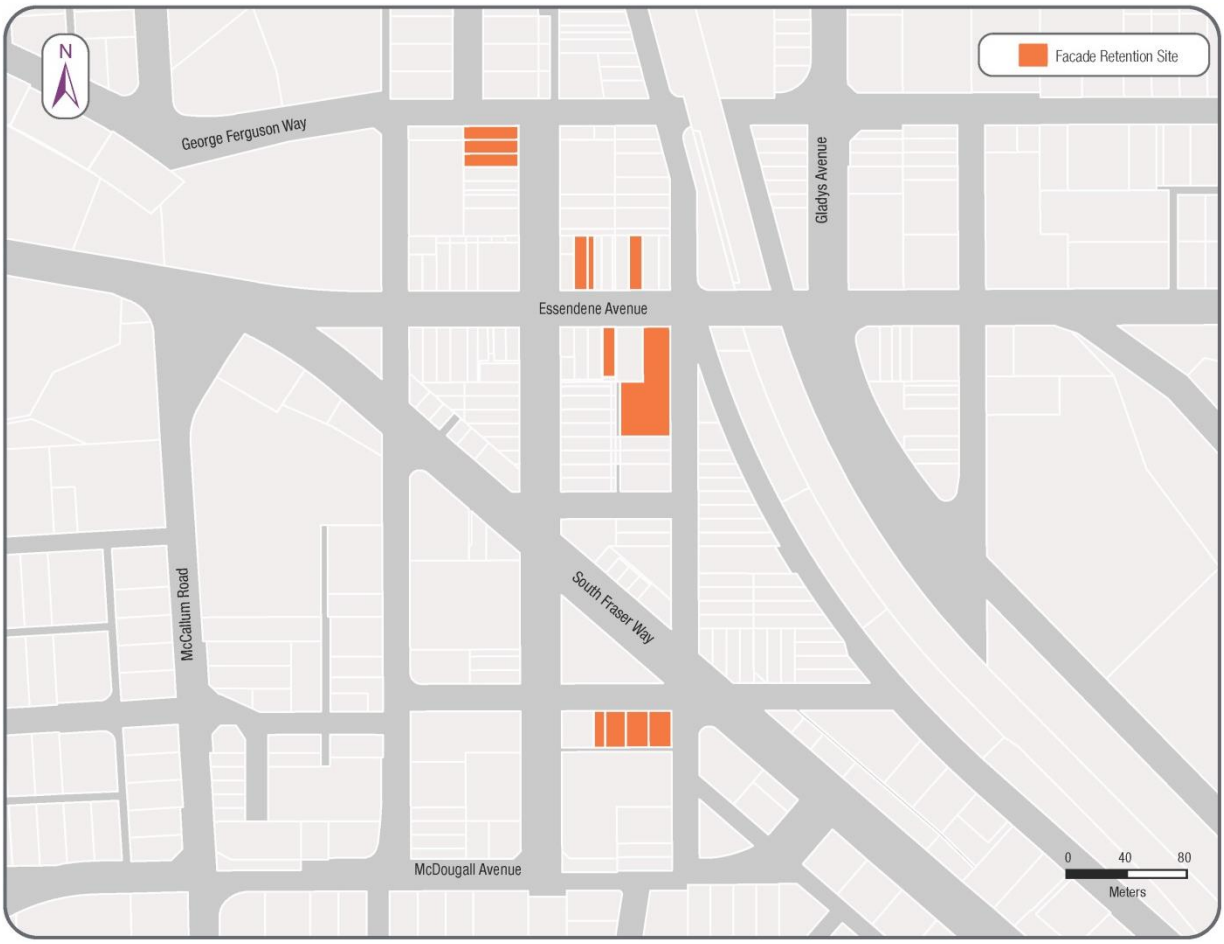
## AREA

All development occurring in the Historic Centre and Urban Centre – Mixed land use designations is subject to these Form and Character Development Permit Guidelines. The guidelines are structured in increasing levels of priority (Historic Influence < Historic Core < Façade Retention), with each subsequent level adding to and modifying the previous level(s). Where a higher priority guideline conflicts with a lower priority guideline, the higher priority will prevail.

**Historic Influence** guidelines apply to all development.

**Historic Core** guidelines apply *in addition to the Historic Influence guidelines* to all development in the Historic Centre land use designation or buildings abutting Commercial Streets (Map 4) in the Urban Centre – Mixed land use designation.

**Façade Retention** guidelines apply *in addition to the Historic Influence and Historic Core guidelines*, for properties listed in FR1 (also shown below on Map 11).



