

Community of
Belle River

**COMMUNITY
IMPROVEMENT AREA**

Design Guidelines

November 2014



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1.0 INTRODUCTION

The Belle River Business Improvement Area Community Improvement Plan outlines a series of financial incentive programs to stimulate investment in private property. In particular, the Plan outlines a façade improvement grant, which is intended to encourage improvements to building façades and signage, as provided in Section 4.3.5 of the Community Improvement Plan. To support the implementation of these incentives in a manner that contributes to the positive and desirable improvement of the Community of Belle River, the Community Improvement Plan states that the Town “shall consider preparing façade improvement guidelines and urban design guidelines for Notre Dame Street and First Street.”

These guidelines are intended to apply primarily to the designated Community Improvement Project Area for the Belle River Business Improvement Area Community Improvement Plan. It is noted that detailed Urban Design Guidelines have been prepared for the County Road 22 Corridor (west of the Belle River bridge). In this area, the County Road 22 Corridor Urban Design Guidelines is intended to provide design guidance for development proposals. This guidelines document is intended to be focused within the historic core of the Community of Belle River and extending east along Notre Dame Street to Eleventh Street, which is the eastern edge of the Community Improvement Project Area.

The primary purpose of these guidelines is to establish design principles and standards for façade improvement projects that are undertaken with grants from the Town. Applicants for façade improvement grants will need to demonstrate that they are consistent with the guidelines outlined in this document.

Secondly, this document provides additional guidance for redevelopment proposals, including built form and massing guidelines and landscaping guidelines. It is intended that these guidelines will be used by the Town to supplement its review of applications for site plan control, in relation to a redevelopment, parking area improvement or a

building addition. These guidelines may also be considered in relation to applications for redevelopment incentives under the Community Improvement Plan, such as the property tax increment grant.

It is recognized that not all guidelines contained in this document will apply to every situation. What is critical is that applications maintain the design principles outlined within this document, and where possible, seek to achieve or exceed all applicable design guidelines. These guidelines are intended to be as flexible as possible so that they are applicable to a broad range of situations and are not overly prescriptive. These guidelines are intended to ensure that consistent design principles are implemented throughout the Community Improvement Plan Area, while recognizing that some variation in architectural styles, colours and materials are appropriate and even desirable to create a vibrant and inviting downtown core.

It is intended that these guidelines will be applied as follows:

- Town staff and the Community Improvement Committee will use the guidelines to evaluate applications for financial incentives under the Belle River Business Improvement Area Community Improvement Plan. In particular, applications for façade improvement grants will be subject to these guidelines.
- Town staff will apply the guidelines in its review of site plan applications. In particular, the guidelines for built form, sidewalk cafés, signage and landscaping may be applicable, depending on the nature of the site plan application.
- Potential applicants for financial incentives are encouraged to be familiar with the guidelines to ensure that their project design maintains the principles of these guidelines.

The Town has recently undertaken extensive streetscape improvements to Notre Dame Street to improve the streetscape and pedestrian environment within the downtown core, including wider sidewalks, new street furniture, lighting and enhanced landscaping and boulevard plantings. It is anticipated that these streetscape improvements, coupled with these guidelines will provide a catalyst for the continued improvement of the downtown core through private investment in the buildings which define the streetscape.

