



Town of Ladysmith DEVELOPMENT PERMIT AREAS

SCHEDULE A.1 OF THE TOWN OF LADYSMITH OFFICIAL COMMUNITY PLAN

CONSOLIDATED FOR CONVENIENCE ONLY

The amendment bylaw which is included in this consolidated version of Town of Ladysmith Development Permit Areas - Schedule A.1 of Bylaw 1488 is:

1891, 1911, 1950, 1982, 2028

as on January 23, 2023

This consolidation of the Town of Ladysmith Community Plan and amendments has been prepared exclusively for the use of the Town of Ladysmith for convenience only.

The Town of Ladysmith does not represent that this consolidation is accurate or complete and anyone using this material should confirm its content by reference to the original Bylaws.



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Introduction

1. Section 919.1 of the *Local Government Act* permits the designation of areas within the Town of Ladysmith (the Town) as “Development Permit Areas” in order to specify guidelines for the development or protection of such areas. With respect to a Development Permit Area (DPA), Schedule A.1 of the Official Community Plan describes the special conditions or objectives that justify the designation, and specifies guidelines respecting the manner by which the special conditions or objectives will be addressed. The Town may designate areas in the Official Community Plan for the following purposes:

- a) Protection of the natural environment, its ecosystems and biological diversity;
- b) Protection of development from hazardous conditions;
- c) Protection of farming;
- d) Revitalization of an area in which a commercial use is permitted;
- e) Establishment of objectives for the form and character of intensive residential development;
- f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- g) In relation to an area in a resort region, establishment of objectives for the form and character of development in a resort region;
- h) Establishment of objectives to promote energy conservation;
- i) Establishment of objectives to promote water conservation;
- j) Establishment of objectives to promote the reduction of greenhouse gas emissions.

2. The Town’s Development Permit Areas (DPA) are shown on *Official Community Plan Map 2*. The DPAs designated in the Town are listed below. Where land is subject to more than one DPA designation one development permit is required, however the application will be subject to the requirements of all applicable DPAs and associated guidelines.

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- a) Development Permit Area 1 – Maritime (DPA 1)
- b) Development Permit Area 2 – Downtown (DPA 2)
- c) Development Permit Area 3 – Commercial (DPA 3)
- d) Development Permit Area 4 – Multi-Unit Residential (DPA 4)
- e) Development Permit Area 5 – Industrial (DPA 5)
- f) Development Permit Area 6 – Riparian (DPA 6)
- g) Development Permit Area 7 – Hazard Lands (DPA 7)
- h) Development Permit Area 8 – Multi-Unit Residential ESA (DPA 8)
- i) Development Permit Area 9 – High Street Intensive Residential (DPA 9)
- j) Development Permit Area 10 – Coach House Intensive Residential (DPA 10)
- k) Development Permit Area 11 – Arbutus Hump ESA (DPA 11)

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3. A development permit is required prior to the commencement of the following activities:

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- a) Subdivision of land in Riparian (DPA 6), Hazard Lands (DPA 7), Multi-Unit Residential ESA (DPA 8), and Arbutus Hump ESA (DPA 11);
- b) Construction of, addition to or alteration of a building or other structure in all Development Permit Areas; and

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- c) Alteration of land, or removal, alteration, disruption or destruction of vegetation or disturbance of soils in Maritime (DPA 1), Multi-Unit Residential (DPA 4), Riparian (DPA 6), Hazard Lands (DPA 7), Multi-Unit Residential ESA (DPA 8), and Arbutus Hump ESA (DPA 11).

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Exemptions

4. Where a parcel is located in a designated Development Permit Area (DPA), a development permit is not required where the proposed activities constitute:
 - a) only internal alterations to buildings and structures; except that pursuant to section 3(b), the conversion of an accessory building for coach house dwelling use requires a development permit;
 - b) minor alterations to the exterior of a building or structure that do not change the form or character of the development, such as replacement of exterior finishes using the same or similar materials and colours;
 - c) placement of signage (a Sign Permit is required);
 - d) habitat improvement works authorized by the Town or the provincial or federal government;
 - e) emergency response works and public service works completed by the Town;
 - f) agriculture or forestry operations to which the *Farm Practices Protection (Right to Farm) Act* or *Forest Practices Code of BC Act* applies;
 - g) a subdivision of land in the following Development Permit Areas: Waterfront (DPA 1), Downtown (DPA 2), Commercial (DPA 3), Multi-Unit Residential (DPA 4), Industrial (DPA 5), High Street Intensive Residential (DPA 9), and Coach House Intensive Residential (DPA 10);
 - h) alteration of land in the following Development Permit Areas: Downtown (DPA 2), Commercial (DPA 3), Industrial (DPA 5), High Street Intensive Residential (DPA 9), and Coach House Intensive Residential (DPA 10);
 - i) construction of a coach house building on parcels 0.4 hectares in size or larger;
 - j) removal of trees deemed to be hazardous by a qualified arborist;
 - k) landscape maintenance and improvements that do not change the character of the landscaping; and
 - l) demolition of buildings or structures.
- Bylaw 1891
- Bylaw 2070
- Bylaw 2047
- Bylaw 2102
- m) single family or two family dwelling development in the Multi-Unit Residential (DPA 4) Development Permit Area.
 - m) temporary works or structures, including temporary alterations to the exterior of a building, for the purposes of filming for which a valid film permit has been issued pursuant to Town of Ladysmith "Film Bylaw 2021, No. 2045
 - m) construction of, addition to, or alteration of a single family or two family dwelling in Commercial (DPA 3), or Multi-Unit Residential (DPA 4)

Development Approval Information (DAI)

5. For the purpose of Section 485 of the *Local Government Act*, development approval information may be required by an applicant as part of a Development Permit application. The Town's Development Approval Information Bylaw, specifies the procedures and policies for requiring such studies and information. The purpose of requiring development approval information is to ensure that applicable studies and relevant information are provided to evaluate the impact of a development proposal.

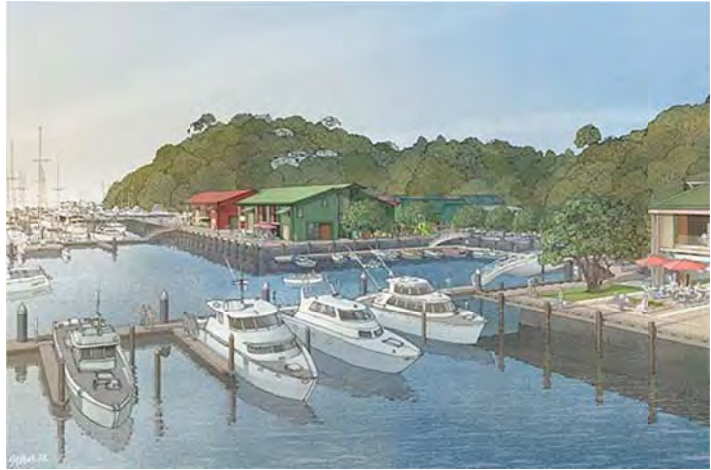
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DPA 1 | Maritime

Development Permit Area 1 – Maritime is designated under Section 488 (1)(a),(b),(f),(h),(i), and (j) of the *Local Government Act* to establish guidelines for all new development and improvements in the area designated as **Development Permit Area 1 (DPA 1)** on *Official Community Plan Map 2*. Prior to alteration of land; or alteration or construction of buildings and structures; an owner within DPA 1 shall apply to the Town of Ladysmith for a development permit.

The purpose of DPA 1 is to establish objectives and provide guidelines for:

- i) Land based buildings and structures at the edge of the DPA 1 area, as well as buildings and structures that are floating or built on piles in the water;
- ii) The character of development, including the siting, form, exterior design and finish of buildings, signs, and other structures;
- iii) The specific features of the development, machinery, equipment and systems external to the buildings and other structures;
- iv) Protecting development from hazardous condition; and
- v) Promoting energy conservation, water conservation, and the reduction of greenhouse gas emissions.



OBJECTIVES

The objectives of the DPA 1 guidelines are:

- i) To develop the Maritime area as an active, beautiful and safe year-round place for community members and tourists of all ages and abilities;
- ii) To reflect the uniqueness and authenticity of the waterfront in the form and character of buildings and public spaces on the water;
- iii) To reinforce the marine character already in place and harmonize new built structures with the public realm;
- iv) To allow for flexibility in the range of buildings and structures and to recognize the broad range of maritime activities that comprise a successful waterfront;
- v) To ensure that development within the DPA 1 area is visually attractive from the upland areas and further out in the harbor;
- vi) To retell and commemorate the history of our waterfront; and
- vii) To encourage the growth of tourism and other economic activities and services in the Maritime area.

GUIDELINES

1. Land Buildings and Piled Structures

- a) Land based buildings at the edge of the Maritime DPA 1 area may be built on land with either piled or strip foundations, depending on the established geotechnical design of the site.
- b) Buildings over the water, such as a restaurant or other commercial building, will utilize structural systems that make use of wood, steel or concrete piles, structural concrete deck, and wood frame or mass timber construction for the superstructure.
- c) The aesthetic treatment of land based buildings and piled structures should utilize materials and colours that convey a marine character, including the following elements:
 - Simple building forms that reflect the marine character;
 - Heavy wood timbers;
 - Horizontal wood siding, wood shingles, or corrugated steel cladding materials;
 - A variety of colours using solid stain or paint;
 - Standing seam metal or wood shingle roofs;
 - Multi-paned windows with generous openings for viewing interior activities; and
 - Glazed hinged or overhead doors.
- d) Land based buildings shall also respect the “Development Permit Area 3 – Commercial” guidelines.

2. Floating Buildings and Structures

- a) New floating buildings should be founded on a concrete foundation, with wood frame or mass timber construction.
- b) Floating buildings and structures should be designed to complement the existing floating buildings in DPA 1.
- c) The aesthetic treatment of floating buildings and structures, including boat houses, should utilize the following elements:
 - Single or double sloped roofs;
 - Standing seam or corrugated metal roofing;
 - Heavy wood timbers; and
 - Horizontal wood siding, wood shingles, or corrugated steel cladding materials.
- d) Boat shelters must have open walls under the roof to protect public views of the waterfront from the upland areas.



Tseshaht First Nation (Lubor Trubka Associates Architects)



Klahoose First Nation (Merrick Architects)



Examples of appropriate form, character and materials for land, piled and floating buildings.

- e) Where floating homes are permitted they must be located within the geometry of the float and must be designed to be visually attractive with a finished facade as viewed from all angles.
- f) A moorage site plan with dimensions shall be provided for new marinas or marina modifications.

3. Heritage & Views

- a) The site and building design shall consider and incorporate the rich heritage of the waterfront area.
- b) Development and the layout of marine floats shall be designed to respect public views of the waterfront from the uplands and further out in the harbour.

4. Signs & Lighting

- a) Signs and lighting shall be of a professional quality and shall reflect the maritime character of the area.

5. Outdoor Patios

- a) Patios and outdoor dining areas are encouraged and shall be located in areas with maximum sunshine hours (especially in the off-season).

6. Mechanical Equipment & Waste Management

- a) Rooftop and grade level mechanical equipment (i.e. air vents, electrical transformers, gas meters) should be strategically located away from pedestrian areas and screened with high quality durable materials that attenuate noise and odour, and complement the overall building design.
- b) Recycling, organic composting, and solid-waste containers shall be screened from view with a solid enclosure on all sides.

7. Energy Conservation

- a) Buildings should be designed to be efficient and healthy, targeting a minimum LEED Silver or equivalent rating.
- b) Building efficiencies may include energy efficient heating, cooling and mechanical equipment, solar hot water, natural lighting, and high levels of insulation.

8. Sensitive Ecosystems

- a) To minimize the impact of new development and to restore shoreline ecosystem function, utilize the 'Green Shores' science-based tools and best practices, found at:
www.stewardshipcentrebc.ca/Green_shores



(Source: Emily Carr University)



Design examples that celebrate the heritage of the waterfront area.

- b) Onsite monitoring of works along the foreshore and intertidal zone may be required by a registered professional Biologist. Conditions regarding monitoring and reporting may be included in the Development Permit.

9. Accessibility & Connectivity

- a) The development shall provide clear, safe and functional public access from the Maritime DPA 1 area to key destinations in the upland area.
- b) Both floating and land based pedestrian walkways must be a minimum of 1.5 metres in width with a non-slip surface to allow for safe access.
- c) Inclined walkways or ramps with a gradient exceeding 1:10 must have handrails.

10. Hazard Mitigation

- a) The Town may require a developer within DPA 1 to furnish a report certified by a Professional Engineer of British Columbia and/or BC Association of Marine Surveyors providing information regarding technical requirements for mitigating measures which would be imposed to enable the site, building, or structure to withstand known potential hazards (i.e. sea level rise, seismic, floatation system buoyancy, wind and foreshore stabilization).
- b) Sufficient fastenings must be available to prevent the floating building or structure from separating from the wharf, pier, or walkway due to list, wind or grounding.
- c) Each building in the DPA 1 area must have direct access to an unobstructed walkway (minimum 1.5 metres in width) leading to shore to allow for an emergency evacuation.
- d) Float homes must have sufficient direct access to open water to allow for access in and out of moorage berths in case of emergency.

11. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into the site and building design, such as:
 - i) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
 - ii) Integrate Natural Surveillance: Visibility, light, and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways, entrances, landscape materials, and site features should avoid areas



Create a safe, friendly environment for all.

for hiding. Appropriate lighting levels should not produce glare, and excessive lighting that creates darkened spaces in other areas.

- iii) Activity Support: The proposed site layout and building design should encourage legitimate activity in public spaces, by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.



DPA 2 | Downtown

Development Permit Area 2 – Downtown is designated under Section 919.1(d), (h), (i), and (j) of the *Local Government Act* to establish guidelines for all new development and improvements on land designated as **Development Permit Area 2 (DPA 2)** on *Official Community Plan Map 2*. Prior to construction of buildings and structures, an owner of property within DPA 2 shall apply to the Town of Ladysmith for a development permit.

The purpose of **DPA 2** is to establish objectives and provide guidelines for:

- i) The character of development, including landscaping, and the siting, form, exterior design and finish of buildings and other structures;
- ii) The specific features of the development, machinery, equipment and systems external to the buildings and other structures; and
- iii) The type and placement of trees, and other vegetation, in proximity to buildings and other structures to provide for energy conservation, water conservation, and the reduction of greenhouse gas emissions.



SPECIAL CONDITIONS

Ladysmith's Downtown has a distinct, intact character of similarly scaled and massed street-front commercial buildings (up to three storeys), in varying styles and vernacular (Edwardian, Classical Revival, Queen Anne, Beaux-Arts, and Boomtown or False-front). The oldest buildings are from the early 1900s, and range from highly detailed brick façades to simple wood-clad buildings with varied rooflines and details. In addition, many character and heritage homes remain intact with landscaped gardens. These homes offer both modest form and detail, and some offer more significant detailing, including



Historical image of First Avenue Looking North.

large front verandahs. The typical lot size in the Downtown provides an 18.28-metre frontage (60-foot). Many commercial buildings extend the full lot frontage, with a design that displays several smaller distinctive shops and commercial units.