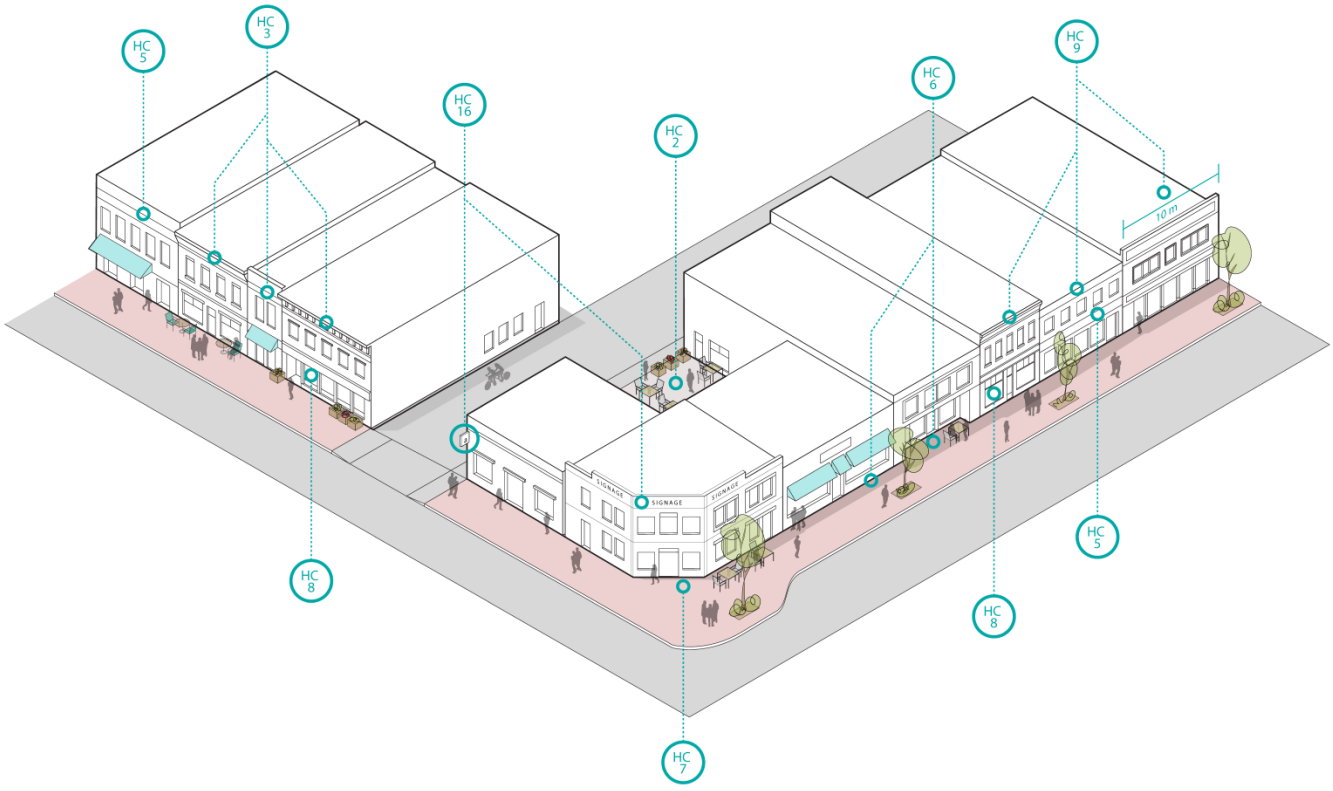

**Map 11 – Façade Retention Sites**

## JUSTIFICATION

Historic Downtown is a focal point for the entire City of Abbotsford. As Historic Downtown grows, it will be important for this area to retain its historic character, and for higher intensity uses to be developed in a manner that meets both neighbourhood and city-wide objectives. The general period of reference for architectural character is 1920 to 1950.

## OBJECTIVES

The following guidelines are encouraged to protect and elevate the historic character of Historic Downtown, and the creation of authentic, memorable, walkable, and animated shopping streets, as well as attractive and walkable residential streets. All development should enhance the public realm and provide opportunities for residents and visitors to gather and socialize. Crime Prevention Through Environmental Design (CPTED) principles have been incorporated directly into many of these guidelines, but does not preclude additional specific CPTED analysis as required. The figure below illustrates how individual guidelines work together to create vibrant streets in Historic Downtown.



# EXEMPTIONS

1. Subdivision
2. Interior Renovations
3. Façade renovation in Historic Influence that is limited to repainting and recladding without changing the building roofline, footprint, or openings
4. Façade renovation in Historic Core that is limited to maintenance and repainting without changing the building's exterior appearance, colour, material, roofline, footprint, or openings
5. Signage copy changes that do not change the sign structure
6. Murals on building facades that do not face a public street
7. Minor landscaping improvements that do not reduce or remove amenity space
8. Emergency circumstances to remove an immediate danger
9. Buildings that have been destroyed by fire and/or natural disaster less than 75%, as determined by the building inspector, provided the building massing, siting and appearance are as prior to destruction and the use conforms to the City's *Zoning Bylaw, 2014*

# GUIDELINES

The following guidelines provide direction for all development in Historic Downtown and may be applied when setting Development Permit conditions.

## Historic Influence

### *Site Context*

To guide the design of development sites that fit within the broader context of the neighbourhood and are compatible with adjacent properties.

**HI1 Neighbourhood Connectivity**

Design the site to enhance direct pedestrian and bicycle connections in the area.

**HI2 Historic Urban Fabric**

Design the site to respond to the traditional Historic Downtown urban fabric, ensuring that new streets and connections reinforce a highly connected fine-grained block pattern.

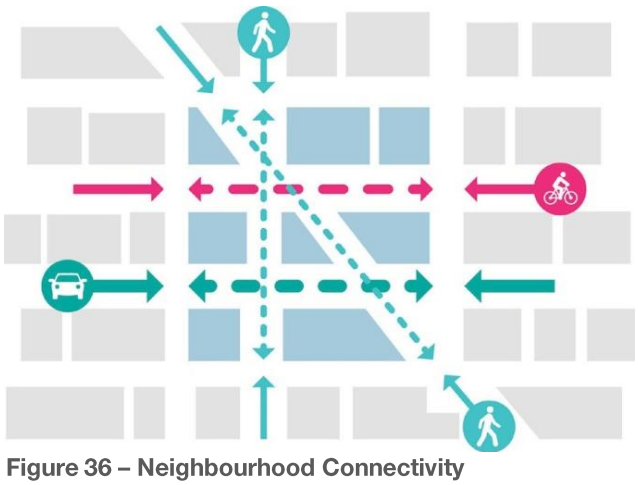


Figure 36 – Neighbourhood Connectivity

### HI3 Streetwall Continuity

Design commercial, residential, and mixed use areas with distinct, pedestrian friendly streetwalls by aligning architectural features and establishing patterns with neighbouring buildings.