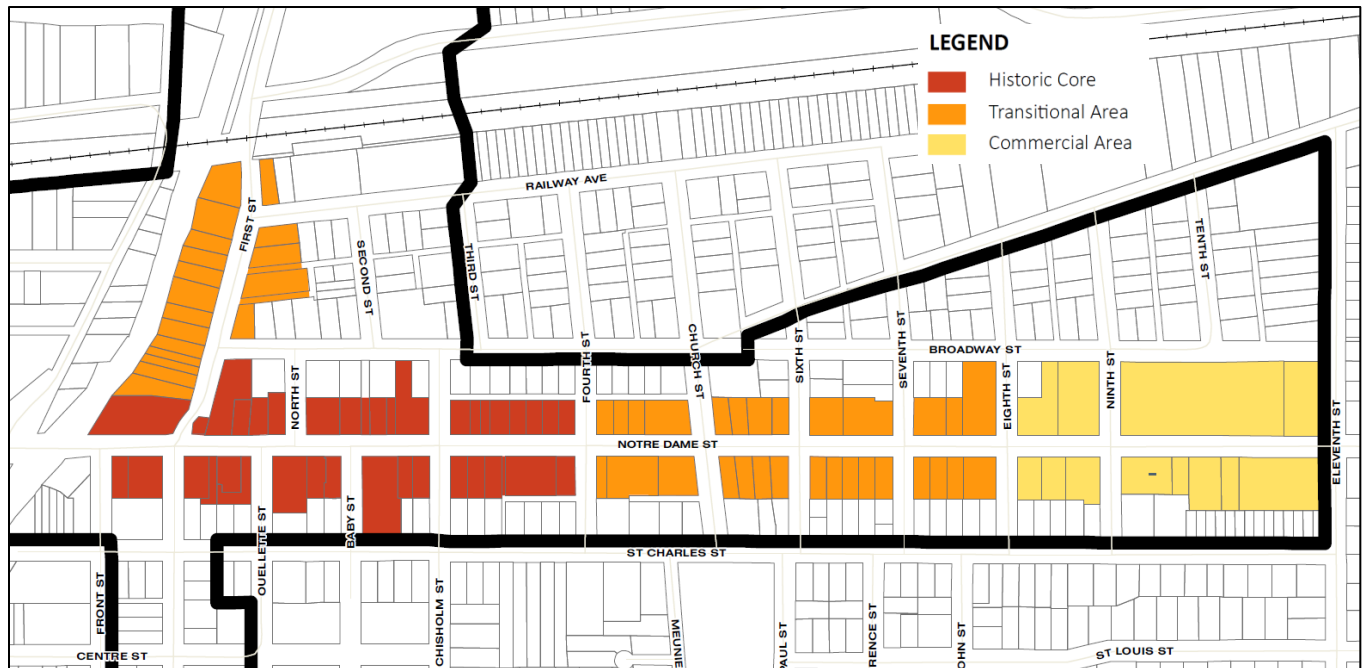
2.0 DESIGN CONTEXT

The Community Improvement Project Area is the area to which the Belle River Business Improvement Area Community Improvement Plan applies. As noted in the Introduction, these guidelines focus on the area east of the Notre Dame Street bridge, since the area west of the bridge is generally subject to the County Road 22 Corridor Design guidelines.

There are considered to be three distinctive character areas within the Community Improvement Area. The **historic core area** consists of the oldest portion of the Community of Belle River, and maintains a dense, main street character with a mix of uses. The **transitional areas**, located just east of the core, consists primarily of houses, some of which have been converted to businesses, and has a more residential character. Additionally, the transitional area is considered to include properties fronting on First Street, connecting the historic core area with the marina to the north. Within this area, there may be potential for properties to be converted to commercial uses in the future. Further to the east is the **commercial area**, which consists of newer commercial areas as well as older, more automobile-oriented and traditional commercial uses.

In spite of the distinctive character of each sub-area, there are some elements that tie together each area into a cohesive downtown core area. Most importantly, the Town has recently completed extensive streetscaping improvements throughout all three areas, applying a consistent streetscape design and treatment. Additionally, all three areas appear to be transitioning towards creating a consistent “main street” appearance, with some buildings being located directly adjacent to the sidewalk. The Official Plan for the Town of Lakeshore designates all three character areas as the community’s “Central Area,” meaning that there is a long-term strategy for creating a more consistent, mixed-use, pedestrian-oriented corridor along Notre Dame Street, from the Belle River bridge in the west to Eleventh Street in the east.

Illustration of Downtown Belle River Character Areas (in the context of the Business Improvement Area)



2.1 Historic Core Area

The historic core area is considered to consist of properties fronting on Notre Dame Street, from the Belle River bridge to the west to Fourth Street in the east. This area is considered to be the heart of the Community of Belle River's traditional main street area, with a largely enclosed built form, consisting mainly of two storey buildings and building entrances located at the sidewalk. Unlike many historic community cores, there are only a few properties which have retained their historic, original façades. Rather, the buildings in the core of the Community of Belle River exhibit a variety of different styles, use of materials, colours, as well as a mix of flat roofed and sloped roof buildings. While the core has a fairly consistent built form, it does not have consistency in architectural styling. The façade improvement grant program provides a significant opportunity to begin to create visual harmony in the core by encouraging the use of high quality materials and beginning to create repeating architectural elements and rhythm along the streetscape.



Community of Belle River | Downtown Core

The Downtown Core of the Community of Belle River extends from the Belle River bridge to Fourth Street. The area is characterized by a built form that is more consistent with a traditional Main Street.



2.2 Transitional Areas

The transitional areas are considered to include two components: the properties on Notre Dame Street between Fourth Street at the west to Eighth Street at the east, and the properties fronting on First Street, connecting the historic core area to the marina.

Through the first area, the south side of Notre Dame Street consists primarily of older detached dwellings, some of which have been converted to commercial businesses. On the north side of Notre Dame Street, there is a mix of commercial buildings and dwellings. Overall, the character of this street is residential and less enclosed than the historic core area. Over time, the area may evolve and redevelop to more closely resemble the built form of the historic core area. However, in the short term, it is expected that these homes will continue to be repurposed for commercial uses.

Within the second transitional area, along First Street, the properties are largely residential in character, and many of the homes are relatively new and back on to the river. Since this corridor connects the historic downtown core with the marina, there is potential for this area to transition to some commercial uses, potentially bed and breakfasts, restaurants or personal services, for example.