The 1990s Downtown revitalization program resulted in the re-creation of the area as the social hub of the Town, offering well-defined gathering places with tree-lined streets, black wrought-iron style benches and fixtures, and the placement of full-size historic artifacts, all of which encourages year-round street life. Building owners undertook a concerted façade upgrade and painting program, and added weather protecting canopies. A community-developed program has guided building signage. In more recent years, the traditional heritage palette has expanded to allow the inclusion of more vibrant colours.

The Downtown comprises a grid pattern of streets with rear lanes, extending eight blocks from Symonds Street to Baden-Powell Street, and two blocks from Esplanade Avenue to Second Avenue.



(top left) Historical image of Ladysmith Trading Company, (bottom left) Rendering of Nicholson Block, (right) Historical map of Ladysmith's Downtown.

OBJECTIVES

The objective of DPA 2 is to strengthen the historic Downtown as the Town's primary commercial area. New development, as well as land, building, and façade improvements in the Downtown should contribute to, and enhance, the historic, cultural, and architectural value of this area. Individual sites within the Downtown can make a positive contribution to the revitalization of the area, and to the greater whole of the Ladysmith experience. Where buildings have been altered to remove historic materials and elements in place of modern materials, these guidelines support restoring character-defining elements to these Downtown buildings. The DPA 2 guidelines are intended to:

- i) Enhance Ladysmith's distinctive character, and preserve its heritage;
- ii) Introduce small-scale commercial use, while retaining and revitalizing the existing residential buildings;
- iii) Inspire a high quality public realm, and well-defined gathering spaces;
- iv) Accommodate multiple modes of transportation; and
- v) Support sustainable design and building technologies.

GUIDELINES

1. Building Design
2. Building Siting & Massing
3. Building Frontage
4. Roof Form
5. Windows & Doors
6. Signs, Canopies & Lighting
7. Outdoor Patios
8. Materials & Colours
9. Mechanical, Electrical & Security Equipment
10. Accessibility & Connectivity
11. Vehicle & Bicycle Parking
12. Loading Facilities
13. Landscape
14. Energy Conservation
15. Rain Water Management
16. Water Conservation
17. Recycling, Organics & Solid Waste
18. Crime Prevention
19. Public Realm
20. Preservation & Restoration of Heritage Buildings
21. Preservation & Restoration of Residential Character (Live-Work)



Iconic west side of First Avenue.

1. Building Design

- a) Buildings, and areas that form a heritage streetscape, should be designed in the neo-traditional aesthetic complementary to the form, massing, and scale of established heritage buildings.
- b) All other buildings within the Downtown Area should be designed in the aesthetic of the neo-traditional, Pacific Northwest, or eco-responsive themes. The form, massing, and scale of these buildings should transition between the heritage buildings, and the adjacent buildings and uses.
- c) Buildings should incorporate current construction technology and design aesthetics, and should not imitate, but strive to complement existing building design typologies, materials and colours.
- d) Building design and placement should address sunlight penetration, natural ventilation, protection from prevailing winds, and public views from adjoining structures and public spaces.
- e) Residential use in a mixed-use building should utilize guidelines from DPA 4 – Multi-Unit Residential.

2. Building Siting & Massing

- a) The massing of new buildings should respect the character defining heights of surrounding buildings, and should not overpower neighbouring buildings.



Appropriate massing relationships.

- b) The massing of buildings should strongly define the street with a continuous street wall.
- c) Subtle variations in building height and massing are encouraged to provide a variety of building form within a relatively uniform street wall. Architectural transitions, such as roofline treatments, should be provided between buildings of different heights.
- d) Buildings on a corner parcel should orient frontages towards both streets, and may include a corner cut. Corner buildings should provide scale, and serve as anchors for the rest of the block. Building corners should include landmark architectural features, such as:
- Special or decorative canopies;
 - Bay windows, balconies, turrets, or articulated roof line features;
 - A corner entrance; or
 - A prominent public art element.
- e) First floor commercial spaces should have a higher floor to ceiling height than the upper floors. On the ground floor, 3.75 to 4.5-metre (12 – 15ft.) ceiling heights are encouraged.



Provide a continuous street wall.



Example of high first floor ceiling height.

- f) New development should incorporate the following measures with regard to hillside and steeply sloping sites:
- Building design should step with the natural topography, rather than benching across changes in elevation. Building forms should depict a series of buildings nestled into the hillside, rather than a single, uniform building.
 - Cuts and fills should blend with the natural topography, providing smooth transitions and mimicking pre-development site contours.
- g) Building siting, height of buildings, roof forms, and rooftop appearance should respect and, where feasible, protect the existing views from adjacent and higher buildings and properties.



Pattern of building frontages.

3. Building Frontage

- a) Building frontages should be articulated and visually broken-up into smaller distinctive units.
- b) The First Avenue build-to line is the front parcel line, or close to the front parcel line.
- c) Relaxation of the build-to line may be appropriate in limited circumstances to provide for improved building massing, articulation, or public amenity spaces.
- d) Unimproved blank walls adjacent to streets, lanes, walkways, parks, or other amenity spaces are discouraged, and the majority of such walls should be improved with any combination of:
- Sculpted, carved, or penetrated wall surfaces;
 - Landscaped planters, trellises, and arbours with significant landscaping;
 - Murals, mosaics, and public art;
 - Windows, or display case windows; or



Example of an improved blank wall.

- Clerestory lights.
- e) The development of rear laneways and alleyways for active commercial use is encouraged, and the rear building façades should be developed to a high level of detail in accordance with these guidelines.

4. Roof Form

- a) Façade walls on flat roof buildings should include a parapet wall and a continuous cornice feature.
- b) Flat roofs, extending the lot frontage horizontally, should provide roofline modulation with:
 - A variation of roof or parapet height; and/or
 - Architectural roofline embellishments that add visual interest.
- c) Sloped roofs, extending the lot frontage, should provide roofline modulation to provide visual interest with:
 - A variation of roof ridges, both parallel and perpendicular to the street and/or;
 - Architectural roofline embellishments that add visual interest, such as accent gables and/or;
 - Dormers, cupolas, clock towers, and other similar elements.
- d) Elevator penthouses should be strategically located to reduce their visibility, and be integrated with the roof design, and building materials and colours.



Example of smaller distinctive commercial unit.



Example of defined storefront entrance.



Example of continuous weather protection.

5. Windows & Doors

- a) Building fronts should ensure physical and visual permeability through the use of large windows and doors that open to the street.
- b) Windows and doors should be proportioned to the size of wall in which they appear, and, sufficient wall area and/or architectural features between windows should be provided to set them apart from each other.
- c) Windows should be architecturally compatible with the building style, and materials.
- d) Storefront window displays are encouraged to animate the street, however, materials such as advertising or blackout panels against, or adjacent to, the inside surfaces of retail glazing should not be used.
- e) Dark and/or reflective glass should not be permitted for use as windows.

- f) Window surfaces should be recessed from the face of the building wall. Acceptable alternatives to recessed windows include the use of prominent window trim as highlights, or projecting sills and/ or lintels.
- g) Fully glazed façades are not permitted, and windows should not span vertically more than one storey. Feature buildings may be exempt from this guideline.
- h) Storefronts should be defined in a repeated rhythm along the façade to maintain continuity and pedestrian interest, and should be integrally designed to be compatible with the entire façade.
- i) Storefronts should be the most transparent part of a façade. These should have the common elements of a base, storefront display windows, and a canopy/sign band. Storefront windows should occupy the entire height between the base and canopy.
- j) Storefront entrances should be clearly defined through the use of lighting, architectural details, colour, paving texture, landscaping, or other similar features.
- k) Doorways should be recessed from the building wall to add visual interest to the streetscape.
- l) Primary entrances to commercial buildings should have direct, at-grade access from the abutting sidewalk.
- m) Entrances to upper floor levels should be located on the street frontage.
- n) Building façades should provide at least a 50% level of transparency with windows and doors on ground floor frontages. Upper floor frontages should provide a minimum of 30% transparency, as measured between finished floor levels.



Window, door, and roof details to incorporate in commercial buildings.

6. Signs, Canopies & Lighting

- a) Signs should be primarily pedestrian-oriented, and designed at the pedestrian scale. Handcrafted signs of professional quality, and externally illuminated signs constructed with individual raised or incised letters are preferred.
- b) Awnings and canopies, or other building projections, should provide weather protection at all primary building entrances.
- c) Continuous weather protection for pedestrians should be provided along frontages. Awnings and canopies should have a meaningful projection from the building to offer protection. Canopy design should complement the overall building and public realm.
- d) Adequate lighting should be provided to illuminate sidewalk areas adjacent to all buildings.
- e) Light fixtures should be concealed, unless they are decorative and consistent with the design and character of the building. Fixture design and placement should respect the architectural design, heritage values, and character defining elements of the building.
- f) Exterior lighting should follow dark sky principles and should be directed or shielded downward so as not to contribute to light pollution. Closely spaced, lower level fixtures are preferred to higher and less frequent fixtures.
- g) Signage shall meet the standards of the Town's *Sign and Canopy Bylaw*.



Example of dark sky lighting.



Example of outdoor dining area.

7. Outdoor Patios

- a) Patios and dining areas should be designed to create a compatible and complementary relationship with adjacent streetscapes, building architecture, and uses.
- b) Outdoor patio areas should be well defined by landscaping, decorative metal fencing, and/or other vertical barriers, while being generally open and visible from public areas. Wood, chain link, or vinyl fencing should not be used for this purpose.



Example of defined patio area.

8. Materials & Colours

- a) Building materials should be durable, and of high quality. The selection of materials and colours should ensure consistency and harmony with the historic Downtown buildings, and neighbouring buildings. Materials used in the Downtown should reflect the heritage building materials used in Ladysmith, such as wood frame, brick, and tile. Vinyl siding is not an acceptable material.

- b) Building colour palettes should be cohesive, and sensitive to surrounding heritage buildings. The use of at least three different colours, or tones on the building exterior is required. Paint colours in non-traditional palettes may be used to add visual interest to buildings, including details, such as doors, cornices, trim, and signage.
- c) Strongly contrasting, intense, bright, and/or vibrant colours should be used for accent only.

9. Mechanical, Electrical & Security Equipment

- a) Rooftop and grade level mechanical equipment should be strategically located and screened with high quality, durable materials that complement the overall building design.
- b) Air vents, electrical transformers, gas meters, and other exterior mechanical and electrical components should be located away from sidewalks and pedestrian amenities, and screened from public view.

10. Accessibility & Connectivity

- a) Buildings and sites should be designed to be inherently accessible to all users, including the elderly, children, and people with disabilities – including smooth, ground-level entrances without stairs, and wide interior doors and hallways.
- b) Public walkways, together with private walkways, should provide a seamless, functional, and interesting pedestrian network throughout the Downtown area.
- c) Where breaks in the building frontages occur, and to facilitate pedestrian access to rear parking, adequately illuminated public walkways should connect the street with rear service areas, parking, and lanes.
- d) Laneway design should include the use of surface materials, walls, fences and landscape treatments that are inviting and interesting to pedestrians.
- e) Lanes and alleyways should be developed as secondary opportunities for commercial enterprises.



Example of laneway development.

11. Vehicle & Bicycle Parking

- a) Where possible, parking should be located at the rear of a parcel and access to parking should be from the rear lane.
- b) The interior of surface parking areas should be visually enhanced with landscaping and shade trees, as well as screened appropriately with decorative fencing or landscaping.
- c) Surface parking areas should make use of materials, colours, and patterns to delineate driving, parking, and pedestrian areas. Consider parking lots and driveways as pedestrian priority spaces where vehicles are permitted.
- d) Shared use of parking areas with adjoining properties is encouraged.



Example of surface parking area.

- e) The off-street parking requirements of the Zoning Bylaw may be reduced, or altered through the Development Permit approval process where strict compliance with the regulations would undermine the character of the Downtown Area.
- f) Bicycle parking facilities should be provided in visible locations near principal building entrances. Strategically located electric bicycle and scooter recharging stations are encouraged.

12. Loading Facilities

- a) Street fronting loading areas should be avoided.
- b) Loading areas should be designed to functionally accommodate truck maneuvering, and be strategically located out of public view, or otherwise screened from public view.

13. Landscape

- a) At-grade landscaping, planters, and hanging baskets should maximize the use of native and drought tolerant plant species, while providing seasonal colour, and should complement plantings in the public realm.
- b) Landscape groundcover plants should be used rather than mulch, gravel, or rocks.

- c) The design and materials used in fences and retaining walls should complement the building design and neighbourhood character. Fence material should have a wrought iron appearance. Chain-link fencing is not an acceptable material, except for vinyl-wrapped fencing which may be considered for the interior fencing of outdoor storage areas. Solid masonry-style walls may be considered at a pedestrian friendly (low) scale for parking areas. All retaining walls should include textured concrete on the face of the retaining wall.



Example of native, drought-tolerant plants.

- d) Landscaped roofs, green roof systems and rooftop features, such as patio and gardening areas, urban agriculture, and multi-purpose landscapes are encouraged.
- e) Integrated Pest Management (IPM) measures are encouraged for landscape maintenance.

- f) Minimum landscape buffer and shade tree requirements are provided in Part 7 of the Zoning Bylaw. The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.



Example of a bioswale.

- g) Irrigation shall be provided with particular attention paid to adequate watering during the establishment period to ensure survival of the newly planted areas.

Bylaw
1891

Bylaw
1891

- h) Adequate monetary security will be required to ensure that the required landscaping will be completed and established.
- i) All landscaping work and plant material shall conform to the most recent edition of the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects.
- j) Onsite monitoring shall be undertaken by a landscape professional during landscape installation, and any request for the release of a landscape bond may require a report from the landscape professional.

14. Energy Conservation

- a) New buildings are encouraged to be efficient and healthy, targeting a minimum LEED® Silver, or equivalent rating.
- b) New commercial building are encouraged to meet, at a minimum, the ASHRAE (American Society of Heating, Refrigerating and Air conditioning Engineers) 90.1, 2010 energy performance standard.
- c) Buildings are encouraged to meet the EnerGuide 80 standard in order to achieve higher energy efficiency.
- d) Where possible, building retrofits should include energy efficient appliances, solar hot water, natural lighting, and high levels of insulation.
- e) Electrical re-charging stations for vehicles should be provided in strategic locations.



Example of electric car charging station.

15. Rain Water Management

- a) Integrated rain water management should be used, including appropriate source controls – such as bio-swales, absorbent landscaping, infiltration facilities, rooftop storage, and stormwater capture and re-use systems.
- b) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass should be used to increase site permeability.



Example of permeable pavers.

16. Water Conservation

- a) High-efficiency, water-saving, automatic irrigation systems are encouraged.
- b) Innovative wastewater management systems, such as greywater capture and reuse should be considered.

17. Recycling, Organics & Solid Waste Management

- a) Recycling, organic composting, and solid waste storage and service areas should be inside buildings, or in an exterior location that is integrated into the building and site design.