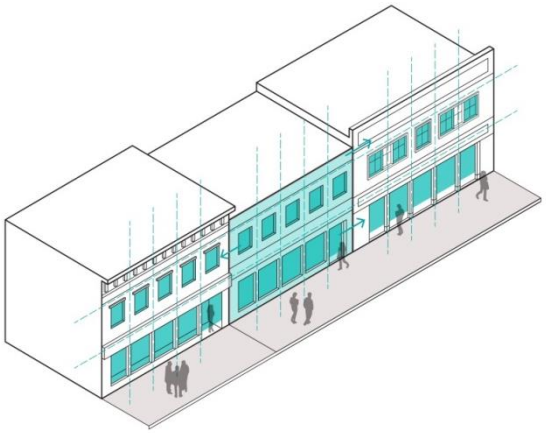


Figure 37 – Streetwall Continuity

### HI4 Landscape Integration

Design the site to integrate with existing natural features, topography and vegetation.

### HI5 Climate and Comfort

Maximize sun exposure to public open spaces, nearby buildings, and dwelling units through site planning and building height adjustments.

### HI6 Railside Development

Design sites adjacent to railway corridors in accordance with the Federation of Canadian Municipalities' Rail Proximity Guidelines. This includes setting back uses and/or corresponding appropriate mitigation measures.

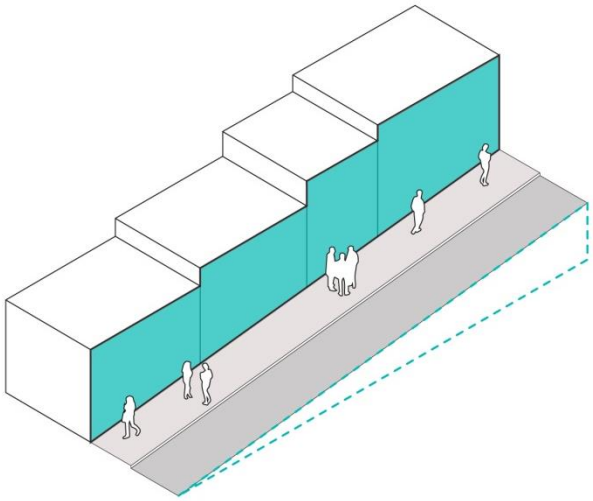


Figure 38 – Landscape Integration

## *Site Planning*

To guide the design of development sites with efficient circulation, safety and positive interfaces with public streets.

### HI7 Passive Solar Design

Lay out development sites to optimize solar gain for each building.

### HI8 Defined Streetscape

Site buildings so they front and frame public streets. For corner sites, site buildings to front both streets.

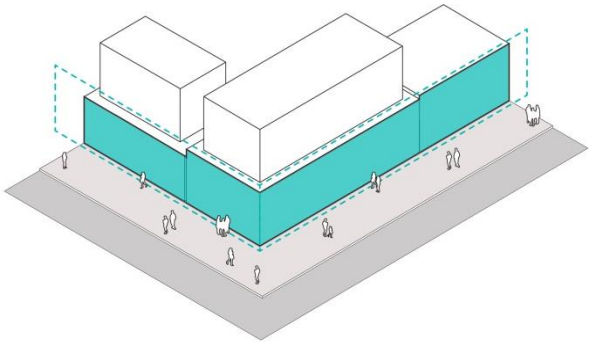


Figure 39 – Defined Streetscape

### HI9 Street Relationship

Require that buildings either: front directly onto the street property; or be set back to allow space for outdoor functions of the building occupancies.

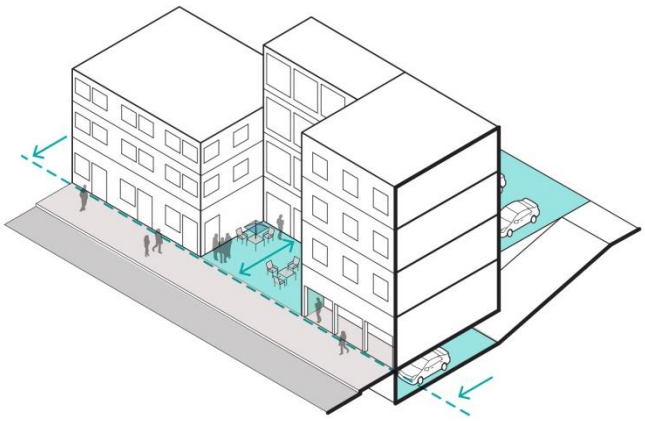


Figure 40 – Street Relationship

### HI10 Views

Orient views from buildings and open spaces towards prominent features including significant civic frontages, historic landmarks, and natural features including the mountains to the north and southeast.

### HI11 Hierarchy of Spaces

Define the spaces that are public from those that are private with elements such as patios, paving treatments, grade changes, fencing, or landscaping.

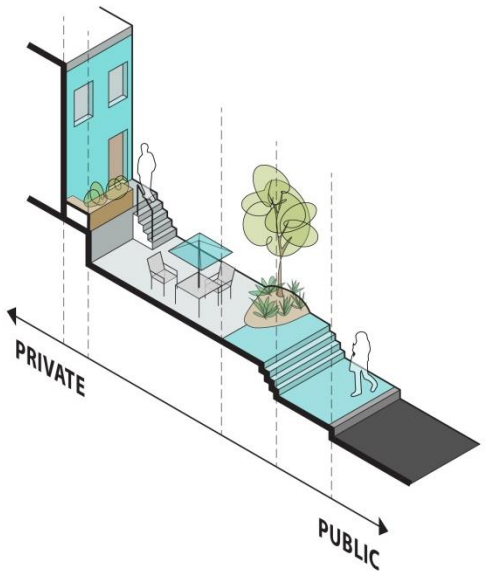



Figure 41 – Hierarchy of Spaces

### HI12 Walking Connections

Connect main entrances and unit entrances to public sidewalks, trails, parking areas and adjacent residential and commercial sites (existing and future) with a minimum 1.5 metre pathway.

### HI13 Public and Private Amenity Spaces

Integrate usable public and private open spaces, including squares, parks, and roof top gardens. Locate publicly accessible open spaces adjacent to active uses (cafes, shops, small businesses, etc). Provide benches, shelter and other amenities near main entrances.