Community of Belle River | Transitional Areas

The Transitional Areas consist of two components. The first component is considered to extend from Fourth Street to Eighth Street along Notre Dame Street. The area is largely residential in character, but many of the buildings have been converted to commercial uses.



The second component (bottom two photos) consists of properties on First Street, which may have future potential to be converted to commercial uses, since this corridor connects Notre Dame Street with the marina.



2.3 Commercial Area

The commercial area is considered to consist of properties along Notre Dame Street between Eighth Street to the west and Eleventh Street to the east (the eastern boundary of the Community Improvement Project Area). The buildings in this area are almost exclusively commercial, and mostly one-storey. While many of the buildings have large front yard setbacks, including some front yard parking, a few of the buildings have been developed at the street line, with rear and side yard parking. New commercial development within this area, such as the Shoppers Drug Mart, has positively contributed to defining the streetscape within this area. Many of the buildings utilize vehicle-oriented signage that is visible to drivers from a large distance. Additionally, some of the properties have little or no landscaping. As this area is also subject to the Central Area designation, it is intended that this area will continue to transition into a main street character over time, as existing buildings are redeveloped.



Community of Belle River | Commercial Area

The Commercial Area is considered to extend from Eighth Street to Eleventh Street along Notre Dame Street. The area was originally developed with a “highway commercial” format, but is transitioning to a main street format, with some newer buildings being located at the street.



3.0 FAÇADE IMPROVEMENT GUIDELINES

The façade improvement guidelines are intended to provide guidance for proposed improvements to exterior building elements. These guidelines are intended to be applied primarily to applications for façade improvement grants. Where an application includes an improvement to signage, the signage improvement guidelines will also apply.

3.1 Objectives

1. To encourage the maintenance and restoration of historic materials and architectural attributes of buildings, and encourage removal of covering materials or cladding to restore original materials.
2. To encourage the use of high-quality, durable, easily maintainable and attractive building materials.
3. To encourage the application of architectural detailing to create interest in the façade.
4. To encourage visibility into storefronts.
5. To encourage interest in façade design, while creating a cohesive composition amongst building materials used in the façade.
6. To create continuity within the streetscape, by repeating vertical elements (such as windows, recesses and architectural articulation) and continuing horizontal elements and lines amongst adjacent buildings.
7. To encourage the use of awnings to create a comfortable pedestrian environment and façade interest.
8. To encourage universally accessible building design.
9. To discourage mechanical equipment and clutter in the front façade.

3.2 Guidelines

1

Where a building is considered to have historic value, including any listed or designated properties, and generally any pre-war building, it will be critical to maintain and restore the historic attributes of buildings. Wherever possible, original façade elements should be restored or improved. Where applicable, concealing materials should be removed in favour of revealing and restoring original brick or masonry. Further, original materials should be repaired rather than replaced, where possible.



Belle River, ON

2

Building materials used as part of a façade improvement project should represent an improvement over the original or represent an effort to repair original materials.

- a) Durable and attractive commercial building materials are encouraged, particularly stone and brick.
- b) Vinyl siding is generally discouraged; however, vinyl siding may be an appropriate façade material where it was used in the original building (e.g., as part of a house being converted to a commercial use).
- c) Stucco may be appropriate, but should be accompanied by architectural elements (refer to the guidelines for architectural detailing below).
- d) Lesser quality economy materials, including aluminum and steel siding, or other economy materials which mimic quality materials, are strongly discouraged.



Spencerville, ON

3

Architectural elements and windows are encouraged to break up and add interest to the front of a façade.

- a) Large, blank walls are strongly discouraged, and should be broken up with windows or other architectural elements.
- b) Windows and architectural elements should be repeated to create rhythm or



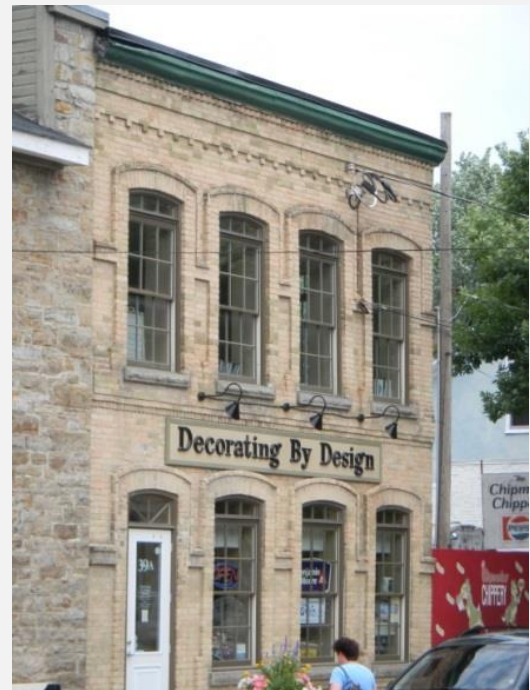
Amprior, ON

symmetry. Consideration will need to be made to the overall composition of the façade, which should be balanced.