- b) Where outdoor recycling, organics, and solid waste enclosures are used, they should be located away from public view, and be built to house sufficiently sized bins for the intended use, with wall heights sufficient to completely conceal the bins.
- c) Enclosures should include a pergola, arbour, or other such permeable roof to screen the enclosure contents from overhead views.

18. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into building design, such as:
 - i) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
 - ii) Integrate Natural Surveillance: Visibility, light and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways, entrances, landscape materials, and site features should avoid areas for hiding. Appropriate lighting should not produce glare, and excessive lighting that creates darkened spaces in other areas should be avoided.
 - iii) Activity Support: The proposed site layout and building design should encourage legitimate activity in public spaces by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.

19. Public Realm

- a) Building and site development on private parcels interfaces with the public realm, and with municipal improvements located on streets, lanes, parks, and other civic spaces. Improvements to private parcels may include improvements to the abutting public realm spaces, such as:
 - i) Pedestrian bulbs and curb extensions at intersections and key crossings that shorten the distance of pedestrian crossings, and increase pedestrian and landscape areas.
 - ii) Public art and preservation of heritage features.
 - iii) Gathering spaces, such as plazas and pocket parks, with opportunities for pedestrian-friendly programming for café seating, retail displays, steps, low walls, planter edges, and benches. Emphasis should be placed on connecting outdoor gathering spaces to the street, and other pedestrian linkages.



Example of public art.

- iv) Streetscape furnishings to enhance the pedestrian experience, including decorative streetlights, benches, bicycle racks, and information kiosks.
- v) Sidewalks, intersection curbs, parking areas, and other public spaces should be designed to be universally accessible, and inclusive for individuals with mobility challenges.
- b) The sequencing and timing of a development may be specified in the development permit to reduce impacts to the public realm and surrounding properties; impacts such as construction interference, unsightly premises, economic opportunity, and environmental impacts.

20. Preservation, Rehabilitation & Restoration of Heritage Buildings

- a) The *Standards and Guidelines for the Conservation of Historic Places in Canada* are to be applied to renovations and alterations to buildings on the Heritage Inventory, and the Community Heritage Register.
- b) Renovations and alterations to heritage buildings should ensure that the character-defining elements of the building are improved and maintained.
- c) Conserve the heritage value and character-defining elements when creating any new additions, or any new construction. Make the new work physically, and visually, compatible with, subordinate to, and distinguishable from the historic place.
- d) Repair rather than replace character-defining elements from the restoration period when possible. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials, and detailing of sound versions of the same elements.



Examples of buildings on the Community Heritage Register.

21. Preservation & Restoration of Residential Character (Live-Work)

- a) The DPA 2 area contains original residential buildings and residential neighbourhoods that contribute to the heritage character and charm of downtown Ladysmith. The purpose of the following guidelines is to encourage the retention of the historical residential dwellings and neighbourhood pattern, while permitting the conversion of the residential buildings to allow for commercial uses or to create live-work buildings.
 - i) Live-work buildings should provide a transition from the heritage streetscapes to the residential areas. A predominantly residential character is encouraged to achieve this transition.
 - ii) Live-work buildings should be designed to permit the possibility of reversion back to entirely residential use.

- iii) Ground level floor spaces in live-work buildings may be either commercial or residential in nature.
- iv) Where commercial uses are located at ground level entrances should address the street, however existing entrances should be retained where possible. At ground level, glazing, awnings, signage, and lighting should be used to animate the street and identify the commercial use.
- v) The massing, roof forms, and window proportions of upper floor units should maintain residential character.
- vi) Mechanical ventilation of live-work spaces, where needed, should be exhausted at a location that does not affect residential livability, or the air quality of adjacent open spaces.
- vii) Private outdoor living space should be provided for each residential unit.
- viii) Sloping roof forms that reinforce the overall historical residential character of the neighbourhood should be maintained.
- ix) Adequate storage, parking, loading, and bicycle facilities should be provided with consideration for changing resident and work needs over time.
- x) Refer to the Section 20 guidelines respecting the alteration of heritage buildings, and the guidelines in Sections 8, 11, 12, and 13 regarding materials and colours, vehicle and bicycle parking, loading facilities, and landscape.



DPA 3 | Commercial

Development Permit Area 3 – Commercial is designated under Section 919.1(1)(f), (h), (i) and (j) of the *Local Government Act* to establish guidelines for all new development and improvements on land designated as **Development Permit Area 3 (DPA 3)** on *Official Community Plan Map 2*. Prior to construction of buildings and structures, an owner of property within DPA3 shall apply to the Town of Ladysmith for a development permit.

The purpose of **DPA 3** is to provide guidelines for:

- i) The general character of the development, including the siting, form and exterior design and finish of buildings and other structures, landscaping, and specific features in the development, machinery, equipment and systems external to buildings and other structures; and
- ii) To promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.



SPECIAL CONDITIONS

Commercial development in Ladysmith serves local residents, the larger Ladysmith community, and the travelling public. Highway commercial (eg. service station, gas bar), tourist commercial (eg. tourist accommodation, marine oriented), general commercial (mall), and neighbourhood commercial (eg. corner store) are located in a variety of contexts in Ladysmith. To achieve the community's design preferences and vision the DPA 3 guidelines support neighbourhood compatibility, complementary site character, and appropriate views into Ladysmith from the Trans Canada Highway.

OBJECTIVES

The objective of DPA 3 is to enhance highway commercial, tourist commercial, general commercial, and neighbourhood commercial development in Ladysmith and ensure that commercial development is complementary to the existing character of Ladysmith, and aligned with the Town's vision for future growth. The DPA 3 guidelines are intended to:

- i) Promote a high standard of design;
- ii) Complement Ladysmith's distinctive character;
- iii) Accommodate multiple modes of transportation; and
- iv) Support sustainable design and building technologies.

GUIDELINES

- | | |
|--|--|
| 1. Building Design | 11. Vehicle & Bicycle Parking |
| 2. Building Siting & Massing | 12. Loading Facilities |
| 3. Building Frontage | 13. Landscape |
| 4. Roof Form | 14. Energy Conservation |
| 5. Windows & Doors | 15. Rain Water Management |
| 6. Signs, Canopies & Lighting | 16. Water Conservation |
| 7. Outdoor Patios | 17. Recycling, Organics & Solid Waste Management |
| 8. Materials & Colours | 18. Crime Prevention |
| 9. Mechanical, Electrical & Security Equipment | 19. Public Realm |
| 10. Accessibility & Connectivity | 20. Neighbourhood Commercial |

1. Building Design

- a) Buildings should be designed in the aesthetic of neo-traditional, Pacific Northwest, or eco-responsive themes.
- b) The form, massing, and scale of buildings should transition between the adjacent buildings and uses.
- c) Buildings should incorporate current construction technology and design aesthetics, and should not imitate, but complement existing building design typologies, materials and colours.
- d) Multi-storey buildings should be setback, and/or terraced at the second storey to reduce massing impacts on the street.
- e) Building design and placement should address sunlight penetration, passive solar heating and cooling, natural ventilation, protection from prevailing winds, and public views from adjoining structures and public spaces.
- f) An integrated mix of commercial and office space, with some pedestrian-orientation, is encouraged, to replace strip forms of commercial development.



Example of Pacific Northwest theme.



Example of mixed commercial and office space.

2. Building Siting & Massing

- a) The height of new buildings should respect the character-defining heights of surrounding buildings, and should not overpower neighbouring buildings.
- b) Buildings should be sited to define the street with a continuous street wall.
- c) Buildings should be sensitively integrated into the existing commercial streetscape and neighbouring residential uses, and should:
 - Incorporate small shops into building frontages located along streets and open spaces;
 - Include frequent entrances and display windows to provide a consistent architectural rhythm of smaller intervals; and
 - Create internal walkways or connections that link the commercial development with the surrounding streets and neighbourhoods.
- d) Commercial buildings should be designed to allow for adaptation in internal configuration to allow for potential changes in use.
- e) Subtle variations in building height and massing are encouraged to provide a variety of building form. Architectural transitions, such as roofline treatments, should be provided between buildings of different heights.

- f) The building setback requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit approval process, where strict compliance with the regulations would otherwise undermine the character of the area.
- g) Buildings on a corner parcel should orient frontages towards both streets if possible. Corner buildings should provide scale, and serve as anchors for the rest of the block. Building corners should include landmark architectural features, such as:
 - Special or decorative canopies;
 - Bay windows, balconies, turrets, or articulated roof line features;
 - A corner entrance; or
 - A prominent public art element.
- h) New development should incorporate the following measures with regard to hillside and steeply sloping sites:
 - Building design should step with the natural topography where appropriate, rather than benching across changes in elevation.
 - Cuts and fills should blend with the natural topography, providing smooth transitions and mimicking pre-development site contours.
- i) Building siting, height of buildings, roof forms, and rooftop appearance should respect and, where feasible, protect the existing views from adjacent and higher buildings and properties.
- j) First floor commercial spaces should have a higher floor-to-ceiling height than the upper floors.
- k) Where property elevations are below or above the highway elevation, buildings should be designed to maintain a positive relationship to the highway corridor through site grading or stepped building forms. Building façades visible from the highway should comply with these guidelines regardless of the primary orientation of the building.



Example of appropriate building frontage.

3. Building Frontage

- a) Building frontages should be articulated, and visually broken-up into smaller, distinctive units.
- b) Streetscape furnishings are encouraged to enhance the pedestrian experience, and reduce the presence of motor vehicles. Streetscape furnishings may include decorative streetlights, street furniture, bicycle racks, and information kiosks.
- c) Rear building facades should be developed to a high level of detail in accordance with these guidelines. The development of rear laneways and alleyways for active commercial use may



Example of appropriate building frontage with streetscape furnishings.

be considered where appropriate

- d) Unimproved blank walls adjacent to the highway, streets, lanes, walkways, parks, or other amenity spaces are discouraged, and the majority of such walls should be improved with any combination of:
- Sculpted, carved, or penetrated wall surfaces;
 - Landscaped planters, trellises, and arbours with significant landscaping;
 - Approved murals, mosaics, and public art;
 - Windows, or display case windows; or
 - Clerestory lights.

4. Roof Form

- a) Elevator penthouses should be strategically located to reduce their visibility, and be integrated with the roof design, and building materials and colours.
- b) Flat roofs should provide roofline modulation with:
- A variation of roof or parapet height and/or,
 - Architectural roofline embellishments that add visual interest.
- c) Sloped roofs, in highly visible locations, should provide roofline modulation to provide visual interest with:
- A variation of roof ridges, both parallel and perpendicular to the street;
 - Architectural roofline embellishments that add visual interest, such as accent gables, and/or;
 - Dormers, cupolas, clock towers, and other similar elements.



Sloped roof form with visual interest.



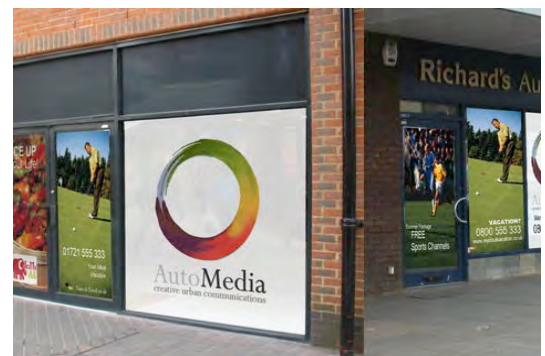
Flat roof form with visual interest.



Appropriate windows and doors with furniture.

5. Windows & Doors

- a) Building fronts should ensure physical and visual permeability, through the use of large windows and doors that open to the street.
- b) Windows and doors should be proportioned to the size of wall in which they appear, and sufficient wall area and/or architectural features between windows should be provided to set them apart from each other.



Advertising inappropriately blocking storefront windows

- c) Windows should be architecturally compatible with the building style, and materials.
- d) Storefront window displays are encouraged to animate the street and pedestrian spaces, however, materials such as advertising or blackout panels against, or adjacent to, the inside surfaces of retail glazing should not be used.
- e) Dark and/or reflective glass should not be permitted for use as windows.
- f) Window surfaces should be recessed from the face of the building wall. Acceptable alternatives to recessed windows include the use of prominent window trim as highlights, or projecting sills and/ or lintels.
- g) Fully glazed façades are discouraged, and windows generally should not span vertically more than one storey.
- h) Storefronts should be defined in a repeated rhythm along the façade to maintain continuity and pedestrian interest, and should be integrally designed to be compatible with the entire façade.
- i) Building entrances should be clearly defined through the use of lighting, architectural details, colour, paving texture, landscaping, or other similar features, and should have direct, at-grade access from the abutting sidewalk where possible.
- j) Doorways should be recessed from the building wall to add visual interest to the streetscape, and to provide weather protection.

6. Signs, Canopies & Lighting

- a) Signs should be of professional quality, and consistent with the design and character of the building.
- b) Free standing signs oriented to highway travellers are encouraged to be lower profile ground signs rather than taller pylon style signs, subject to signline considerations.
- c) Canopies, or other building projections, should provide weather protection at all primary building entrances.
- d) Signage shall meet the standards of the Town's *Sign and Canopy Bylaw*.
- e) Adequate lighting should be provided to illuminate sidewalk areas adjacent to all buildings.
- f) Light fixtures should be concealed, unless they are decorative and consistent with the design and character of the building. Fixture design and placement should respect the architectural design and character-defining elements of the building.
- g) Exterior lighting should follow dark sky principles, and be directed or shielded downward so as not to contribute to light pollution. Closely spaced, lower level fixtures are preferred to higher, and less frequent fixtures.



Example of appropriate building projection for weather protection.



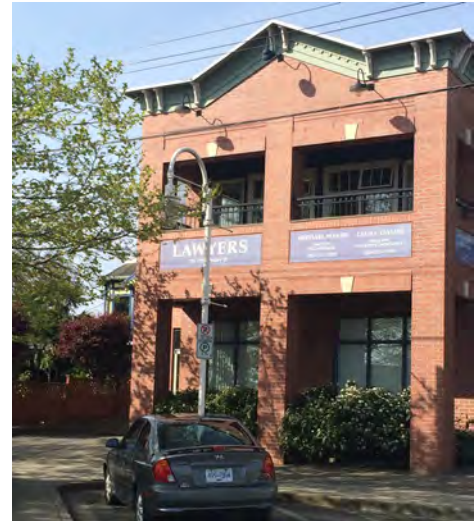
Example of outdoor dining area.

7. Outdoor Patios

- a) Patios and outdoor dining areas are encouraged to contribute to the interest and vitality of the street and should be designed to create a compatible and complementary relationship with adjacent streetscapes, building architecture, and uses.

8. Materials & Colours

- a) Building materials should be durable, and of high quality. The selection of materials and colours should ensure consistency and harmony with the character defining buildings in the area.
- b) Building colour palettes should be cohesive, and sensitive to surrounding character-defining buildings. The use of at least three different colours, or shades on the building exterior is encouraged. Paint colours in non-traditional palettes may be used to add visual interest to buildings, including details, such as doors, cornices, trim, and signage.