### HI14 Public Overlook

Ensure housing units, offices, and other upper floor uses overlook public spaces and connections such as trails, park land, and strata roads to provide views over activity areas.

### HI15 Retaining Walls

Avoid the use of retaining walls. Step buildings along the length of a sloping street. When retaining walls are required, limit the height to 1.2m and terrace and landscape them. Materials can include split face concrete block, natural stone, or cast-in-place concrete. Lock block style retaining walls are not permitted.

### HI16 Bike Parking

Provide secured and weather protected long term bike parking in the form of a cage or locked room where bicycles can be fastened to a rack. These facilities should be conveniently located near building entrances and lobbies, preferably on the main floor. Provide bike racks for short term use near building entrances and in highly visible locations, preferably covered.

### HI17 Parking Location and Design

Provide the majority of required off-street parking underground, with limited surface parking for commercial uses and residential visitors. Reduce the number of accesses by providing easements to adjacent properties. Parking for persons with disabilities must be easily accessible and centrally located.

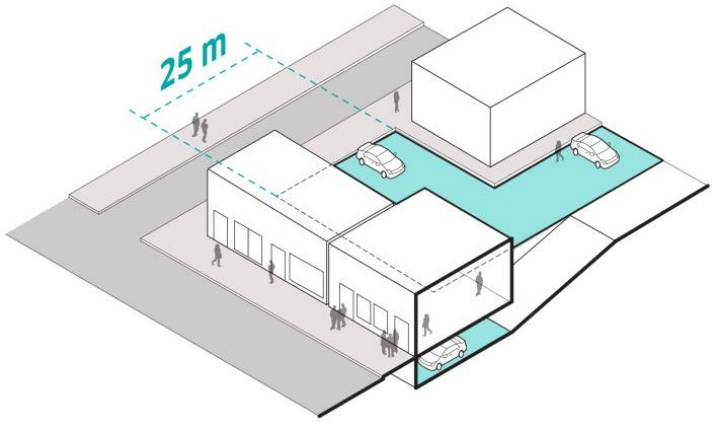



Figure 42 – Parking Location and Design

Underground parking should not exceed grade level. Where it must be partially above grade, limit it to 1.0m above grade and use attractive, high quality materials on the exposed structure and/or screen with landscaping.

Surface parking is not permitted between the building and a public street. Where surface parking is provided, it should be beside or behind the building. When located beside buildings along public streets, it must not exceed 25m in length, including any accesses, and be visually deemphasized and screened with landscaping.

### HI18 Parking Structures

Parking structures that are next to streets should be designed to be compatible, in terms of scale, form, and materials, with neighbouring properties to ensure streetwall continuity. Vehicle entrances should be architecturally integrated into the structure, while ensuring pedestrian entrances and stairwells are prominent and highly visible from the sidewalk.

### HI19 Drive Thru Facilities

New drive thru facilities for any purposes are not permitted.

### HI20 Storage, Garbage and Recycling

Incorporate garbage, composting, and recycling internally within buildings where possible. Otherwise, locate them behind or beside buildings, and screen them with attractive, high quality materials and architectural treatments that are complementary with the associated building(s).

### HI21 Loading Areas

Make loading areas and facilities accessible to service vehicles without interfering with pedestrian circulation and screen them with landscaping and fencing. Locations within buildings or with rear accesses are preferred.

## *Building Design*

To guide the design of buildings that are people focused, attractive and functional with the streets in Historic Downtown.

### HI22 Building Length and Height

Buildings should not exceed 70m in length along public streets. New buildings are encouraged to exhibit a minimum three storey expression, either in terms of height in metres or actual storeys.

### HI23 Corner Buildings

Design a building at the corner of two streets to front both streets. Strongly mass the building at its corner to exhibit a visually prominent, landmark architecture.

### HI24 Scale Transition

Incorporate complementary building forms and transitional heights to harmonize with the height and scale of adjacent buildings, especially when next to lower density residential land use designations.

### HI25 Grade Transition

On sloping sites, step ground floor slabs to ensure a level transition between the sidewalk and the building/storefront entrances. Similarly, design the roofline to follow the slope of the site.

### HI26 Architectural Interest

Vary building materials, colours, rooflines, and other architectural elements. Establish a rhythm to the streetscape by integrating vertical elements and breaks in the façade of a building.

Visually break down the length of a building in larger projects by establishing a vertical emphasis in the façade treatment. Provide depth and variety to the building mass through the use of elements such as balconies, bay windows, moldings, cornices, and porches.

Large, blank, flat street facing walls, and large expanses of singular materials, are not permitted.

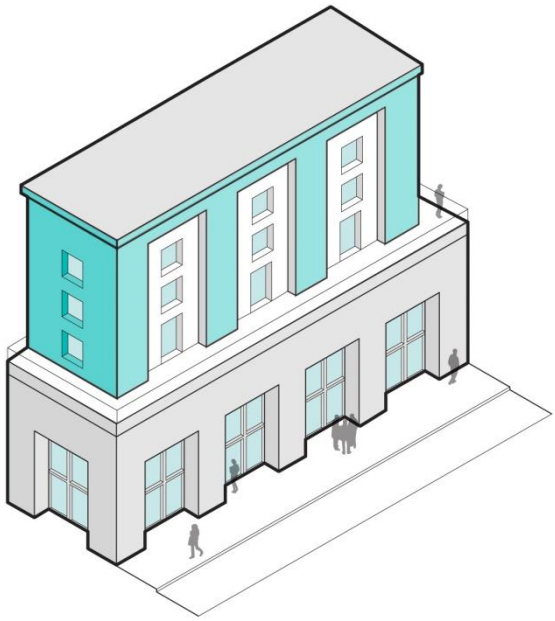


Figure 43 – Architectural Interest

## HI27 Palette of Materials

Use a modified palette of materials drawn from HC14. Ground floor levels should be clad in a different material than upper floors to provide a visual break in the façade. Vinyl siding is not permitted.