Architectural detailing is encouraged to give interest and define the components of a façade.

- a) For historic buildings, architectural elements should be maintained, restored or reconstructed, based upon historic documentation.
- b) Flat roofed buildings should have a cornice to provide articulation and visual interest from the street.
- c) Consideration should be made to differentiate materials used at the base of the building (i.e., the base panels below the windows) with complementary building material, higher floor elevations or articulation.
- d) Upper storeys (i.e., above the first floor) may be differentiated or separated by architectural elements, the use of a different material or the use of horizontal lines, but should complement the architectural elements of the ground floor. A distinctive storefront cornice should be used to differentiate the first floor from upper floors.
- e) Large, undivided windows are discouraged. Both windows and doors should be well articulated with framing, decorative latticing, or decorative use of building materials around the window (window hood, window sill). Large window panes should be divided. First floor windows may be divided into distinctive display windows (lower) and transom windows (upper) (refer to Section 9.0).
- f) Doors should be articulated and made of a durable, high quality material (wood is encouraged). Windowed doors are encouraged.
- g) Recessed building entries may be appropriate to give interest to the façade and emphasize primary entrances.
- h) Modest building projections and

4



Perth, ON



Nobleton, ON

recesses may be appropriate to add visual interest to the façade. Columns may be used in the front façade at the first floor to add interest and create division (refer to Section 9.0).

5

In the design of architectural elements, consideration should be made to maintain horizontal lines and vertical repeating elements between buildings. Adjacent buildings and the streetscape as a whole should be examined to identify potential horizontal lines and repeating elements that may be continued on the subject building. In particular, continuous horizontal lines between buildings helps create visual harmony and continuity across the streetscape.



Paris, ON

6

Colours used in a façade improvement should be analogous (i.e., similar) and complementary and not highly contrasting. Consideration could be made to using colours from a heritage collection as offered by many paint suppliers, and in consideration of existing materials and colour palettes which define the street.



Cookstown, ON

7

For older homes being converted or used for commercial purposes (i.e., in the Transitional Area), porches are encouraged to be maintained and restored to the original condition in consideration of historic documentation.



Belle River, ON

8

Transparency is encouraged for windows at the street level to create visual interest on the streetscape.

- a) Windows should be uncovered and not tinted, allowing visibility into the store.
- b) Window display of merchandise is encouraged, but the display should not include a backdrop that completely inhibits views into the store.
- c) Limited lighting of window display merchandise inside the store is encouraged.



Schomberg, ON

9

Awnings are generally encouraged as part of a façade improvement project, particularly where an awning was a part of the original building (based on historic documentation and photographs, where available).

- a) Awnings should be made of a durable fabric; vinyl awnings are discouraged.
- b) Awnings should generally be traditionally designed, with a sloped shape and skirting, which may accommodate appropriately sized lettering or signage. Side paneling may be provided. Bubble style awnings are discouraged.
- c) Retractable awnings are encouraged.
- d) Awnings may be used on upper floor windows to add visual interest.



Georgetown, ON

10

Where proposed, murals should be used to evoke a waterfront theme. Murals should not be used on the front façade, but are encouraged on the side walls, particularly on corner lots or adjacent to public open spaces.



Amprior, ON

11

Mechanical equipment, clutter, gutters, downspouts and vents are discouraged in the front yard. Where possible, mechanical equipment should be located on the roof and appropriately screened. Otherwise, mechanical and heating, ventilation, and air conditioning (HVAC) equipment should be located in the rear yard as much as possible, or in the side yard, where it cannot be reasonably accommodated in the rear yard. Gutters and downspouts should be visually screened through painting and the use of materials to minimize their visual impact.



Georgetown, ON

12

Consideration will be made to implement the principles of barrier-free, universally accessible design.

- a) Where possible, entryways should be designed to be barrier-free. The main entryway should be located at the same grade as the sidewalk, or with a ramped entry. Changes in elevation and steps should be avoided, where possible. Where this cannot be avoided, changes in elevation may be painted or signed.
- b) Where at-grade entrances are not possible, accessibility ramps are encouraged to be provided. A grant program specifically for accessibility ramps is outlined in the Community Improvement Plan. Where proposed, accessibility ramps should utilize high-quality railings which may complement an associated façade improvement.
- c) It is recognized that some older homes have front building access via a porch. These guidelines generally encourage the maintenance of original porches as an attractive and distinguishing architectural feature. Where possible, an accessibility ramp should be provided. Where this is not possible, an alternative entryway (i.e., in the side yard) should be provided which is at grade. Signage should be provided to indicate the location of the alternative entry, and a clear pathway should be



Amprior, ON



Paris, ON

provided between the sidewalk and the alternative entry.

- d) As the Building Code may be amended from time to time, the Building Code should be specifically consulted to determine any accessibility requirements, including doorway widths and operation.
- e) Automatic door entry is encouraged.