Example of high quality materials.

9. Mechanical, Electrical & Security Equipment

- a) Rooftop and grade level mechanical equipment should be strategically located, and screened with high quality, durable materials that attenuate noise and odor, and complement the overall building design.
- b) Air vents, electrical transformers, gas meters, and other exterior mechanical and electrical components should be located away from sidewalks and pedestrian amenities, and screened from public view.

10. Accessibility & Connectivity

- a) Buildings and sites should be designed to be inherently accessible to all users, including the elderly and people with disabilities – including smooth, ground-level entrances without stairs, and wide interior doors and hallways.
- b) Public walkways, together with private walkways, should provide a seamless, functional, and interesting pedestrian network throughout the site and to the adjacent street or development.
- c) Where breaks in the building frontages occur, especially at points of driveway access to rear yard parking, adequately illuminated public walkways should connect the building frontages with rear service areas, parking, and lanes.

11. Vehicle & Bicycle Parking

- a) Vehicle parking should be located at the rear of a parcel. Access to parking should be provided from a rear lane or side street, where possible.
- b) Where lot depths and area permits, front yard surface parking may be provided on highway frontages where the majority of



Example of covered bicycle parking.

parking remains in the rear yard and not more than one double loaded parking aisle is provided adjacent to the highway.

- c) Vehicle access to off-street parking, loading and service areas that are visible from adjacent residential areas should be screened from view with landscaping and/or privacy fencing.
- d) The interior of off-street parking areas should be visually enhanced, and screened appropriately with landscaping.
- e) Shared use of parking areas among multiple commercial uses, and with adjoining properties is encouraged.
- f) The minimum off-street parking requirements of the Zoning Bylaw may be reduced, or altered through the Development Permit Approval process, where strict compliance with the regulations would undermine the character of the area.
- g) Bicycle and scooter parking facilities should be provided in visible locations adjacent to principal building entrances. They should be protected from the weather, and provide safe and secure parking.

12. Loading Facilities

- a) Street fronting loading areas should be avoided.
- b) Loading areas should be designed to functionally accommodate truck maneuvering, and be strategically located out of public view, or otherwise screened from public view.

13. Landscape

- a) Site planning and design should be guided by the identification and preservation of existing trees, shrubs, groundcover, and other natural features.
- b) At-grade landscaping, planters, and hanging baskets should maximize the use of native and drought tolerant plant species, while providing seasonal colour.
- c) Any part of the parcel not used for buildings, pedestrian amenities, off-street parking areas, or motor vehicle access should be landscaped, and properly maintained in a permeable state with trees, shrubs, hedges, groundcover and/or lawn.
- d) Landscape groundcover plants should be used, rather than mulch, gravel, or rocks.
- e) The design and materials used in fences and retaining walls should complement the building design and neighbourhood character.
- f) Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impacts. Plant



Examples of pedestrian pathways.

material should be incorporated into retaining wall design to soften the appearance and perceived wall height. All retaining walls should include textured concrete on the face of the retaining wall. Large concrete block walls are not supported.

g) Landscaped roofs, green roof systems, and rooftop features, such as patio and gardening areas, urban agriculture, and multi-purpose landscapes are encouraged.

Bylaw
1891

h) Commercial uses (including parking and loading areas) located in close proximity to abutting residential uses should be screened from view by fencing or plant material (trees and hedges). Minimum landscape buffer and shade tree requirements are provided in Part 7 of the Zoning Bylaw.

Bylaw
2028

i) The minimum landscape buffer requirements provided in Part 7 of the Zoning Bylaw may be varied where the abutting parcels in a zone that permits residential use would be buffered through alternative measures on the parcel such as, topography, non-commercial land uses, other structures and/or landscaping, or existing vegetation.

j) Highway commercial frontages should be landscaped to enhance the appearance of the development and to create an attractive, welcoming view from the highway.

k) Integrated Pest Management measures are encouraged for landscape maintenance. Herbicide and pesticide use is discouraged.

l) Irrigation shall be provided with particular attention paid to adequate watering during the establishment period to ensure survival of the newly planted areas.

m) Adequate monetary security will be required to ensure that the required landscaping will be completed and established.

n) All landscaping work and plant material shall conform to the most recent edition of the British Columbia Landscape Standards published by the British Columbia Society of Landscape Architects.

o) Onsite monitoring shall be undertaken by a landscape professional during landscape installation; and any request for the release of a landscape security may require a report from the landscape professional.



Example of electric car charging station

14. Energy Conservation

a) New commercial buildings should be designed to be efficient and healthy, targeting a minimum LEED® Silver, or equivalent, rating.

b) New commercial building designs are encouraged to meet, at a minimum, the ASHRAE (American Society of Heating, Refrigerating and Air conditioning Engineers) 90.1, 2010 energy performance standard.



Example of a bioswale

- c) Where possible, building retrofits should include energy efficient heating, cooling and mechanical equipment, solar hot water, natural lighting, and high levels of insulation.
- d) Electric motor vehicle, scooter, and bicycle re-charging stations are encouraged in strategic locations.

15. Rain Water Management

- a) Integrated rain water management should be used, including appropriate source controls, such as bioswales, absorbent landscaping, infiltration facilities, rooftop storage, and rain water capture and re-use systems.
- b) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass are encouraged to increase site permeability.

16. Water Conservation

- a) High-efficiency, automatic water-saving irrigation systems are encouraged.
- b) Innovative wastewater management systems, such as greywater capture and reuse should be considered.

17. Recycling, Organics & Solid Waste Management

- a) Recycling, organic composting, and solid waste storage and service areas should be inside buildings, or in an exterior location that is integrated into the building and site design.
- b) Where outdoor recycling, organics, and solid waste enclosures are used, they should be located away from public view, and be built to house sufficiently sized bins for the intended use, with wall heights sufficient to completely conceal the bins.
- c) Enclosures should include a pergola, arbour, or other such permeable roof to screen the enclosure contents from overhead views.



Example of appropriate waste storage area.

18. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into building design.
- b) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
- c) Integrate Natural Surveillance: Visibility, light, and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways,

entrances, landscape materials, and site features should avoid areas for hiding. Appropriate lighting should not produce glare, and excessive lighting that creates darkened spaces in other areas should be avoided.

- d) Activity Support: The proposed site layout and building design should encourage legitimate activity in public spaces by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.



Example of an accessible curb.

19. Public Realm

- a) Building and site development on private parcels interfaces with the public realm, and with municipal improvements located on streets, lanes, parks, and other civic spaces. Improvements to private parcels may include improvements to the abutting public realm spaces, such as:
 - i) Pedestrian bulbs and curb extensions at intersections and key crossings that shorten the distance of pedestrian crossings, and increase pedestrian and landscape areas.
 - ii) Public art and preservation of heritage features.
 - iii) Gathering spaces, such as plazas and pocket parks, with opportunities for pedestrian-friendly programming for café seating, retail displays, steps, low walls, planter edges, and benches. Emphasis should be placed on connecting outdoor gathering spaces to the street, and other pedestrian linkages.
 - iv) Streetscape furnishings to enhance the pedestrian experience, including decorative streetlights, benches, bicycle racks, and information kiosks.
 - v) Sidewalks, intersection curbs, parking areas, and other public spaces should be designed to be universally accessible, and inclusive for individuals with mobility challenges.
- b) The sequencing and timing of a development may be specified in the Development Permit to reduce impacts to surrounding properties, such as construction interference, unsightly premises, economic opportunity, and environmental impacts.

20. Neighbourhood Commercial

- a) The Commercial DPA 3 area contains several commercially zoned properties in residential neighbourhoods. The purpose of the following guidelines is to ensure that the residential enjoyment of the neighbourhood is not impacted by the commercial building and commercial uses. In residential neighbourhood settings the following guidelines are to be considered in addition to the DPA 3 guidelines:
 - i) The siting, massing and height of buildings should respect the character of neighbouring buildings and should not overpower them. A predominantly residential character is preferred.
 - ii) The continued use and refurbishing of existing neighbourhood commercial buildings is encouraged.
 - iii) Multi-use buildings are encouraged to add diversity and vitality to the neighbourhood while respecting residential character.
 - iv) The massing, roof forms, and window proportions of upper floor units should reflect residential character.

- v) Building entrances should address the street. Retain existing entrances where possible. Glazing, awnings, signage, and lighting should be used to animate the street, and identify the commercial uses.
- vi) Signs should be primarily pedestrian-oriented, and designed at the pedestrian scale. Handcrafted signs of professional quality, and externally illuminated signs constructed with individual raised or incised letters are preferred.
- vii) Adequate storage, parking, loading, and bicycle facilities should be provided.
- viii) Mechanical ventilation, where needed, should be screened and exhausted at a location that does not affect residential livability, or the air quality of adjacent properties.
- ix) Where residential units are incorporated into the building, private outdoor living space should be provided for each residential unit.



Examples of neighbourhood commercial.

DPA 4 | Multi-Unit Residential

Development Permit Area 4 – Multi-Unit Residential is designated under Section 919.1(1)(f),(h),(i) and (j) of the *Local Government Act* to establish guidelines for all new development and improvements on land designated as **Development Permit Area 4 (DPA) 4** on *Official Community Plan Map 2*. Prior to construction of buildings and structures, an owner of property within DPA 4 shall apply to the Town of Ladysmith for a development permit. In DPA 4 a development permit is also required prior to the alteration of land or removal, alteration, disruption or destruction of vegetation or disturbance of soils.

The purpose of **DPA 4** is to establish objectives and provide guidelines:

- i) For the general character of the development, including siting, form, and exterior design and finishing of buildings and other structures, landscaping, and specific features in the development, including machinery, equipment and systems external to buildings and other structures; and
- ii) To promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.



OBJECTIVES

The *Ladysmith Vision for a Sustainable West Coast Town* provides a guide and reference for development in Ladysmith and calls for complete community land use, low impact transportation systems, green buildings, multi-use open spaces, innovative infrastructure, and healthy communities. In keeping with the Ladysmith Vision the objectives of DPA 4 are to achieve a high level of design for multi-unit development, to enhance the Town's neighbourhoods, and to ensure that development is complementary to the existing character of Ladysmith. The DPA 4 guidelines are intended to:

- i) Ensure that well-designed multi-unit residential developments are integrated within existing residential neighbourhoods;
- ii) Enhance the vibrancy, livability, and sustainability of Ladysmith;
- iii) Incorporate green building and sustainable design best practices; and
- iv) Promote housing choice and allow residents to age in-place in Ladysmith.

GUIDELINES

- | | |
|--|--|
| 1. Building Design | 10. Accessibility & Connectivity |
| 2. Building Siting, Massing & Height | 11. Vehicle & Bicycle Parking |
| 3. Building Frontage | 12. Landscape |
| 4. Roof Form | 13. Energy Conservation |
| 5. Windows & Doors | 14. Rain Water Management |
| 6. Signs, Canopies & Lighting | 15. Water Conservation |
| 7. Livability | 16. Recycling, Organics & Solid Waste Management |
| 8. Materials & Colours | 17. Crime Prevention |
| 9. Mechanical, Electrical & Security Equipment | |

1. Building Design

- a) Buildings should be designed to complement the form, massing, and scale of residential buildings within the neighbourhood.
- b) Buildings should incorporate current construction technology and design aesthetics, and should not imitate, but strive to complement existing building design typologies, materials, and colours.
- c) Multi-unit residential buildings should be designed in the aesthetic of the neo-traditional, Pacific Northwest, or eco-responsive themes.
- d) Small multi-unit buildings, including tri-plexes and four-plexes, should be designed to resemble single unit dwellings.
- e) Building design and placement should address sunlight penetration, passive solar heating and cooling, natural ventilation, protection from prevailing winds, and public views from adjoining structures and public spaces.
- f) Building designs should not be repeated on the same street, nor located directly across the street from each other.



Example of neo-traditional theme.



Example of small multi-unit building design.

2. Building Siting & Massing

- a) The height of new buildings should respect the heights of surrounding buildings.
- b) Subtle variations in building height and massing are encouraged to provide a variety of building form. Architectural transitions, such as roofline treatments, should be provided between buildings of different heights. Abrupt transitions between neighbouring buildings, and large unmodulated building forms are discouraged.
- c) Multi-storey buildings are encouraged to be setback and/or terraced above the third level to reduce massing impacts on the street.
- d) Buildings on a corner parcel should orient frontages towards both streets where possible. Corner buildings should provide scale, and serve as anchors for the rest of the block. Building corners are encouraged to include landmark architectural features, such as:
 - Bay windows, recessed balconies, turrets, or articulated roof line features;
 - Special or decorative canopies;



Example of Pacific Northwest theme.



Example of eco-responsive theme.

- A corner entrance; or
 - A prominent public art element.
- e) New development should incorporate the following measures with regard to hillside and steeply sloping sites:
- Building design should step with the natural topography, rather than benching across changes in elevation. Building forms should depict a series of buildings nestled into the hillside, rather than a single, uniform building form.
 - Cuts and fills should blend with the natural topography, providing smooth transitions and mimicking pre-development site contours. Large cuts and fills and large structural retaining walls are not supported.
- f) The building setback requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit approval process, where strict compliance with the regulations would otherwise undermine the character of Ladysmith's residential neighbourhoods.
- g) Requests for building and structure setback alterations or reductions should be augmented by improvements on adjacent Town land, such as enhanced street frontage improvements and boulevard landscaping designed by a landscape architect.



Example of stepped retaining wall.

Bylaw 1982

3. Building Frontage

- a) Building frontages should be articulated and visually broken-up into smaller, distinctive units.
- b) Building façades should be modulated vertically, and/or horizontally with design methods, such as recesses, cornices, building stepbacks, changes in materials, window penetrations, and chimneys.
- c) Buildings should orient to the abutting street, except where natural features prevent this configuration.
- d) Strategic site planning, alternative parking facilities, varied access locations, and innovative architectural design should ensure that streetscapes and building façades are not dominated by garage doors.
- e) Unimproved blank walls adjacent to streets, lanes, walkways, parks, or other amenity spaces are discouraged, and the majority of such walls should be improved with any combination of:
 - Sculpted, carved, or penetrated wall surfaces;
 - Landscaped planters, trellises, and arbours with significant landscaping; and/or
 - Windows or clerestory lights.

4. Roof Form

- a) Sloping roof forms that reinforce the overall residential character of the street are encouraged.
- b) Flat roofs should provide roofline modulation with:
 - A variation of roof or parapet height ; and/or



Blend of roofline modulation.

- Architectural roofline embellishments that add visual interest.
- c) Sloped roofs should provide roofline modulation to provide visual interest with:
 - A variation of roof ridges, both parallel and perpendicular to the street,
 - Architectural roofline embellishments that add visual interest, such as accent gables and/or;
 - Dormers, cupolas, and other similar elements.
- d) Elevator penthouses should be strategically located to reduce their visibility, and be integrated with the roof design, and building materials and colours.