Primary materials include:

- stained or painted wood siding such as board and batten, shiplap and shingles
- imitation wood panel
- brick
- formed, painted concrete
- cement board
- metal panel
- glass
- aluminum siding

Accent materials include:

- stucco

## HI28 Colour

Draw from the colours outlined in HC13.

## HI29 Top Floor Setback

Consider setting back the top floor of buildings by 2.0m to reduce the apparent height, add architectural interest, and provide amenity spaces.

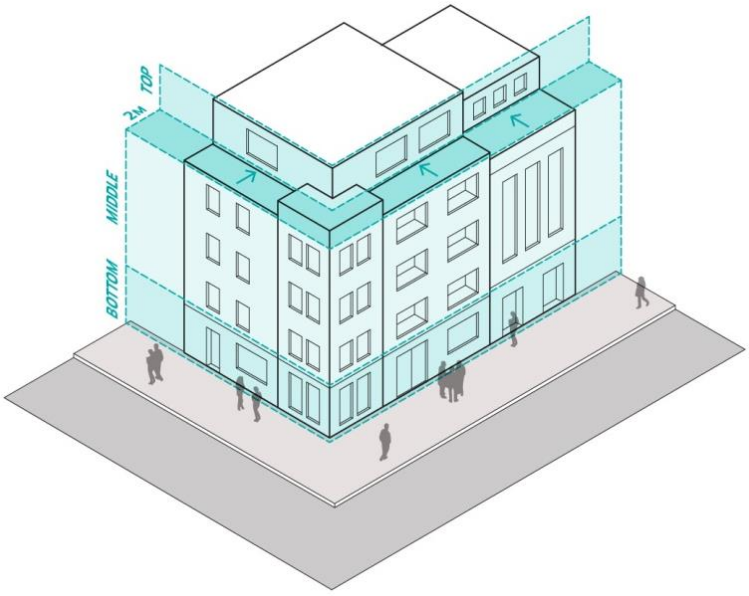



Figure 44 – Top Floor Setback

## HI30 Self Contained Uses

For mixed use buildings, separate and distinctly design entrances for upper storey uses from the entrances to ground floor commercial uses. Design buildings to ensure each different use is self contained with a focus on security for residential uses.

## HI31 Building Entrances

Provide well-lit and visually prominent entrances. Main commercial and residential entrances must face the street and connect directly to the public sidewalk. Large recessed entryways should be avoided.

## HI32 Retail and Transparent Fronts

Design street facing ground level storefronts and lobbies to promote visibility with large amounts of transparent glazing. Do not obscure ground level facades with reflective glazing or excessive window signage.

### HI33 Residential Ground Floors

In residential buildings, incorporate ground oriented units along public streets. Design each unit with an individual front door accessible from the street. Where grades permit, elevate the entrance 0.5m from the public right-of-way for privacy.

### HI34 Residential Building Setback

Set back residential ground floors from the street property line to enable privacy and broaden pedestrian facilities, and to allow for front patios, courts, and gardens for ground floor units. Upper floors may step back further to accommodate outdoor balconies or decks.

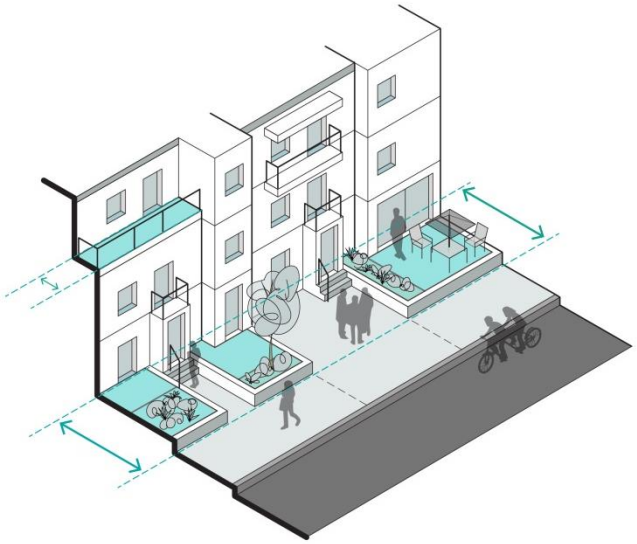


Figure 45 – Residential Building Setback

### HI35 Visual Privacy

Consider offsetting window placements between buildings that face each other in close proximity in order to maintain privacy in residential units.

### HI36 Rooftops

Landscape rooftops and make them accessible to residents as usable common/private outdoor space and install water and electrical services for their functional use. Screen or enclose mechanical equipment and appurtenances on roof tops.

### HI37 Accessibility

Design buildings and entrances to address the functional needs of persons with disabilities including those who are mobility, visually and hearing impaired, and/or have reduced strength or dexterity.

### HI38 Weather Protection

Provide weather protection along the street frontage of all buildings. Commercial uses must have weather protection that may be adapted to the building context with occasional breaks, and 2.0m of depth is desirable. For residential uses, weather protection may be used more sparingly to highlight windows or other façade features, but must be provided at building entrances.

### HI39 Integrated Signage

Draw from appropriate sign types in HC18 and design and integrate signage to be architecturally consistent with associated buildings. New box or backlit signs and freestanding signs, except pedestrian-scaled monument signs, are not permitted.

## *Landscaping*

To guide the design of landscaping for a development's natural beauty, legibility, and ecological sustainability.

### HI40 Public Realm

Design the spaces between buildings and street curbs as safe, convenient and interesting people places. Enliven the public realm with attractive amenities such as seating, plantings, transit shelters, public art and water features. Street and site furnishings should be designed to meet the needs of a wide range of users including children, seniors and persons with disabilities.