4.0 BUILT FORM GUIDELINES

The built form guidelines contained in this section are intended to provide guidance on the massing, height and location of new buildings and building additions. These guidelines are primarily intended to be applied in the Town's review of applications for site plan control.

4.1 Objectives

1. To maintain built form compatibility in terms of building height, massing, scale and building setbacks.
2. To encourage a built form that is more consistent with a pedestrian-oriented main street, including building entrances that are located at the sidewalk.
3. To create visual harmony along the streetscape by encouraging consistency in rooflines, transition in building heights and consistent setbacks, and consistent use of materials.

4.2 Guidelines

1	New buildings should be located at or near the sidewalk. In particular, new buildings in the historic core area should be located at the sidewalk's edge. A small, landscaped front yard may be appropriate within the transitional area or the commercial area.	 <p>Belle River, ON</p>
2	Main building entrances should be located at the sidewalk and face onto the street, and preferably located at grade.	 <p>Belle River, ON</p>

3

Parking areas should be located preferably at the rear of buildings where access to a rear street or lane is available, or at the side of buildings, in order to maintain a consistent street edge.



Paris, ON

4

New buildings are generally encouraged to be two storeys on the north side of Notre Dame Street, and three storeys on the south side of Notre Dame Street.



Arnprior, ON

5

The upper storey(s) of new buildings are encouraged to be used for residential or office uses. Primary residential uses are not encouraged on the ground floor, in order to encourage uses which provide for ground floor animation and pedestrian activity, such as retail shops, cafés, restaurants, and specialty boutiques.



Perth, ON

6

New buildings and additions should have regard for the heights of adjacent buildings. Generally, the height of new buildings should be similar to adjacent buildings, and provide transition between the heights of adjacent buildings. Large differences in height (e.g., a new three-storey building next to an existing one-storey building) should provide appropriate transitions.



Georgetown, ON

5.0 SIGNAGE IMPROVEMENT GUIDELINES

The signage improvement guidelines are intended to provide guidance for proposed improvements to signage and new signage. These guidelines are intended to be applied primarily to applications for façade improvement grants, which includes signage improvements as an eligible project type.

5.1 Objectives

1. To encourage signage that is pedestrian-oriented and appropriately sized for the building.
2. To encourage high-quality, attractive and detailed signage.
3. To encourage front-lit signage and discourage back-lit signage.
4. To generally minimize signage clutter by limiting the number of signs and keeping them relevant to the use of the building.
5. To generally eliminate large, vehicle-oriented signage within the Community Improvement Project Area.

5.2 Guidelines

1

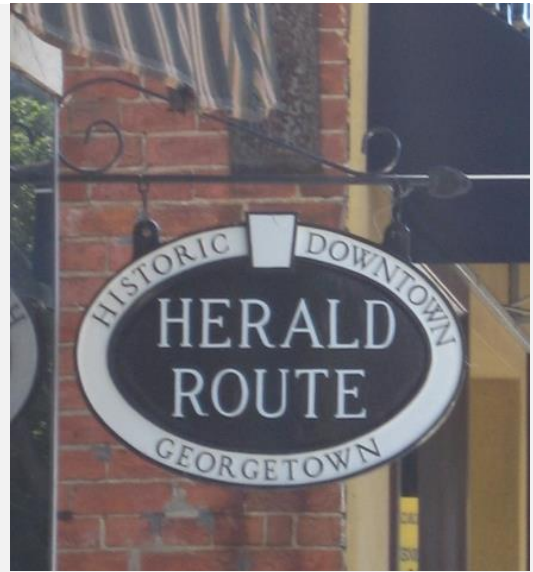
Signage should be sized, designed and implemented for pedestrians and not motor vehicle traffic. Articulated lettering is encouraged (embossment or carving). Signage is encouraged to be placed within an articulated signboard on the façade (refer to Section 9.0).



Arnprior, ON

2

Hanging signs, which are oriented for pedestrians, are encouraged. Signs may hang over sidewalks, subject to consultation and approval with the Town.



Georgetown, ON

3

Limited window signage is encouraged, particularly painted lettering on the window.



Acton, ON

4

Generally, only one primary sign should be used for each business. Smaller, accessory signage may be used to add interest to the façade.



Spencerville, ON

5

Front lit signage is strongly encouraged, while backlit and neon signs are strongly discouraged.



Arnprior, ON

6

Address numbering should be provided above the entryway or painted on the window. Address numbering should not be overly prominent and should complement the signage of the building.