5. Windows & Doors

- a) Townhouses should have separate, street-oriented entrances that express strong unit identity.
- b) Windows should be architecturally compatible with the building style, and materials.
- c) Dark and/or reflective glass should not be proposed for use in windows.
- d) Window surfaces should be recessed from the face of the building wall. Acceptable alternatives to recessed windows include the use of prominent window trim as highlights, or projecting sills and/ or lintels.
- e) Building entrances should be clearly defined through the use of lighting, architectural details, colour, paving texture, landscaping, or other similar features.
- f) Doorways should be recessed from the building wall to add visual interest to the streetscape.

6. Signs, Canopies & Lighting

- a) Where used, all signage should be compatible with the style, composition, materials, colours, and decorative detail of the building, with no internal illumination, and the method of installation hidden.
- b) Canopies, or other building projections, should provide weather protection at all primary building entrances. Weather protection of passenger drop-off and pick-up areas is encouraged through the use of extended canopies or porte-cochères.
- c) Adequate lighting should be provided to illuminate sidewalk areas adjacent to all buildings.
- d) Light fixtures should be concealed, unless they are decorative and consistent with the design and character of the building. Fixture design and placement should respect the architectural design of the building.
- e) Exterior lighting should follow dark sky principles – directed or shielded downward so as not to contribute to light pollution. Closely spaced, lower level fixtures are preferred to higher, and less frequent fixtures.



Example of weather-protected entrance.

7. Livability

- a) The visual privacy of interior living spaces should be maintained through the orientation and placement of windows, screening, and landscaping.
- b) Noise impacts of highways or arterial roads upon private outdoor living areas, and interior living spaces, should be mitigated through building and site design.
- c) Private outdoor living spaces should be provided for each dwelling unit.
- d) The sequencing and timing of a development may be specified in the development permit to reduce impacts such as interference with residential enjoyment, construction interference, unsightly premises, and environmental impacts.



Appropriate outdoor living space.

8. Materials & Colours

- a) Building materials should be durable, and of high quality. The selection of materials and colours should ensure consistency and harmony with the character-defining materials and colours of neighbourhood buildings.
- b) Building colour palettes should be cohesive, and sensitive to surrounding buildings.
- c) Strongly contrasting, intense, bright, and/or vibrant colours are discouraged, and should be used for accent only.



9. Mechanical, Electrical & Security Equipment

- a) Rooftop and grade level mechanical equipment should be strategically located, and screened with high quality, durable materials that attenuate noise, and complement the overall building design.
- b) Air vents, electrical transformers, heat pumps, gas meters, and other exterior mechanical and electrical components should be located away from adjacent residential buildings and pedestrian amenities, and should be screened from public view.



Examples of high quality building materials.

10. Accessibility & Connectivity

- a) Buildings and sites should be designed to be accessible to all users, including the elderly, children, and people with disabilities, and should include smooth, ground level entrances without stairs, and wide interior doors and hallways.

- b) Sidewalks, intersection curbs, parking areas and public realm areas should be designed to be universally accessible, and inclusive for individuals with mobility challenges.
- c) Public walkways, together with private walkways, should provide a seamless, functional, and interesting pedestrian network.

11. Vehicle & Bicycle Parking

- a) Where possible, vehicle parking should be located at the rear of a parcel. If available, access to parking should be provided from the rear lane or side street.
- b) Shared vehicle access, and shared surface parking areas between adjoining sites is encouraged.
- c) Surface parking areas should make use of materials, colours, and patterns to delineate driving, parking, and pedestrian areas. Consider parking lots and driveways as pedestrian priority spaces where vehicles are permitted.
- d) Street fronting parking entries, carports, or garage doors are discouraged.
- e) The interior of surface parking areas should be visually enhanced, and screened appropriately, with landscaping.
- f) Parcels requiring more than twenty (20) off-street parking spaces, excluding visitor parking spaces, shall be equipped with one set of electric vehicle charging equipment.
- g) The minimum off-street parking requirements of the Zoning Bylaw may be reduced, or altered through the Development Permit Approval process, where strict compliance with the regulations would otherwise undermine the character of Ladysmith's residential neighbourhoods.
- h) Bicycle parking should be provided at every building. Where underground parking or parking structures exist, secure bicycle parking should be included at a location close to elevators and access points. Safe and secure visitor bicycle parking facilities should also be provided in highly visible locations, adjacent to principal building entrances and protected from the weather.
- i) Requests for alterations or reductions of parking requirements should be augmented by improvements on adjacent Town land, such as enhanced street frontage improvements and boulevard landscaping designed by a landscape architect.



Example of attractive visitor parking.

Bylaw 1982

12. Landscape

- a) Site planning and design should be guided by the identification and preservation of existing trees, shrubs, groundcover, and other natural features.
- b) Disturbed natural areas should be restored to replicate the characteristics of the natural setting. Trees and vegetation should be planted in organic clusters, rather than in lines or formal arrangements.
- c) Any part of the front yard that is not used for resident access, or vehicle access, should be landscaped and properly maintained. Landscape designs featuring only lawn are not supported.
- d) Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impacts. Plant material should be incorporated into retaining wall design to soften the appearance and perceived wall

height. All retaining walls should include textured concrete on the face of the retaining wall. Untreated large concrete block walls are not supported.

- e) The design and materials used in fences, and retaining walls should complement the building design and neighbourhood character.
- f) Surface parking areas and storage areas located in close proximity to abutting properties should be screened from view by fencing, or plant material (hedges).
- g) Urban agriculture or multi-purpose landscapes, preferably in the form of communal garden areas intended for the building's residents, should be integrated into landscape design and maintenance, including shared composting areas.
- h) Landscaped roofs, including intensive green roof systems to accommodate outdoor amenities, such as sitting areas, and gardening areas are encouraged.
- i) Landscape groundcover plants should be used rather than mulch or gravel.
- j) Integrated Pest Management measures are encouraged for landscape maintenance. Herbicide and pesticide use is discouraged.
- k) Landscape buffers should be provided to enhance the privacy of adjacent properties where appropriate. Minimum landscape buffer and shade tree requirements are provided in Part 7 of the Zoning Bylaw. The location of shade trees shall consider the orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.
- l) Irrigation shall be provided with particular attention paid to adequate watering during the establishment period to ensure survival of the newly planted areas.
- m) Adequate monetary security will be required to ensure that the required landscaping will be completed and established.
- n) All landscaping work and plant material shall conform to the most recent edition of the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects.
- o) Onsite monitoring shall be undertaken by a landscape professional during landscape installation, and any request for the release of a landscape security may require a report from the landscape professional.



Example of informal, organic planting arrangements.

Bylaw
1891

13. Energy Conservation

- a) New buildings are encouraged to be designed to be efficient and healthy, targeting a minimum LEED® Silver, or equivalent, rating.
- b) All residential buildings should be designed to the EnerGuide 80 standard in order to achieve higher energy efficiency.

- c) Where possible, building retrofits should include energy efficient appliances, solar hot water, natural lighting, and high levels of insulation.
- d) Electrical bicycle, scooter, and vehicle re-charging stations are encouraged in strategic locations.

14. Rain Water Management

- a) Integrated rain water management should be used, including appropriate source controls – such as bioswales, absorbent landscaping, infiltration facilities, rooftop storage, and stormwater capture and re-use systems.
- b) New buildings are encouraged to include non-potable water harvesting in the form of rainwater catchment or green roofs.
- c) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass should be used to increase site permeability.



Example of integrated rain water management.

15. Water Conservation

- a) High-efficiency, automatic, and water-saving irrigation systems are encouraged.
- b) Innovative wastewater management systems, such as greywater capture and reuse, are encouraged.

16. Recycling, Organics & Solid Waste Management

- a) Recycling, organic composting, and solid waste storage and service areas should be inside buildings, or in an exterior location that is integrated into the building and site design.
- b) Where outdoor recycling, organics, and solid waste enclosures are used, they should be located away from public view, and be built to house sufficiently sized bins for the intended use, with wall heights sufficient to completely conceal the bins.
- c) Enclosures should include a pergola, arbour, or other such permeable roof to screen the enclosure contents from overhead views.



Example of screened waste enclosure.

17. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into building design, such as:
 - i) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
 - ii) Integrate Natural Surveillance: Visibility, light, and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways, entrances, landscape materials, and site features should avoid areas for hiding. Appropriate

lighting levels should not produce glare, and excessive lighting that creates darkened spaces in other areas.

- iii) Activity Support: The proposed site layout and building design should encourage legitimate activity in public spaces, by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.

DPA 5 | Industrial

Development Permit Area 5 – Industrial is designated under Section 919.1(1)(f), (h), (i), and (j) of the *Local Government Act* to establish guidelines for all new development and improvements on land designated as **Development Permit Area 5 (DPA 5)** on *Official Community Plan Map 2*. Prior to construction of buildings and structures an owner of property within DPA 5 shall apply to the Town of Ladysmith for a development permit.

The purpose of **DPA 5** is to establish objectives and provide guidelines:

- i) For the general character of the development, including the siting, form and exterior design of buildings and other structures, landscaping, and specific features in the development, machinery, equipment and systems external to buildings and other structures; and
- ii) To promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.



OBJECTIVES

The objective of DPA 5 is to enhance the Town's industrial areas and ensure that industrial development is complementary to the existing character of Ladysmith, and aligned with the Town's vision for future growth. The DPA 5 guidelines are intended to:

- i) Provide guidance for the design of new industrial developments and employment centres;
- ii) Foster a continuation of the Town's industrial heritage in new design;
- iii) Support people-centred site design and accommodate multiple modes of transportation; and
- iv) Support sustainable land use, and building technologies.

GUIDELINES

1. Building Design
2. Building Siting & Massing
3. Building Frontage
4. Windows & Doors
5. Signs, Canopies & Lighting
6. Materials & Colours
7. Mechanical, Electrical & Security Equipment
8. Accessibility & Connectivity
9. Vehicle & Bicycle Parking
10. Loading Facilities
11. Landscape
12. Energy Conservation
13. Rain Water Management
14. Water Conservation
15. Recycling, Organics & Solid Waste Management
16. Crime Prevention

1. Building Design

- a) Industrial buildings should be designed in the aesthetic of the neo-traditional, Pacific Northwest, or eco-responsive themes.
- b) Buildings should incorporate current construction technology and design aesthetics, and should not imitate, but strive to complement existing design typologies, materials, and colours.
- c) Building design and placement should address sunlight penetration, opportunities for passive solar heating and cooling, natural ventilation, protection from prevailing winds, and public views from adjoining structures and public spaces.
- d) Multi-building complexes may maintain a consistent character and design concept throughout, particularly on public-facing façades.
- e) The preservation of industrial-heritage features is encouraged for new developments, and for the conversion or improvement of existing buildings. Industrial-heritage artifacts are encouraged to be repurposed as public art, or incorporated into signage.



Example of preservation of industrial-heritage features.



Example of industrial-heritage artifact as public art.

2. Building Siting & Massing

- a) Subtle variations in building height and massing are encouraged to provide a variety of building form. Architectural transitions, such as roofline treatments, should be provided between buildings of different heights.
- b) Large, uninterrupted building façades that are visible from non-industrial areas, such as from the water or upland areas, should be articulated, and designed to provide visual interest.
- c) The building setback requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit Approval process, where strict compliance with the regulations would otherwise undermine the character of the industrial area.
- d) Offices, reception, sales, and other public use areas associated with the industrial activity should be located at the front of the building to face streets, with industrial activities occurring at the rear of the building.
- e) Shared service areas amongst building and between adjacent parcels is encouraged for uses, such as waste collection and sorting, shipping and receiving, parking, and outdoor staff amenities, such as patios.
- f) Heavy industrial uses should be clustered away from industrial uses with lighter impacts.

Bylaw 1891

3. Building Frontage

- a) Main building entries should be located and designed to be clearly identified from streets or entry driveways and front facades should be designed to be easily identifiable and visible from streets.
- b) Entryways shall be defined with overhangs, heavy timber accents, or similar elements.
- c) Building façades should be modulated vertically, and/or horizontally with design methods, such as recesses, cornices, building stepbacks, changes in materials, and window penetrations. Visual interest created through colour, materials, patterns, and texture is encouraged.
- d) Unimproved blank walls adjacent to streets, lanes, walkways, parks, or other amenity spaces are discouraged, and the majority of such walls should be improved with any combination of:
 - Sculpted, carved, or penetrated wall surfaces;
 - Visually broken-up into smaller, distinctive units;
 - Landscaped planters, trellises, and arbours with significant landscaping;
 - Murals, mosaics, and public art; and/or
 - Windows or clerestory lights.



Example of architecturally compatible windows.

4. Windows & Doors

- a) Building entrances should be clearly defined through the use of lighting, architectural details, colour, paving texture, landscaping, or other similar features.
- b) Windows and doors should be proportioned to the size of the wall in which they appear.
- c) Windows should be architecturally compatible with the building style, and materials.
- d) Primary entrances to industrial buildings should have direct, at-grade access from the abutting sidewalk.

5. Signs, Canopies & Lighting

- a) Signs should be of professional quality, and consistent with the design and character of the building.
- b) Canopies, or other building projections, should provide weather protection at all primary building entrances.
- c) Signage shall meet the standards of the Town's *Sign and Canopy Bylaw*.
- d) Ensure that exterior lights follow 'dark sky principles', being directed and/or shielded downward, away from neighbouring properties and streets, so as not to contribute to light pollution.
- e) Adequate lighting should be provided to illuminate sidewalk areas adjacent to all buildings.
- f) Light fixtures should be consistent with the design and character of the building. Fixture design and placement should respect the architectural design, and character-defining elements of the building.

6. Materials & Colours

- a) Building materials should be durable and of high quality.
- b) Traditional industrial materials, such as metal siding, steel windows, and heavy timber are encouraged to reinforce the architectural character of the area.
- c) Building colour palettes should be cohesive, and sensitive to surrounding buildings. Colour may also be used to provide interest, delineate architectural details, and acknowledge the building's use.



Example of durable, high quality building materials.

7. Mechanical, Electrical & Security Equipment

- a) Rooftop and grade level mechanical equipment should be strategically located and screened with high quality, durable materials that complement the overall building design.
- b) Mechanical equipment should be strategically located away from residential use, and be designed to minimize visual and noise impacts.
- c) Building ventilation systems should be designed to minimize noise and odours.
- d) All visible utility areas, such as outdoor storage, waste disposal, and building mechanical equipment are to be enclosed with screening, or otherwise designed in a manner consistent with the area's character.
- e) Air vents, electrical transformers, gas meters, and other exterior mechanical and electrical components should be located away from sidewalks and pedestrian amenities, and screened from public view.

8. Accessibility & Connectivity

- a) Buildings and sites should be designed to be accessible to all users. Sidewalks, intersection curbs, parking areas, and public realm areas should be designed to be universally accessible.
- b) Main building entrances should be connected to the parking area, public sidewalk, or street edge with safe, accessible, hard surface walkways that are separated from vehicle driveways, and maneuvering areas.



Example of separated, accessible walkway.