### HI41 Visual Interest

Provide landscape elements to enhance the visual interest and pedestrian experience. These should integrate with the architectural details of the building's street front and screen elements such as parking, loading, utility areas and garbage enclosures.

### HI42 Climate, Comfort and Context

Strategically plant trees, shrubs, and other vegetation to protect from high winds and excessive heat. Use landscape materials that respect and align with the context of neighbouring properties and the overall form and character of the neighbourhood.

### HI43 Tree Retention

Where possible, preserve mature trees and significant specimens and integrate them with new landscaping and buildings.

### HI44 Tree Plantings and Canopies

Ensure tree plantings match site conditions. Consider soil volume, tree siting, and mature tree size, and plant appropriate tree species that align with the conditions and overall plan objectives. Where sightlines are required, use tree species that allow for a minimum branching height of at least 2.0m.

### HI45 Tall Hedges

Tall, visually concealing hedges along public sidewalks and streets are not permitted.

### HI46 Native Species

Where appropriate, use native and drought tolerant plant and tree species.

### HI47 Fence Height and Design

Keep fences below 1.5m along public streets and use high quality materials such as matte stainless steel, powder coated mental, or aluminum, which are visually permeable. Chain link fences are not permitted along public rights-of-way.

### HI48 Stormwater Infiltration

Incorporate bioswales and rain gardens into landscaped areas. Consider the use of permeable pavement for paved surfaces.

### *Lighting*

To guide the design of lighting for the protection of residents from light pollution and for a development's security.

**HI49 Light Pollution**
Avoid light pollution by directing lighting downwards and using full cut off fixtures with horizontally aligned flush mounted (non-protruding) lens.

**HI50 Pole Mounted Lighting Height**
Place lighting fixtures no higher than 6.0m from the ground.

**HI51 Pole Mounted Lighting Orientation**
Direct lighting fixtures on the perimeter of a site 45 degrees downwards away from adjacent residential uses with a side-to-side horizontal aiming tolerance of no more than 22.5 degrees. Lighting fixtures located inside the perimeter may be lit at 90 degrees from the pole.

**HI52 Uplighting**
Use uplighting sparingly and only for accenting architectural elements or landscape features.

**HI53 Sensor Activated Lighting**
Use sensor activated lighting for security lighting.

**HI54 Even Wash**
Create an even wash of light across surfaces desired to be lit that are not adjacent to residential uses.

**HI55 Nighttime Use**
Do not light areas not intended for nighttime use. Focus lighting on popular pathways that provide key connections between destinations that people desire to use at night.

## Historic Core

To guide the design of development sites in the Historic Centre or along Commercial Streets so they are people focused, attractive and functional for a vibrant shopping experience.

**HC1 Gateways**
Design buildings to distinguish a clear sense of arrival to the Historic Downtown with priority gateways as identified on Map 2 and neighbourhood plazas as identified on Map 5.

### HC2 High Street Character

Buildings should consider neighbouring buildings on each side, including their heights, base, middle, and cap architectural elements to ensure compatibility of built form (HC12). Consideration should also be given to landscape integration (HI4).

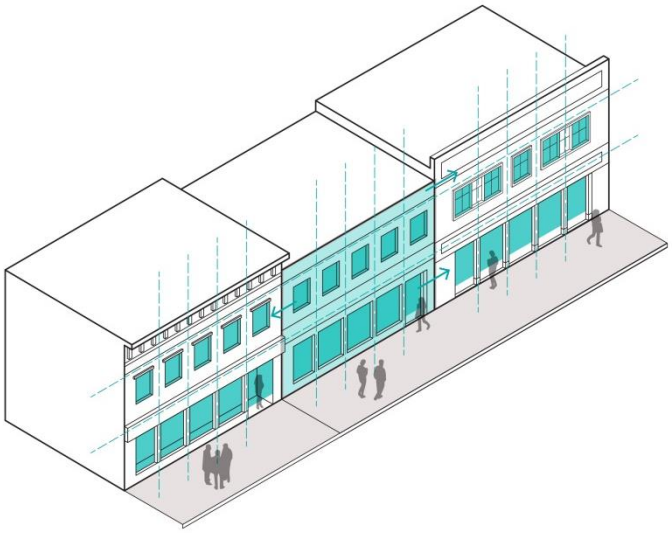


Figure 46 – High Street Character

### HC3 Laneways

Activate laneways as multi-use corridors that attract pedestrians to public spaces and commercial destinations such as retail and restaurants, recognizing that careful consideration must be given to rear building access, parking, delivery, and emergency services. When storefronts are proposed, incorporate design elements from HC12.

### HC4 Parking and Limited Access

Notwithstanding HI17 and HI18, surface parking is not permitted beside any building along a street. Parking access is limited to lanes only, or a single consolidated access shared by multiple properties to avoid interruptions to the public sidewalk. Parking structures must be wrapped on the ground floor with active commercial uses to screen the parking use from the street.

### HC5 3 Storey Maximum

Limit building heights within the Historic Centre land use designation to a maximum of 3 storeys when constructing new buildings or additions. No additional setbacks are required.

### HC6 Upper Storey Setback

For buildings greater than 3 storeys that are located along a Commercial Street and not in the Historic Centre, a setback of at least 2.0m is required on the 2nd or 3rd storey. This setback satisfies HI29, and an additional top floor set back would not be required.

### HC7 Commercial Unit Width

Buildings should reflect the underlying historic lot pattern with their width and massing. Ensure commercial unit entrances are generally 10m apart at their centres.