Georgetown, Ontario


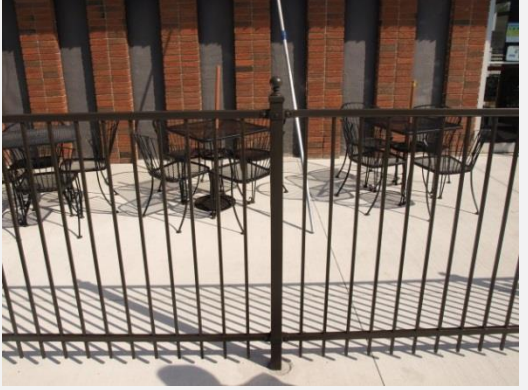
6.0 SIDEWALK CAFÉ GUIDELINES

The sidewalk café guidelines are intended to provide guidance for proposed improvements or for new sidewalk cafés. These guidelines are intended to be applied where sidewalk cafés are proposed as part of a site plan application. The Town may also use these guidelines as the basis for developing a more detailed sidewalk café manual, as envisaged in the Community Improvement Plan (Section 4.3.1.7).

6.1 Objectives

1. To generally encourage sidewalk cafés as a means of bringing activity and interest to the streetscape.
2. To encourage the use of attractive, high quality materials and planters to contain and define the sidewalk café.
3. To encourage sidewalk cafés to be located in the front or side yards and adjacent to the building.

6.2 Guidelines

1	Sidewalk cafés are encouraged to provide street level animation, interest and spill-out space for businesses. Where proposed, sidewalk cafés should be located in the front yard or side yard. Note that sidewalk cafés may be subject to approval from the Town, where they traverse a public right-of-way.	 <p>Belle River, ON</p>
2	Sidewalk cafés should generally be defined with high quality fencing and consistent with the Town's existing fencing. Smaller outdoor seating areas may be considered without fencing, subject to the Town's approval (i.e., no more than 4 small tables).	 <p>Belle River, ON</p>

3 Decorative planters are encouraged along the sidewalk café barrier/fencing and within the sidewalk café area.



Perth, ON

4 Awnings may be provided over sidewalk cafés (refer to the guidelines for awnings under the façade improvement guidelines above).



Paris, ON

7.0 LANDSCAPING GUIDELINES

The landscaping guidelines are intended to provide guidance for landscaping improvements in association with redevelopment and infill development projects. These guidelines are intended to be applied in relation to site plan control applications.

7.1 Objectives

1. To maximize professional landscaping and buffer parking areas.
2. To utilize professional landscaping and tree planting to complete a consistent street wall.
3. To utilize landscaping, curbing and paving to clearly define public walkways and vehicle areas.
4. To encourage sustainable landscaping solutions.
5. To encourage implementation of Crime Prevention Through Environmental Design principles.

7.2 Guidelines

1

Landscape buffers should be provided to buffer the sidewalk from side yard parking areas. Tree plantings, landscaping and high-quality fencing is encouraged to help define the space and visually extend the street wall.



Perth, ON

2

Professional landscaping is encouraged for former dwellings that have been converted to businesses.



Belle River, ON

3

Landscaping should be professionally designed and implemented. Sustainable landscaping solutions, including the use of native plants, are encouraged to reduce maintenance requirements and water needs.



King City, ON

4

Driveways and parking areas should be clearly defined with landscaping and curbs.

- a) Parking areas should be accessed from the rear of the lot where possible, or from side streets.
- b) Parking areas should have parking spaces clearly painted.
- c) Parking spaces should be accessed from parking aisles provided on site, and not directly from the street (particularly from Notre Dame Street).
- d) Driveways should be clearly defined. Generally, curbs should be provided around the site.



Belle River, ON

5

Any improvements or repairs to sidewalks and public spaces as may be required should be consistent with the existing sidewalk and streetscaping treatments.



Belle River, ON

6

Crime Prevention Through Environmental Design (CPTED) principles will be considered through appropriate lighting and visual outlook from buildings. This will include:

- a) Ensuring that public areas are overlooked or are visible from the street.
- b) Ensuring that all areas are thoroughly lit, particularly above entrances, and pathways in the side and rear of buildings.
- c) Clearly distinguishing and marking areas that are considered for private use.
- d) Avoiding areas of isolation as much as possible.
- e) Ensuring that there are multiple access points into sites.



Paris, ON

8.0 EVALUATION CHECKLIST

The following checklist will be used to assist the Town and business owners in understanding whether they comply with the applicable guidelines outlined in this document.