9. Vehicle & Bicycle Parking

- a) Where possible, parking areas should be divided into smaller parking areas to avoid a monotonous and auto-dominated appearance, with access from a lane or side street.
- b) Shared vehicle access of parking lots with adjoining sites is encouraged.

- c) Surface parking areas should be visually enhanced, as well as screened appropriately, with landscaping and shade trees.
- d) The off-street parking and loading requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit approval process, where strict compliance with the regulations would otherwise undermine the character of the Industrial area.
- e) Bicycle parking is encouraged at every building. Bicycle parking facilities should be provided in highly visible locations adjacent to principal building entrances. Strategically located electric bicycle and scooter recharging stations are encouraged.
- f) End-of-trip cycling facilities (such as showers and lockers) are encouraged.



Example of bicycle parking.

10. Loading Facilities

- a) Loading and service areas are encouraged at the side and rear of buildings, and should facilitate ease of access to any shared shipping and receiving areas, while minimizing conflict between modal types.
- b) Attention should be given to minimizing potential neighbourhood impacts related to noise and air quality.
- c) Loading facilities should be designed to functionally accommodate truck maneuvering, and be strategically located out of public view, or otherwise screened from public view.

11. Landscape

- a) Site planning and design should be guided by the identification and preservation of existing trees, and other natural features.
- b) Disturbed natural areas should be restored to replicate the characteristics of the natural setting. Trees and vegetation should be planted in random clusters, rather than in lines or formal arrangements.
- c) The provision of outdoor employee amenities, such as lunch areas, benches and shelters is encouraged.
- d) A continuous buffer should be provided between industrial development and the Island Highway, so as to reduce the visual impact of development.
- e) Where industrial development abuts residential uses, buildings, structures and outdoor use areas should be strategically located to reduce visual and acoustic impacts of development. Where potential visual and noise impacts cannot be resolved through strategic site planning, visual and acoustic barriers should be provided.
- f) Industrial uses, (including surface parking and storage areas) located in close proximity to abutting properties or public areas should be screened from view by fencing, or plant material. Minimum landscape buffer and shade tree requirements are provided in Part 7 of the Zoning Bylaw. The location of shade trees shall consider the



Example of useable roof space for an employee lunch area.

orientation of the parking area at peak sunshine hours and will maximize shade provided by the tree canopy to parking spaces.

- g) The use of native, drought tolerant plants is preferred. Landscape groundcover plants should be used, rather than mulch or gravel.
- h) The design and materials used in fences and retaining walls should complement the building design and neighbourhood character. Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impacts. Plant material should be incorporated into retaining wall design to soften the appearance and perceived wall height. Large concrete block walls are not supported.
- i) Landscaped roofs, green roof systems, and rooftop features, such as patio and gardening areas, urban agriculture, and multi-purpose landscapes are encouraged.
- j) Integrated Pest Management measures are encouraged for landscape maintenance. Herbicide and pesticide use should be avoided.
- k) Irrigation shall be provided with particular attention paid to adequate watering during the establishment period to ensure survival of the newly planted areas.
- l) Adequate monetary security will be required to ensure that the required landscaping will be completed and established.
- m) All landscaping work and plant material shall conform to the most recent edition of the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects.
- n) Onsite monitoring shall be undertaken by a landscape professional during landscape installation and any request for the release of a landscape security may require a report from the landscape professional.
- o) Onsite monitoring of works along the foreshore and intertidal zone may be required by a professional biologist. Conditions regarding monitoring and reporting may be included in the development permit.
- p) The sequencing and timing of a development may be specified in the development permit to reduce impacts to surrounding properties such as unsightly premises and environmental impacts.

12. Energy Conservation

- a) New buildings should be designed to be efficient and healthy, targeting a minimum LEED® Silver, or equivalent, rating.
- b) New industrial building designs are encouraged to meet, at a minimum, the ASHRAE (American Society of Heating, Refrigerating and Air conditioning Engineers) 90.1, 2010 energy performance standard, or equivalent.
- c) On-site energy production, or co-generation from renewable sources, such as solar, geothermal, wind, and biomass is encouraged.



Examples of on-site energy production.

- d) Opportunities for shared energy generation, back-up generator, heating, and cooling systems between buildings on the same and on adjacent parcels should be considered.
- e) Designated parking and re-charging stations for shared, electric, plug-in hybrid, and other fuel-alternative motor vehicles are encouraged on larger sites.



Example of permeable pavers.

13. Rain Water Management

- a) Integrated rain water management should be used, including appropriate source controls, such as bioswales, absorbent landscaping, infiltration facilities, rooftop storage, and stormwater capture and re-use systems.
- b) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass are encouraged to increase site permeability.



Example of screened waste enclosure.

14. Water Conservation

- a) High-efficiency, automatic, and water-saving irrigation systems are encouraged.
- b) Innovative wastewater management systems, such as greywater capture and reuse, are encouraged.

15. Recycling, Organics & Solid Waste Management

- a) Recycling, organic composting, and solid waste storage and service areas should be inside buildings, or in an exterior location that is integrated into the building and site design.
- b) Where outdoor recycling, organics, and solid waste enclosures are used, they should be located away from public view, and be built to house sufficiently sized bins for the intended use, with wall heights sufficient to completely conceal the bins and include a pergola, arbour, or other such permeable roof to screen the enclosure contents from overhead views.

16. Crime Prevention

- a) Best practices for Crime Prevention Through Environmental Design (CPTED) should be incorporated into building design, such as:
 - i) Define Territoriality: Building entrances, parking areas, pathways, and other use areas should be defined with appropriate features that express ownership and boundaries, avoiding spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or appear to be without a clear purpose or function.
 - ii) Integrate Natural Surveillance: Visibility, light, and openness should maximize the ability to see throughout the site. Window placement should provide visual access to all areas of the site. The location of walkways, entrances, landscape materials, and site features should avoid areas for hiding. Appropriate lighting should not produce glare, and excessive lighting that creates darkened spaces in other areas should be avoided.
 - iii) Activity Support: Site layout and building design should encourage legitimate activity in public spaces by locating outdoor uses in complementary arrangements, or activity nodes, that create more activity than if separated.

DPA 6 | Riparian

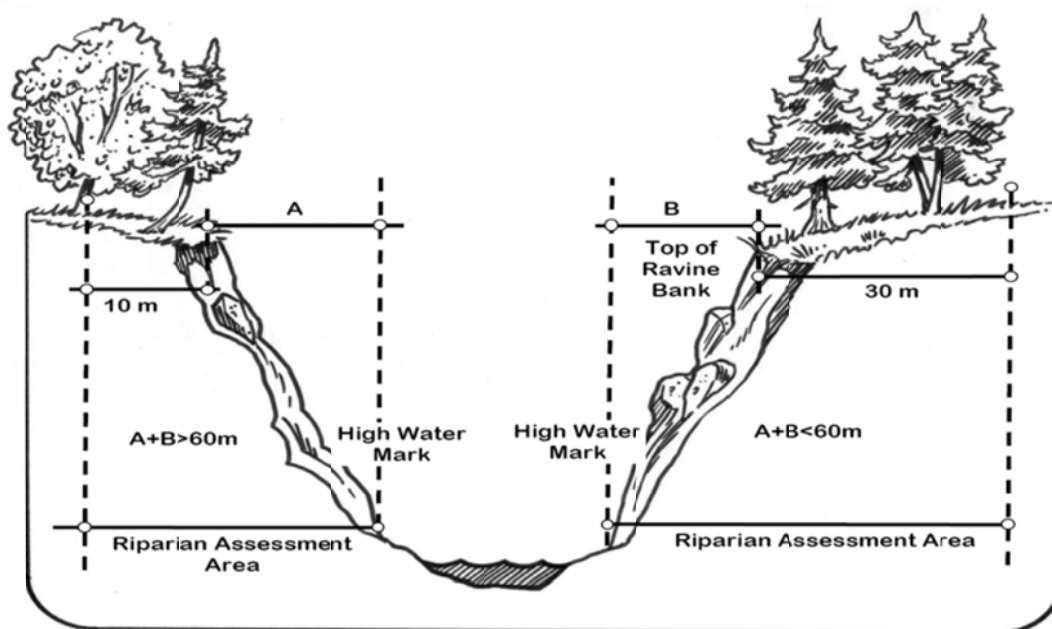
Development Permit Area 6 – Riparian (DPA 6) is designated under Section 919.1(1)(a) of the *Local Government Act* to guide the protection of the natural environment, its ecosystems and biological diversity. The purpose of **DPA 6** is to protect the natural environment, ecosystems and biological diversity of fish bearing and non-fish bearing riparian areas.

Prior to alteration of land or removal, alteration, disruption or destruction of vegetation as part of development; disturbance of soils; construction or erection of buildings and structures; and prior to subdivision of land (as defined in section 872 of the *Local Government Act*) an owner of property within DPA 6 shall apply to the Town of Ladysmith for a development permit.

OBJECTIVES

The Riparian Development Permit Area (DPA 6) is established to protect streams and other sources of water supply, and their riparian areas (including but not limited to riparian areas defined by the *Riparian Areas Regulation*). The Development Permit Area, DPA 6, shall be all land within 30 metres from the high water mark of a stream, natural watercourse or source of water supply, whether usually containing water or not. Areas within DPA 6:

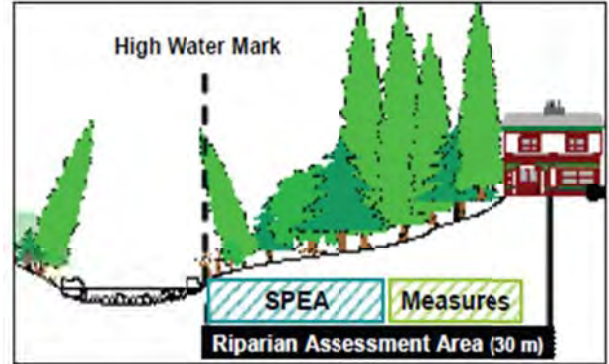
- a) Are generally shown on *Official Community Plan Map 2 – Development Permit Areas*; and
- b) All areas shall be specifically determined by measuring on the ground as follows:
 - i) for a natural watercourse or source of water supply, the 30 metre strip on both sides and surrounding the watercourse or source of water supply, measured from the high water mark;
 - ii) for a 3:1 (vertical/horizontal) ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank, and
 - iii) for a 3:1 (vertical/horizontal) ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.
- c) Where there is a discrepancy between (a) and (b) above, (b) shall prevail.



Source: *Riparian Areas Regulation Implementation Guidebook, 2006*
(BC Ministry of Water Land and Air Protection)

GUIDELINES

- i) Where the riparian area is determined by reference to a stream as defined in the Riparian Area Regulation (RAR) the following guidelines shall apply:
 - a) A qualified environmental professional (QEP) will be retained for the purpose of preparing a riparian assessment area report pursuant to the Schedule to the RAR. The QEP is to meet with Town of Ladysmith staff prior to preparing the report. The report will be submitted to the Ministry of Environment; Fisheries and Oceans Canada; and the Town of Ladysmith.
 - b) Where the QEP report proposes a Harmful Alteration, Disruption or Destruction (HADD) to fish habitat referred to in the Federal Fisheries Act, the development permit shall not be issued unless the HADD is subsequently approved by Fisheries and Oceans Canada.
 - c) Where the QEP report describes an area designated as Streamside Protection and Enhancement Area (SPEA) (referred to in the RAR), the development permit will not allow any development activities to take place within the SPEA, and the owner will be required to provide a survey plan showing the location of the SPEA and a plan for protecting the SPEA during land development and over the long term.
 - d) SPEA protection measures to be implemented as a condition of the development permit may include the registration of a restrictive covenant or conservation covenant over the SPEA or some other proposal from the Owner acceptable to the Town confirming its long-term availability as a riparian buffer to remain free of development.
 - e) Where the QEP report describes an area as suitable for development with special mitigating measures, the development permit will only allow the development to occur in strict compliance with the measures described in the report. The development permit may include conditions requiring monitoring and regular reporting by qualified professionals.
 - f) If the proposed development in a riparian assessment area is due to new information or some other change, the QEP will be required to re-assess the proposal with respect to the SPEA. Development may be required to stop while the re-assessment is undertaken.
 - g) Wherever possible, the report prepared by a QEP shall exceed the minimum standards set out in the RAR and address matters such as: plantings of drought resistant native species, retaining natural soils, management of sediment, stormwater management, sequence and timing of development to minimize habitat disturbances, as well as mitigation options and design alternatives having regard to reports listed in Section 3.3.3(14).
 - h) The Zoning Bylaw's required setbacks from a watercourse may be varied such that the setback is consistent with SPEA as indicated in the QEP report.
- ii) Where the riparian area is not determined by reference to a stream as defined in the RAR, the following guidelines shall apply:
 - a) The riparian area shall be assessed by a biologist or qualified environmental professional to determine a required leave strip or protected area that will ensure the long-term health of the ecosystem, riparian area, and stream.
 - b) The leave strip and protected area shall be clearly indicated onsite and no unnecessary disturbance of soil, trees or vegetation may occur in the protected area during and after construction.
 - c) The Zoning Bylaw's required setbacks from a watercourse may be varied where a site specific environmental report prepared by a registered professional biologist or qualified environmental professional ensures protection at a reduced setback.



- d) Protection measures for the leave strip or protected area shall include: erosion and sediment control measures for during and after construction; removal of invasive, non-native plant species such as Scotch Broom and English Ivy; and re-vegetation of disturbed areas with native, drought tolerant species.
- e) Registration of a Section 219 *Land Title Act* covenant on title may be required to provide ongoing protection to the riparian area.
- f) The development permit may include conditions requiring monitoring and regular reporting, during land clearing and construction, by a biologist or qualified environmental professional to ensure the protection of the riparian area.



Holland Creek riparian area

DPA 7 | Hazard Lands

Development Permit Area 7 – Hazard Lands is designated under Section 919.1(1)(b) of the *Local Government Act* to protect development from hazardous conditions on land designated as **Development Permit Area 7 (DPA 7)** on *Official Community Plan Map 2*.

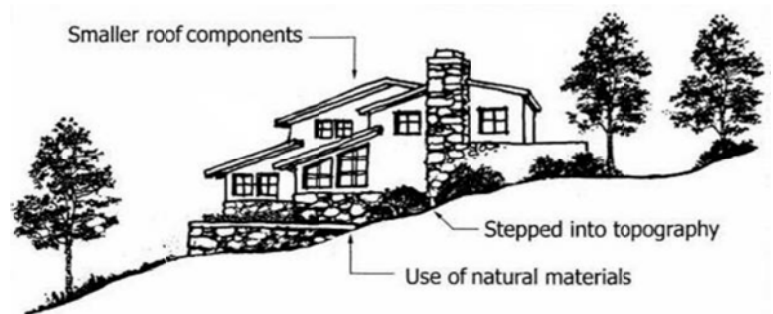
Prior to alteration of land or removal, alteration, disruption or destruction of vegetation; disturbance of soils; construction of buildings and structures; and prior to subdivision of land (as defined in section 872 of the *Local Government Act*) an owner of property within DPA 7 shall apply to the Town of Ladysmith for a development permit.