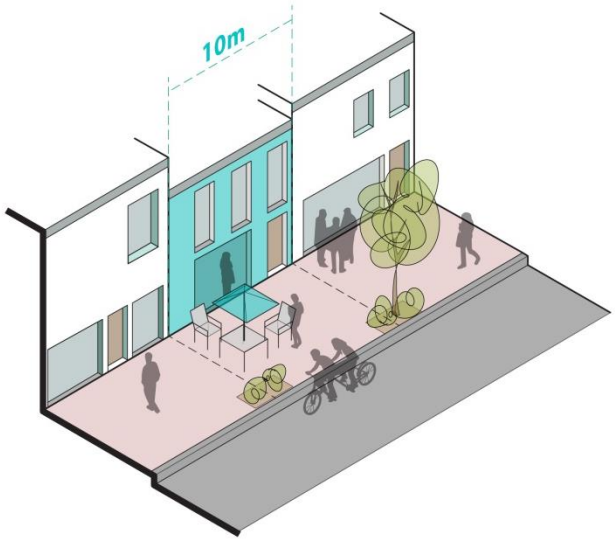



Figure 47 – Commercial Unit Width

### HC8 At-Grade Entrances

Provide individual commercial unit entrances at grade and directly accessible from the public sidewalk. Step frontages up or down a sloped street front and avoid sunken or raised ground floor levels.

### HC9 Recessed Doorways

Consider tapered recessed doorways to establish a sense of invitation and to provide consistency with existing historic building character. Long, covered arcades with pillars, overhanging upper floors and/or 90° recesses deeper than door swing depth are discouraged.

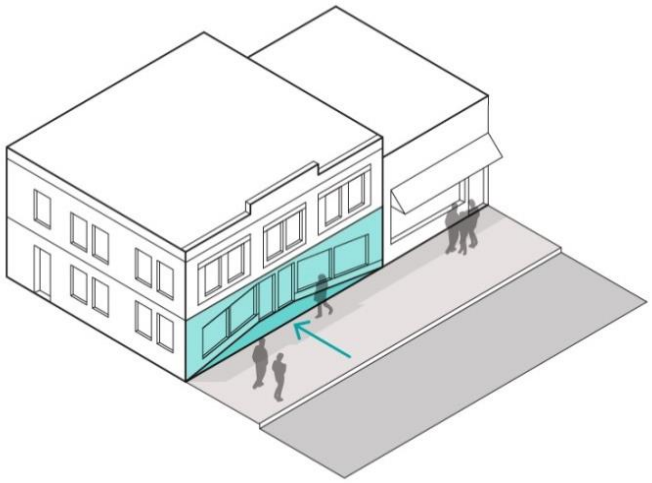


Figure 48 – Recessed Doorways

### HC10 Building Build-to and Setbacks

Front all buildings directly onto the street property line to reinforce the continuity of retail fronts and building facades along the street. A maximum setback of 2.0m is allowed provided the space is used for elements such as outdoor seating, commercial spill out, and awnings.

### HC11 Setback Treatment

Locate seating close to building entrances. Similarly, locate store display areas, restaurant menu displays and sandwich boards within the required building setback. Any landscaping should be in the form of planter boxes and flower pots; grass or in-ground landscaping is not permitted.

Ensure that paving schemes in (or planned for) the public street right-of-way extend into the setback to provide visual uniformity.

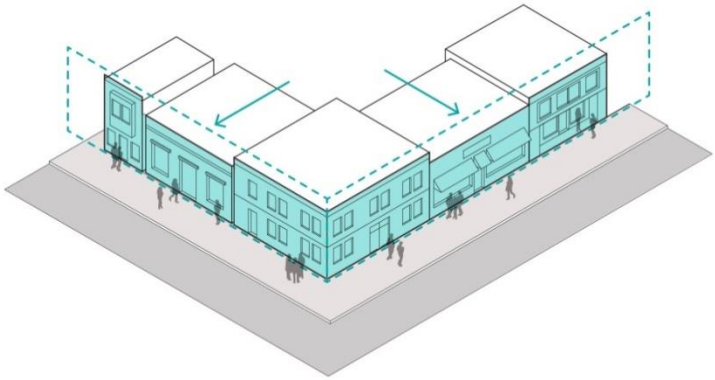


Figure 49 – Building Build-to and Setbacks

Use a continuous paving band to demarcate the private realm from public realm and to demarcate areas used for outdoor display areas, patios and awnings.

## HC12 Traditional Architecture

Design street facing facades with clearly distinguishable treatments for three segments of the façade: the ground floor 'base', the upper storey(s) 'middle', and the roofline 'cap'. The base should appear overall larger than upper storeys. A 'middle' is not required on a 1 storey building.

*The base* should be primarily transparent, fixed plate glass windows punctuated with a small percentage of solid and opaque framing material, with a minimum of 70% transparency between 0.5m and 2.5m above the sidewalk, including entrances. The bottom of the base should include a bulkhead. The top of the base should include a sign band and horizontal decorative treatment band to break the façade, indicating the top of the ground floor base and transition to the upper storeys.

*The middle* should be primarily vertically oriented windows that punctuate a solid wall, with windows that are generally twice as tall as they are wide. They should be evenly spaced and similarly sized to create human scale and pattern along the street, with grilles (functional or aesthetic) used sparingly.