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
Façade Improvement Guidelines (Section 3.0)						
1	Where a building is considered to have historic value, including any listed or designated properties, and generally any pre-war building, it will be critical to maintain and restore the historic attributes of buildings. Wherever possible, original façade elements should be restored or improved. Where applicable, concealing materials should be removed in favour of revealing and restoring original brick or masonry. Further, original materials should be repaired rather than replaced, where possible.					
2	<p>Building materials used as part of a façade improvement project should represent an improvement over the original or represent an effort to repair original materials.</p> <ul style="list-style-type: none"> a) Durable and attractive commercial building materials are encouraged, particularly stone and brick. b) Vinyl siding is generally discouraged; however, vinyl siding may be an appropriate façade material where it was used in the original building (e.g., as part of a house being converted to a commercial use). c) Stucco may be appropriate, but should be accompanied by architectural elements (refer to the guidelines for architectural detailing below). d) Lesser quality economy materials, including aluminum and steel siding, or other economy materials which mimic quality materials, are strongly discouraged. 					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
3	<p>Architectural elements and windows are encouraged to break up and add interest to the front of a façade.</p> <ul style="list-style-type: none"> a) Large, blank walls are strongly discouraged, and should be broken up with windows or other architectural elements. b) Windows and architectural elements should be repeated to create rhythm or symmetry. Consideration will need to be made to the overall composition of the façade, which should be balanced. 					
4	<p>Architectural detailing is encouraged to give interest and define the components of a façade.</p> <ul style="list-style-type: none"> a) For historic buildings, architectural elements should be maintained, restored or reconstructed, based upon historic documentation. b) Flat roofed buildings should have a cornice to provide articulation and visual interest from the street. c) Consideration should be made to differentiate materials used at the base of the building (i.e., the base panels below the windows) with complementary building material, higher floor elevations or articulation. d) Upper storeys (i.e., above the first floor) may be differentiated or separated by architectural elements, the use of a different material or the use of horizontal lines, but should complement the architectural elements of the ground floor. e) Large, undivided windows are discouraged. Both windows and doors should be well articulated with framing, decorative latticing, or decorative use of building materials around the window (window hood, window sill). Large window panes should be divided. f) Doors should be articulated and made of a durable, high quality material (wood is encouraged). Windowed doors are encouraged. g) Recessed building entries may be appropriate to give interest to the façade and emphasize primary entrances. h) Modest building projections and recesses may be appropriate to add visual interest to the façade. 					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
5	In the design of architectural elements, consideration should be made to maintain horizontal lines and vertical repeating elements between buildings. Adjacent buildings and the streetscape as a whole should be examined to identify potential horizontal lines and repeating elements that may be continued on the subject building. In particular, continuous horizontal lines between buildings helps create visual harmony and continuity across the streetscape.					
6	Colours used in a façade improvement should be analogous (i.e., similar) and complementary and not highly contrasting. Consideration could be made to using colours from a heritage collection as offered by many paint suppliers, and in consideration of existing materials and colour palettes which define the street.					
7	For older homes being converted or used for commercial purposes (i.e., in the Transitional Area), porches are encouraged to be maintained and restored to the original condition in consideration of historic documentation.					
8	<p>Transparency is encouraged for windows at the street level to create visual interest on the streetscape.</p> <ul style="list-style-type: none"> a) Windows should be uncovered and not tinted, allowing visibility into the store. b) Window display of merchandise is encouraged, but the display should not include a backdrop that completely inhibits views into the store. c) Limited lighting of window display merchandise inside the store is encouraged. 					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
9	<p>Awnings are generally encouraged as part of a façade improvement project, particularly where an awning was a part of the original building (based on historic documentation and photographs, where available).</p> <ul style="list-style-type: none"> a) Awnings should be made of a durable fabric; vinyl awnings are discouraged. b) Awnings should generally be traditionally designed, with a sloped shape and skirting, which may accommodate appropriately sized lettering or signage. Side paneling may be provided. Bubble style awnings are discouraged. c) Retractable awnings are encouraged. d) Awnings may be used on upper floor windows to add visual interest. 					
10	<p>Where proposed, murals should be used to evoke a waterfront theme. Murals should not be used on the front façade, but are encouraged on the side walls, particularly on corner lots or adjacent to public open spaces.</p>					
11	<p>Mechanical equipment, clutter, gutters, downspouts and vents are discouraged in the front yard. Where possible, mechanical equipment should be located on the roof and appropriately screened. Otherwise, mechanical and HVAC equipment should be located in the rear yard as much as possible, or in the side yard, where it cannot be reasonably accommodated in the rear yard. Gutters and downspouts should be visually screened through painting and the use of materials to minimize their visual impact.</p>					
12	<p>Consideration will be made to implement the principles of barrier-free, universally accessible design.</p> <ul style="list-style-type: none"> a) Where possible, entryways should be designed to be barrier-free. The main entryway should be located at the same grade as the sidewalk, or with a ramped entry. Changes in elevation and steps should be avoided, where possible. Where this cannot be avoided, changes in elevation may be painted or signed. b) Where at-grade entrances are not possible, accessibility ramps are encouraged to be provided. A grant program specifically for accessibility 					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
	<p>ramps is outlined in the Community Improvement Plan. Where proposed, accessibility ramps should utilize high-quality railings which may complement an associated façade improvement.</p> <p>c) It is recognized that some older homes have front building access via a porch. These guidelines generally encourage the maintenance of original porches as an attractive and distinguishing architectural feature. Where possible, an accessibility ramp should be provided. Where this is not possible, an alternative entryway (i.e., in the side yard) should be provided which is at grade. Signage should be provided to indicate the location of the alternative entry, and a clear pathway should be provided between the sidewalk and the alternative entry.</p> <p>d) As the Building Code may be amended from time to time, the Building Code should be specifically consulted to determine any accessibility requirements, including doorway widths and operation.</p> <p>Automatic door entry is encouraged.</p>					