OBJECTIVES

The Town was developed on a hillside leading down to Oyster Harbour, with some sections of the Town situated on steeper slopes. The Hillside Avenue area and portions of the waterfront area are subject to steep slope conditions. There are signs of stress fractures and slope instability in the Chemainus Road area, and steep slope conditions exist on Thetis Drive.

The purpose of the **DPA 7** guidelines are to:

- i) prevent land slippage and sloughing;
- ii) safeguard private property from potential damage;
- iii) minimize disruption to slope stability, and;
- iv) prohibit development from occurring in areas where slope instability hazards exists.



GUIDELINES

- a) No significant excavation or filling; (e.g. excavation or filling to accommodate buildings or structures or to alter existing slopes); shall be undertaken, and no building or structure shall be erected, constructed or placed in areas subject to bank instability or potential damage from bank instability.
- b) Avoid areas subject to unstable slopes, by siting buildings and structures in accordance with building setbacks and other requirements as determined by a geotechnical engineer registered as a Professional Engineer in British Columbia.
- c) Provision shall be made for, and works undertaken to, provide for the disposal of surface run-off and storm water which may flow over the crest of the slope. Such works shall be required to divert drainage away from areas subject to sloughing.
- d) Where practical, no disturbance to the steep slope shall be permitted.



- e) Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impacts. Plant material should be incorporated into the retaining wall design to soften the appearance and perceived wall height. Untreated large concrete block walls are not supported.
- f) Existing trees and vegetation shall be maintained in order to control erosion and protect banks. Where existing vegetation is removed either during construction or as a result of development, it shall be replaced with vegetation which stabilizes the slope and controls erosion. Adequate monetary security may be required to ensure that the required landscaping will be completed and established.
- g) Access improvements on or over the slope such as footpaths and stairways, shall be constructed so as not to disturb the slope or other natural slope drainage.
- h) The Town may require a developer of land within DPA 7 to furnish a report certified by a geotechnical engineer registered as a Professional Engineer of British Columbia providing information regarding technical requirements for mitigating measures which would be imposed to enable the site to withstand the proposed development and the known hazard.
- i) The sequencing and timing of the development may be specified in the development permit to reduce impacts to the environment and surrounding properties.

DPA 8 | Multi-Unit Residential ESA

Bylaw
1911

Development Permit Area 8 – Multi-Unit Residential Environmentally Sensitive Area (ESA), shown as **DPA 8** on *Official Community Plan Map 2 – Development Permit Areas*, is designated under Section 488 (1) (a), (f), (h), (i) and (j) of the Local Government Act to:

- i) Protect the natural environment, its ecosystems and biological diversity;
- ii) Establish objectives for the form and character of multi-family residential development; and
- iii) Establish objectives to promote energy conservation, water conservation and the reduction of greenhouse gas emissions.

Prior to alteration of land or removal, alteration, disruption or destruction of vegetation as part of development; disturbance of soils; construction or erection of buildings and structures; and prior to subdivision of land (as defined in Section 455 of the Local Government Act) an owner of property within DPA 8 shall apply to the Town of Ladysmith for a development permit.

OBJECTIVES

The *Ladysmith Vision for a Sustainable West Coast Town* provides a guide and reference for development in Ladysmith, and calls for complete community land use, low impact transportation, green buildings, multi-use landscapes, innovative infrastructure and a healthy community. The Town has completed a *Community Energy Plan* and has established in the *Official Community Plan* targets, actions and strategies to reduce its greenhouse gas emissions. DPA 8 provides guidelines for the detailed site design of a multi-unit residential development. The objective is to achieve a high level



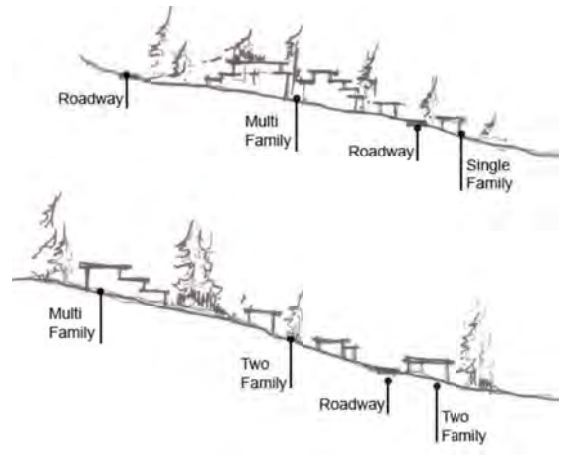
of design and livability for future residents that is consistent with the Ladysmith Vision, while protecting environmentally sensitive areas, and incorporating energy conservation building placement; energy and water conservation, capture and reuse features; and innovative infrastructure.

The lands included within DPA 8 include the following forest ecosystems: Douglas Fir, Arbutus, Western Red Cedar, and Bigleaf Maple. The ecosystems contain intact continuous forest stands; dry, rocky outcrops; and sensitive riparian areas with tributaries to Holland Creek and Rocky Creek. Integration of the site's natural topography, the protection of its natural features, and the identification of areas that must remain free of development or managed in order to protect the natural environment and sensitive ecosystems are important objectives of DPA 8. The application of these guidelines to the land should result in a detailed site development plan that protects the natural environment, its ecosystems and biological diversity by designing a comprehensive multi-family residential development that works with the natural environment and promotes energy and water conservation, and reduces greenhouse gas emissions.

GUIDELINES

1. Form, Character and Exterior Design

- a) Building design shall be prepared by a design professional with knowledge of hillside design, natural area conservation, and multi-family building design.
- b) The design of buildings shall be contemporary west coast and should also be reflective of Ladysmith's built heritage.
- c) Buildings shall be of a human scale and provide a sense of neighbourhood identity through a coherent architectural language and form.
- d) Building massing shall respond to the site's topography. New development should incorporate the following measures with regard to hillside and steeply sloping sites:
 - i) Building design should step with the natural topography, rather than benching across changes in elevation. Building forms should depict a series of buildings nestled into the hillside, rather than a single, uniform building form.
 - ii) Cuts and fills should blend with the natural topography, providing smooth transitions and mimicking pre-development site contours. Large cuts and fills and large structural retaining walls are not supported.
- e) Building facades shall be articulated through the use of varied materials, finishes, colours, façade openings and projections to break-up the overall scale of the building and create varied and visually interesting buildings. Considerations include façade modulations, window patterning, roofline changes, alternating dormers, gables, stepped roofs, and building plane material and colour changes.
- f) Building exteriors shall be constructed from high quality, durable materials including concrete, brick, wood, stone and metal panel products. Bold detailing shall also use natural elements such as rock and wood. Stucco, vinyl, and aluminum siding are not acceptable materials.
- g) All residential units shall be provided with private outdoor space. This space can take the form of a balcony, deck, or garden patio that is oriented to permit sunlight and views. Where the space is located on the ground level, patios should be provided with adequate screening to afford privacy for the residents.
- h) The majority of the parking for the residential units should be located in underbuilding or underground parking areas. Limited surface and in-unit garages may also be considered when set back from the building face and adequately screened with architectural elements and landscaping.
- i) Parking garage entries shall not dominate the streetscape or building frontage. They shall be designed to complement the building façade and to screen or hide parked vehicles.



Building massing shall step with the topography.

2. Building Siting and Conservation

- a) Building and window placement shall capitalize on the surrounding scenic amenities to help create a sense of place. Consideration of views to the building(s) from other vantages in Ladysmith shall also be considered.
- b) The siting of buildings, roofs, windows and walls shall be toward the south, where possible, to maximize passive solar gain and create opportunities for solar energy collection.
- c) Buildings shall be designed to maximize opportunities for natural ventilation and cooling.
- d) The incorporation of resource and energy efficiency into building design, construction and systems is highly encouraged.
- e) The building setback requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit approval process, where strict compliance with the regulations would negatively impact an environmentally sensitive area.

3. Site Design and Circulation

- a) The siting of buildings on the lower slopes of Arbutus Hump within the Holland Creek area shall permit view corridors from higher elevations. The determination of view impact shall be taken at human eye level and at a suitable level above the highest development contour. The view corridors include the preservation of an unobstructed view field of:
 - i) the entirety of Bute Island and Dunsmuir Islands located in Ladysmith Harbour;
 - ii) the Channel to the south;
 - iii) the adjacent forested hillsides to the west; and
 - iv) other natural features or landmarks.
- b) Multi-unit buildings shall be oriented towards streets (public or strata). Specifically, building entrances shall face the street and be clearly visible from the street. Buildings shall also provide windows that face the street to provide “eyes on the street”. Building entries that face onto common open space that is oriented to the street may also be considered.
- c) Multi-unit buildings shall incorporate a front yard transitional space between the adjacent street(s) and the building(s) to create a semi-public space that divides the public space (the street) from the private space (the building). This may include a landscaped front yard and/or landscaped entry court.
- d) Outdoor common space for use by residents shall be provided for social and other activities. This space shall include both hard and soft landscaping and may include benches and picnic tables, active play area, and natural landscaped areas.
- e) Where surface parking is provided for visitors and short-term/loading purposes, such parking areas shall be located to the side or rear of buildings and shall be designed to accommodate clustered parking with landscape buffering/screening included in the landscape plan. Parking areas shall not be located adjacent to street corners.
- f) An on-site pedestrian circulation system shall be provided that is clearly defined and designed to be separated from driveways, parking/loading areas, through the use of raised curbs, elevation changes, bollards, landscaping, different paving materials, and/or similar method.
- g) Pedestrian linkages from parking areas to building entrances, site amenities, and the street shall be provided.



Attractive and functional pedestrian pathways.

- h) Strata roads shall be designed to incorporate pedestrian pathways, cyclist facilities, boulevard trees, and alternative stormwater management strategies.
- i) Short term (outdoor) and long-term (indoor) bicycle parking facilities shall be provided. Short term bicycle parking should be in well-lit locations and clearly visible from a main building entrance. Bicycle racks shall be made of sturdy, theft resistant material that is securely anchored to the floor or ground. Longer term indoor bicycle storage areas or storage for scooters and other personal motorized transportation methods shall be located close to elevators and/or access points.

4. Natural Environment and Sensitive Ecosystems

- a) Land clearing shall not take place prior to the issuance of a development permit. Danger trees identified by an appropriately certified arborist may be removed when authorized by the Town.
- b) A qualified professional Biologist shall conduct an ecological assessment and identify appropriate green space to be protected, maintained and managed such as forested stands, rocky outcrops and/or additional areas adjacent to riparian features. A covenant may be required to protect sensitive ecosystems. Two reference reports that can be utilized include "Ecological Assessment – Malone Road" (Madrone Environmental Services Ltd., 2010) and "Bio-inventory of Northern Portions of District Lot 103E&N and Block 192, Oyster District, Ladysmith" (Toth and Associates Environmental Services, 2013).
- c) No development activities are permitted within the Streamside Protection and Enhancement Area (SPEA) including construction of permanent/non-permanent structures; clearing/disturbing vegetation; dumping of yard waste; and limbing/pruning of trees unless deemed to be danger trees by an appropriately certified Arborist overseen by a Qualified Environmental Professional. The location of the SPEA is subject to the provincial *Riparian Area Regulation*.
- d) Any development (buildings or land clearing) within the Riparian Assessment Area (RAA) shall be subject to the development of detailed measures consistent with the Riparian Development Permit Area guidelines (DPA 6). The location of the RAA is subject to the Provincial *Riparian Area Regulation*.
- e) Identify the SPEA edge on site plans and in the field through the use of flagging or high visibility, temporary snow fencing to prevent encroachment.
- f) A construction environmental management plan should be developed prior to any physical development of the lands to avoid adverse effects on the environment and during construction.
- g) A detailed site-specific sediment and erosion control plan shall be prepared by a qualified professional prior to development. The sediment and erosion control plan shall include the following requirements:
 - i) Minimize areas to be cleared;
 - ii) Maintain vegetation cover for as long as possible;
 - iii) Carry out site preparation work in the summer months and suspend operations during periods of wet weather;
 - iv) Install silt fencing where appropriate;
 - v) Cover exposed areas with geotextiles or tarps to prevent rain splash mobilization of sediment; and



Protect riparian areas.

- vi) Use mulch and/or seeding to stabilize exposed ground and decrease the potential for mobilization of sediment.
- h) If vegetation clearing (grasses, shrubs and/or trees) is proposed to occur during the bird breeding season (April 15 to July 31) a nest survey shall be completed by a qualified professional Biologist prior to site disturbance. Active nest sites shall be identified and flagged so that nest sites can be left undisturbed until the young birds have fledged and left the nest.
- i) Where slopes are greater than 30 percent, the guidelines contained in 'Development Permit Area 7 – Hazard Lands' shall apply.
- j) FireSmart Interface Priority Zones shall be used to determine appropriate vegetation (fuel) management areas from structures and along access routes.
- k) A tree preservation plan shall be prepared and supplied by an appropriately certified Arborist. The following general measures shall be addressed:
 - i) Retention and replacement of tree cover as strategies for carbon storage and groundwater management;
 - ii) Management of tree cover to maximize solar radiation in winter months.
 - iii) Maintenance of continuous forest stands where possible to sustain connectivity and wildlife use.
 - iv) Retain mature large diameter trees and surrounding vegetation within the drip line area (at a minimum);
 - v) Identification of the rooting zone of trees in construction areas to avoid damage to roots (e.g. through trenching);
 - vi) Management of the soil around the trees so that it is not compacted (e.g. through the action of heavy machinery) so as to maintain drainage conditions;
 - vii) Management of pollutants to ensure that they do not enter the rooting zones of trees;
 - viii) Identify and safely retain large diameter snags with significant wildlife use;
 - ix) Ensure that trees retained around structures and along road access routes are wind firm;
 - x) Management of the site to avoid damage to tree limbs and bark;
 - xi) Provision for on-site monitoring during site clearing and construction.

5. Landscaping, Energy & Water Conservation, and GHG Emission Reduction

- a) The site landscape plan shall be prepared by a registered professional Landscape Architect in collaboration with the registered professional Biologist.
- b) A 6.0 metre landscaped buffer shall be provided and maintained along the west property line (B.C. Hydro right of way) as an additional area of landscaping between the transmission lines and the development site. Vegetated bio-swales may be considered within this buffer area.
- c) On-site landscaping shall consist of native and drought tolerant plants to reduce water consumption and to contribute to natural habitat
- d) Surface parking areas shall be designed to incorporate alternative stormwater management strategies such as bio-swales, wherever possible.
- e) Stormwater run-off shall be reduced by utilizing vegetative filter strips, infiltration galleries, permeable surfaces, rain gardens, and retention ponds.