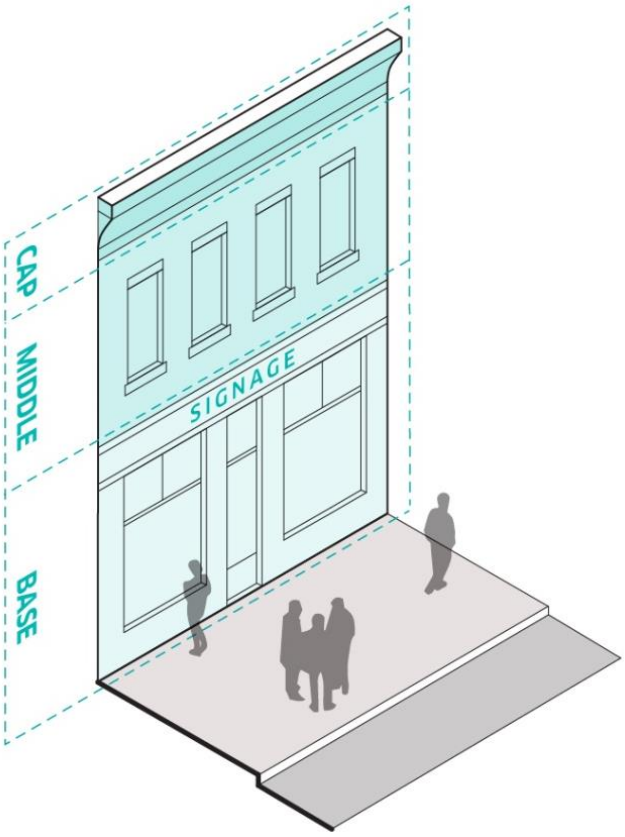



**Figure 50 – Traditional Architecture**

*The cap* should be primarily the parapet and cornice molding that comprise the roofline and contributes to the visual continuity of the streetwall.

## HC13 Colour

Use colours and hues that are more traditional to add diversity and liveliness within a unified visual style for the neighbourhood (example palettes for reference include the Vancouver Foundation True Colours Palette, Benjamin Moore Historic Colours chart, or Sherwin Williams Historic Palettes).

## HC14 Palette of Materials

Use a palette of façade materials in a traditional manner to ensure a cohesive character and unified visual style for the neighbourhood. Vinyl or aluminum siding is not permitted.

Primary materials include:

- stained or painted wood siding such as board and batten, shiplap and shingles
- brick
- cement board

Accent materials include:

- stucco
- glass
- formed, painted concrete
- stone
- metal panel/cladding
- imitation wood panel

## HC15 Window and Door Treatment

Window and door frames and grilles must be painted or coloured unpainted material. Bare metal (except black) and white vinyl are not permitted. Internal security bars should be avoided.

## HC16 Railings

Railings, either street level or on balconies and rooftops, must be black.

## HC17 Awnings and Shades

Notwithstanding HI38, use weather protection to fit more traditional architecture. Awnings and shades should limit the use of modern glass and use more historic materials such as metal or fabric that complement the building architecture. A variety of awning sizes, patterns, and colours are encouraged to identify individual stores and buildings. They should not be homogenous in design or continuous along multiple commercial frontages, but instead highlight entrances, windows, or patio spaces. They may be either fixed or retractable.

In order to support unified historic design, materials, and signage the following are not permitted:

- vinyl or translucent back-lit fabrics
- quarter roll, bubble, domed, or curved shapes

## HC18 Historic Signage

Use building signage that conveys the unique historic character of the neighbourhood and presents a unified visual style for the overall streetscape.

Appropriate sign types include:

- façade (dimensional, mounted, or painted)
- awning
- projecting (max. 1.0m protrusion, min. 2.0m ground clearance, below roofline)
- suspended (min. 2.0m ground clearance, within awning/canopy depth)
- window (max. 25% of window area)
- sandwich board (located in front of building and maintaining pedestrian movement zone)
- front-lit

Inappropriate sign types include:

- box
- freestanding
- neon, flashing, animated, or moving electronic signs
- channel or changeable lettering
- back-lit

## HC19 Historic Lighting

Notwithstanding HI49 through HI55, use lighting for building facades that conveys the unique historic character of the neighbourhood and presents a unified visual style for the overall streetscape. Lighting should be used primarily to illuminate signs, ground floor details, building entrances, and/or architectural details. Use shielded spotlighting and avoid glaring flood lighting, and up-light sparingly. Mimic daylight colours. Sodium or florescent lighting is not permitted.

Suggested lighting methods include:

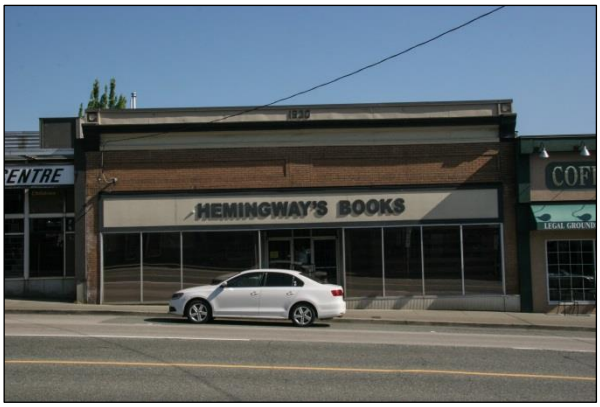
- gooseneck
- pot/recessed
- spot
- wall sconce

## Façade Retention Sites

### FR1 Significant Older Buildings

Preserve buildings with historic qualities that have generally maintained their original materials and appearance, and were constructed around the 1950s or earlier (Map 11). For clarity, the following civic addresses are included:


**a.** 2645 Montrose Avenue




**b.** 33765 Essendene Avenue


**c.** 33772 Essendene Avenue


**d.** 33780 Laurel Avenue

**f.** 33790 Essendene Avenue


**e.** 33783/5 Essendene Avenue

**Figure 51 – Façade Retention Sites**

## FR2 Building Additions

Additions to these buildings – such as additional storeys – should be designed in a manner that draws a clear distinction between what is historic and what is new. Rooftop additions should be set back from the front façade plane such that it is inconspicuous when viewed from the near side sidewalk.

## FR3 Façade Retention

The façades of these buildings should be retained and/or reconstructed. Consideration must be given to the following elements during façade changes in order to restore and/or improve building features, along with the reference images under FR1.

a. Retain or restore/reconstruct traditional architectural and character defining elements.
b. Reintroduce original building features that may have been altered, based on archival evidence, and where it further achieves these development permit guidelines.
c. Use original materials where possible when repairing or replacing façade elements.
d. New additions, such as adding additional storey(s), should be visually distinguishable from and subordinate to the historic portion.
e. Incorporate reasonable changes to support and address the Historic Core and Historic Influence guidelines where appropriate.