Built Form Guidelines (Section 4.0)

1	New buildings should be located at or near the sidewalk. In particular, new buildings in the historic core area should be located at the sidewalk's edge. A small, landscaped front yard may be appropriate within the transitional area or the commercial area.					
2	Main building entrances should be located at the sidewalk and face onto the street, and preferably located at grade.					
3	Parking areas should be located preferably at the rear of buildings where access to a rear street or lane is available, or at the side of buildings, in order to maintain a consistent street edge.					
4	New buildings are generally encouraged to be two storeys on the north side of Notre Dame Street, and three storeys on the south side of					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
	Notre Dame Street.					
5	The upper storey(s) of new buildings are encouraged to be used for residential or office uses. Primary residential uses are not encouraged on the ground floor, in order to encourage uses which provide for ground floor animation and pedestrian activity, such as retail shops, cafés, restaurants, and specialty boutiques.					
6	New buildings and additions should have regard for the heights of adjacent buildings. Generally, the height of new buildings should be similar to adjacent buildings, and provide transition between the heights of adjacent buildings. Large differences in height (e.g., a new three-storey building next to an existing one-storey building) should provide appropriate transitions.					

Signage Guidelines (Section 5.0)

1	Signage should be sized, designed and implemented for pedestrians and not motor vehicle traffic. Articulated lettering is encouraged (embossment or carving).					
2	Hanging signs, which are oriented for pedestrians, are encouraged. Signs may hang over sidewalks, subject to consultation with the Town.					
3	Limited window signage is encouraged, particularly painted lettering on the window.					
4	Generally, only one primary sign should be used for each business. Smaller, accessory signage may be used to add interest to the façade.					
5	Front lit signage is strongly encouraged, while backlit and neon signs are strongly discouraged.					
6	Address numbering should be provided above the entryway or painted on the window. Address numbering should not be overly prominent and should complement the signage of the building.					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
Sidewalk Café Guidelines (Section 6.0)						
1	Sidewalk cafés are encouraged to provide street level animation, interest and spill-out space for businesses. Where proposed, sidewalk cafés should be located in the front yard or side yard. Note that sidewalk cafés may be subject to approval from the Town, where they traverse a public right-of-way.					
2	Sidewalk cafés should generally be defined with high quality fencing and consistent with the Town's existing fencing. Smaller outdoor seating areas may be considered without fencing, subject to the Town's approval (i.e., no more than 4 small tables).					
3	Decorative planters are encouraged along the sidewalk café barrier/fencing and within the sidewalk café area.					
4	Awnings may be provided over sidewalk cafés (refer to the guidelines for awnings under the façade improvement guidelines above).					
Landscaping Guidelines (Section 7.0)						
1	Landscape buffers should be provided to buffer the sidewalk from side yard parking areas. Tree plantings, landscaping and high-quality fencing is encouraged to help define the space and visually extend the street wall.					
2	Professional landscaping is encouraged for former dwellings that have been converted to businesses.					
3	Landscaping should be professionally designed and implemented. Sustainable landscaping solutions, including the use of native plants, are encouraged to reduce maintenance requirements and water needs.					
4	Driveways and parking areas should be clearly defined with landscaping and curbs. a) Parking areas should be accessed					

No.	Guideline	Compliance (Check One)				Comment (If guideline is Not applicable" an explanation should be provided why it is not applicable)
		Complies	Does not comply	Not applicable	More info required to assess	
	<p>from the rear of the lot where possible, or from side streets.</p> <p>b) Parking areas should have parking spaces clearly painted.</p> <p>c) Parking spaces should be accessed from parking aisles provided on site, and not directly from the street (particularly from Notre Dame Street).</p> <p>d) Driveways should be clearly defined. Generally, curbs should be provided around the site.</p>					
5	Any improvements or repairs to sidewalks and public spaces as may be required should be consistent with the existing sidewalk and streetscaping treatments.					
6	<p>Crime Prevention Through Environmental Design (CPTED) principles will be considered through appropriate lighting and visual outlook from buildings. This will include:</p> <p>a) Ensuring that public areas are overlooked or are visible from the street.</p> <p>b) Ensuring that all areas are thoroughly lit, particularly above entrances, and pathways in the side and rear of buildings.</p> <p>c) Clearly distinguishing and marking areas that are considered for private use.</p> <p>d) Avoiding areas of isolation as much as possible.</p> <p>e) Ensuring that there are multiple access points into sites.</p>					
TOTAL:						

9.0 FAÇADE TERMINOLOGY

The following diagram is intended to assist in understanding the terminology used in relation to façade improvements, particularly the Façade Improvement Guidelines contained in Section 3.0 as well as the Signage Improvement Guidelines contained in Section 5.0.