- f) Permeable paving materials are encouraged for sidewalks, courtyards, driveways, internal roads, and parking areas to facilitate on-site rainwater infiltration. Pollution/water separators shall be installed and a maintenance plan prepared.
- g) Consideration shall be given to installing rainwater collection systems to capture, store, and re-use rainwater to irrigate plants and landscaping.
- h) The exterior refuse, recycling, and organics collection (compost) storage bins shall be adequately sized and securely enclosed and covered utilizing materials that are compatible with the design of the primary structures on the site, using similar building materials and/or detailing.
- i) Exterior lighting on the site shall be downcast and shall be directed away from adjacent residential areas and park areas. Pedestrian corridors shall be lit with pedestrian scaled lighting.
- j) Retaining walls should be terraced, or stepped, to avoid expansive wall surfaces and reduce visual impacts. Plant material should be incorporated into retaining wall design to soften the appearance and perceived wall height. All retaining walls should include textured concrete on the face of the retaining wall. Untreated large concrete block walls are not supported.
- k) Adequate monetary security will be required to ensure that the required landscaping will be completed and established.
- l) All landscaping work and plant material shall conform to the most recent edition of the British Columbia Landscape Standard published by the British Columbia Society of Landscape Architects.
- m) The sequencing and timing of a development may be specified in the development permit to reduce impacts to the environment and neighbouring properties.



Alternative stormwater management.

6. Monitoring

- a) Conditions regarding monitoring and reporting shall be included in the Development Permit.
- b) On-site monitoring may be required to be undertaken by a registered professional Biologist during site clearing and throughout the construction of the development.
- c) On-site monitoring may be required to be undertaken the by an appropriately certified Arborist during site clearing.
- d) On-site monitoring shall be undertaken by a registered professional Landscape Architect during landscape installation. Any request for release of a landscape bond shall be accompanied by a report from the Landscape Architect.

DPA 9 | High Street Intensive Residential

Development Permit Area 9 – High Street Intensive Residential is designated under Section 919.1(1)(e), (h), (i), and (j) of the *Local Government Act* to guide the form and character of intensive residential development on parcels 277 square metres in size within **Development Permit Area 9 (DPA 9)** as shown on *Official Community Plan Map 2*. Prior to construction of buildings and structures, an owner of property within DPA 9 shall apply to the Town of Ladysmith for a development permit.

The purpose of **DPA 9** is to establish objectives and provide guidelines for:

- i) The general character of the development, including siting and form, landscaping, and the exterior design and finish of buildings and other structures; and
- ii) The promotion of energy conservation, water conservation, and the reduction of greenhouse gas emissions.



Images in DPA 9 are provided courtesy of Delinea Design.

OBJECTIVES

The *Ladysmith Vision for a Sustainable West Coast Town* calls for complete community land use which includes increasing density in the Town's neighbourhoods and increasing the diversity of housing across the community. The objective of DPA 9 is to provide guidance for the use of High Street's historical narrow lot configuration to accommodate small scale residential development. The DPA 9 guidelines are intended to:

- i) Reinforce the traditional character of Ladysmith's historical residential area;
- ii) Create a vibrant street presence;
- iii) Establish good neighbour design standards; and
- iv) Support sustainable design.

GUIDELINES

1. Building Character & Design

- Attention should be paid to general architectural style, character, detailing, scale and roof structure. Peaked roofs are encouraged to maintain the heritage roof form in old town Ladysmith.
- House designs must be harmonious in nature, respecting the massing, shape, scale, proportion, finishes and details of neighbouring properties.
- Articulation of building facades, particularly facing the street with bay windows, recessed porches, overhangs, and roof canopies is required. Street front porches or verandas are encouraged as architectural features to define entryways and as useable outdoor space.
- Provide visual variety along streetscapes by varying individual unit designs. Avoid significant repetition between adjacent houses. Identical designs should not be repeated within three adjacent properties.
- Create housing designs which respect privacy, sunlight exposure and views of neighbouring properties. Orient windows, decks and balconies to maximize privacy.
- Building colour palettes should be cohesive, and sensitive to surrounding residential buildings.
- The timing of a development may be specified in the Development Permit to reduce impacts to surrounding properties.

2. Building Siting & Massing

- Buildings should orient frontages towards the street.
- Privacy and sunlight of the neighbouring backyard should be respected.
- The mass of the dwelling should be as close to the front setback as possible to reduce the mass at the rear of the property.
- Second storey balconies may only be in the form of a juliet style balcony.
- Garage structures and off-street parking shall be directed to the rear of the property, accessible by a lane. Front elevations may not contain a garage.



- f) The building setback and projection requirements of the Zoning Bylaw may be reduced, or altered, through the Development Permit Approval process, where strict compliance with the regulations would otherwise undermine the character of Ladysmith's residential neighbourhoods.

3. Windows & Doors

- a) Windows should be architecturally compatible with the building style, and materials.
- b) Window surfaces should be recessed from the face of the building wall. Acceptable alternatives to recessed windows include the use of prominent window trim as highlights, or projecting sills and/ or lintels.
- c) Building entrances should be clearly defined through the use of lighting, architectural details, colour, paving texture, landscaping, or other similar features. Entryways should be clearly visible from High Street.

4. Accessibility & Connectivity

- a) The primary vehicular parking and access should be from the lane at the rear of the property. If a driveway is permitted at the front of the parcel, the width of the driveway and the amount of paved and gravel surfacing should be minimized.
- b) Main building entrances should be connected to the public sidewalk or street edge with safe, accessible, hard surface walkways.

5. Landscaping

- a) Use onsite landscaping to create a streetscape that is green and welcoming and includes a combination of shrubs, perennials, trees, and grassed areas.
- b) Locate new landscaping to respect neighbours views, sunlight, and privacy and use landscaping to enhance the privacy of the side and back yards.
- c) The design and materials used in fences should complement the building design. Fences that are adjacent to a street or in the front yard (front or side lot lines) should be somewhat transparent such as a picket type and should be in combination with landscaping along the street edge. Solid board and chain link fencing is not permitted in the front yard area.
- d) Site planning and design should be guided by the identification and preservation of existing trees, and other natural features.
- e) The use of native, drought tolerant plants is preferred.
- f) Landscape groundcover plants should be used, rather than mulch, gravel, or rocks.
- g) Herbicide and pesticide use should be avoided.
- h) Integrated rain water management should be used such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass to increase site permeability.
- i) Adequate monetary security may be required to ensure that the landscaping is completed and established.

6. Energy Conservation

- a) It is recommended that all residential buildings be designed to the Energuide 80 standard.

DPA 10 | Coach House Intensive Residential

Development Permit Area 10 – Coach House Intensive Residential is designated under Section 919.1(1)(e), (h), (i), and (j) of the *Local Government Act* to guide the form and character of coach houses:

- i) on land designated as **Development Area 10 (DPA 10)** on *Official Community Plan Map 2*; and
- ii) constructed on parcels less than 0.4 hectares in size.

Prior to construction of a coach house building, an owner of property within DPA 10 shall apply to the Town of Ladysmith for a development permit. In DPA 10 a development permit is also required prior to the conversion of an accessory building for coach house dwelling use.

Bylaw
1891

The purpose of **DPA 10** is to establish objectives and provide guidelines for:

- i) The general character of the development, including siting and form, landscaping, and the exterior design and finish of buildings and other structures; and
- ii) The promotion of energy conservation, water conservation, and the reduction of greenhouse gas emissions.

OBJECTIVES

The *Ladysmith Vision for a Sustainable West Coast Town* encourages increasing density in the Town's existing residential neighbourhoods, as well as increasing the diversity of housing across the community. The objective of DPA 10 is to provide guidance for the design and placement of coach houses on residential parcels. The DPA 10 guidelines are intended to:

- i) Establish good neighbour design standards and livability for all residents;
- ii) Encourage design that enhances and reinforces the traditional character of Ladysmith's residential neighbourhoods; and
- iii) Encourage sustainable design practices.



GUIDELINES

1. Building Character & Design

- a) The design of a coach house dwelling should respect the massing, scale and proportion of buildings on neighbouring properties; and should not overpower the principal dwelling or the neighbouring buildings.
- b) Coach house design and materials must be harmonious with the design and materials of the principal residential building and the character of the neighbourhood.
- c) Attention should be paid to architectural style, character, quality of materials, detailing, scale and roof structure of the coach house dwelling. Pitched roofs are encouraged, with a 6:12 pitch.
- d) Coach houses shall be designed to respect privacy, sunlight exposure, and views of neighbouring properties.

- e) Overlook must be reduced, and the views from adjacent properties should be respected by adapting the scale, massing, and location of the coach house to follow the topography and natural features of the site.
- f) Upper level windows facing sideyards should be modestly sized or should be frosted or otherwise obscured to discourage overlook.
- g) To minimize overlook, dormers facing an adjacent residential side or rear yard should not exceed 50% of the coach house length .
- h) Upper level balconies may not face side yards adjacent to residential properties.
- i) Upper level balconies and decks shall be modest in size and not cause overlook. Juliet-style balconies are preferred. Flat roofs may not be used for roof deck areas.

Bylaw
1891

2. Accessibility and Livability

- a) A continuous unobstructed pathway should be provided from the fronting street to the primary coach house entrance. The pathway should have a minimum width of 90 centimetres, with a vertical clearance of at least 2.1 metres, and should not be more than 45 metres in length (as measured from the fronting street to the principal entrance of the coach house dwelling).
- b) The coach house building should be located so that it is visible from the street, if siting conditions allow.
- c) The street address of the coach house dwelling must be placed on a signpost, adjacent to the pathway leading to the coach house, so that the address is visible from the street.
- d) If the coach house is located on a lot with a rear lane/alley the following additional guidelines shall apply to enhance the lane:
 - i) The coach house entry and door should be placed on the lane where feasible. A safe entry area should be provided so that people leaving and entering the coach house can be seen by vehicles on the lane.
 - ii) The coach house should have an outlook to the lane with primary living areas and windows facing the lane.
 - iii) Upper level decks may only be oriented to lanes, and should not be oriented to adjacent residential properties.
 - iv) The space between the lane and the coach house should be permeable and attractively landscaped.
 - v) Lighting should be provided for residents and pedestrians to enhance the safety of the lane at night.



3. Landscaping

- a) Site planning should be guided by the identification and preservation of existing trees, and other natural features.
- b) Locate new landscaping to respect views, sunlight, and privacy of neighbouring properties, and use landscaping to enhance the privacy of side and rear yards.
- c) The use of native, drought tolerant plants is preferred.
- d) Herbicide and pesticide use should be avoided.
- e) Garbage and recycling needs must be provided onsite and must be screened from view.
- f) Parking areas should have permeable surfaces, such as permeable pavers, gravel, grass-crete, or impermeable wheel paths with ground-cover plantings in the centre and sides.
- g) An at-grade outdoor amenity space should be provided for the coach house inhabitants, that:
 - i) Has a minimum area of 7.5 square metres, (not including upper level balconies or areas for parking purposes).
 - ii) Has a landscape screen, with a minimum 1.2 metre height, to provide privacy for the amenity space.
 - iii) Is permeable, and immediately adjacent to and accessible from the entry of the coach house.

4. Energy Conservation

- a) It is recommended that new buildings be designed to the Energuide 80 standard.

5. Rain Water Management

- a) Rainwater capture and re-use systems are encouraged.
- b) Surface treatments, such as permeable pavers, pervious asphalt and concrete, or reinforced paving/grass are encouraged to increase site permeability.



6. Water Conservation

- a) High-efficiency and water-saving irrigation systems are encouraged.

DPA 11 | Arbutus Hump ESA

Development Permit Area 11 – Arbutus Hump Environmentally Sensitive Area is designated under Section 488(1)(a) and (b) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity; as well as protection of development from hazardous conditions. DPA 11 is shown on OCP Map 2 – Development Permit Areas. Prior to alteration of land or removal, alteration, disruption or destruction of vegetation as part of development; disturbance of soils; construction or erection of buildings and structures; and prior to subdivision of land (as defined in section 455 of the *Local Government Act*) an owner of property within DPA 11 shall apply to the Town of Ladysmith for a development permit.

SPECIAL CONDITIONS

Arbutus Hump is an important landmark in the Holland Creek area. The land included in DPA 11, known as Arbutus Hump, is characterized as a rocky hill with a peak at the 190-195 metre elevation (geodetic). The forest cover contains a young arbutus forest with a sparse sub-canopy of pole-sapling Douglas-fir. The canopy is relatively open and the understory is comprised of ocean spray, salal, baldhip rose, red huckleberry, dull Oregon-grape and sword fern. Moss covered rock outcrops are prevelant. The Holland Creek area is within the Coastal Douglas Fir (CDF) biogeoclimatic zone, however Arbutus Hump is unique as it also falls within the Coastal Western Hemlock Very Dry Maritime biogeoclimatic zone.



OBJECTIVES

The objective of Development Permit Area 11 – Arbutus Hump (DPA 11) is to protect the natural environment, ecosystems and biological diversity of Arbutus Hump; and to ensure that the natural environment of Arbutus Hump is respected and is a defining feature of this area.

GUIDELINES

The guidelines of Development Permit Area 11 – Arbutus Hump (DPA 11) are:

1. Identify environmentally valuable resources by retaining a Registered Professional Biologist to prepare a bio-inventory of the land.
2. A vegetation and tree preservation plan shall be prepared and supplied by an appropriately certified Arborist. The plan shall identify the rooting zone of trees and a strategy to protect trees and roots during construction.
3. Roads, walkways and trails shall be kept narrow; shall follow the natural contour of the land; and shall be designed to protect unique or special natural features.

4. Provide a site plan that identifies building footprints. The building footprints must be located to minimize the area cleared and disturbed for development and must be located to protect environmentally valuable resources.
5. Buildings, driveways, and associated infrastructure should be sited with sufficient undisturbed space around significant mature or established trees to protect root systems.
6. Identify and avoid areas with high risk of erosion potential. Disturbed areas shall be replanted to stabilize soils and prevent erosion.
7. Unique or special natural features such as rare plants, rock outcroppings, and mature trees should be protected from erosion and development.
8. Connections and corridors should be maintained to provide continuity for sensitive ecosystems and wildlife habitat.
9. Use of drought resistant and native plants in landscaping is encouraged. Avoid the introduction of invasive species.
10. A trail design plan shall be submitted prior to trail construction, and the trail design shall comply with the DPA 11 guidelines.
11. Where slopes are greater than 30.0 percent, the guidelines contained in 'Development Permit Area 7 – Hazard Lands' shall apply.
12. The setback requirements of the Zoning Bylaw may be reduced or altered through the Development Permit approval process where strict compliance with the regulations would negatively impact an environmentally significant feature or ecosystem.
13. The road standards in the Town of Ladysmith Subdivision and Development Servicing Bylaw may be altered through the Development Permit approval process where strict compliance with the standards would otherwise undermine the natural environment of Arbutus Hump.
14. A development permit issued at time of subdivision may include the conditions related to the construction of buildings and structures.
15. The DPA 11 permit conditions may include:
 - a) Construction of permanent or temporary fencing around sensitive features;
 - b) Fencing, flagging and posting of notices during construction;
 - c) Limits on blasting in sensitive areas;
 - d) Limits on construction sequence and timing;
 - e) Restoration or enhancement of disturbed sensitive ecosystems and habitat; and
 - f) Registration of restrictive covenants to protect natural features and sensitive areas.