VILLAGE OF CUMBERLAND

HERITAGE CONSERVATION AREA ILLUSTRATED DESIGN GUIDELINES



Group 4: Aidan, Aishwarya, Hayley, Leanna, Riggs, & Sam



The Project

- **Review** existing Heritage Conservation Area Guidelines
- **Review** current Village Zoning Bylaw regulations pertinent to the downtown core
- **Refine the language and content** within the OCP & other relevant documents documents
- Develop **an illustrative guide** for developing in the HCA

Interim to Final Product

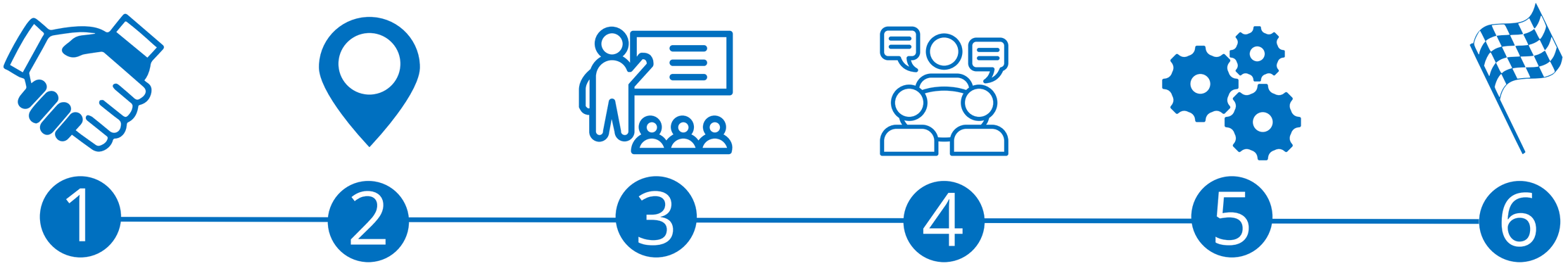
Febuary 22 table of contents

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  - Objectives of the heritage and commercial core area
  - Designated area
  - Important documents
- **Building in the HCA**
  - renovations and retrofits
  - new builds
  - parking requirements
- **Design Guidelines**
  - Character elements
  - Design Principles
  - Key Buildings (with pictures)
    - Statement of significance
- **Application: Preparation & Submission**
  - key information
  - application flowchart
  - submission checklist
- **Heritage Alteration Permit**

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  - Distinguishing Features of the HVCC
  - The Goals of Infill Development
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- **Permit and Application Processes**
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  - Building Form and Character
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  - Site Design
  - Stormwater
  - Soil Erosion and Sediment Control
  - Access, Parking and Amenity Areas
  - Cash-In Lieu Parking Provisions
- **Design Guidelines**
  - Landscaping
  - Materials
  - Colour
  - Lighting
  - Signage
  - Architectural Detailing
  - Storefront design
  - Important Documents and Links

Timeline


1
2
3
4
5
6
Meet the Client (Karin)
Cumberland Trip
Interim Presentations
Client Meetings
Project Refinement
Final Product

Final Product

A GUIDE TO BUILDING IN CUMBERLAND'S (HCA) HERITAGE CONSERVATION AREA



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Overview

Vision for the Heritage Conservation Area

The Heritage Conservation Area (HCA) is intended to provide long-term protection of the Historic Village Commercial Core (HVCC), which contains resources with special heritage value or heritage character. The vision is that revitalization and new development in this downtown area are compatible with the scale and character of the existing downtown. Heritage planning continues to give the Village of Cumberland a sense of identity, while connecting its residents to the past. Preserving heritage is an important part of creating a sense of place and civic pride in the downtown. This translates to the continued near and long-term well-being of the community's culture and economy. This area justifies stewardship, conservation, and repurposing of the downtown commercial core buildings and streetscapes.



Figure 1: Streetscape with heritage buildings along Dunsmuir Avenue, within the HVCC.

Distinguishing Features of the HVCC

n. **Streetscapes** are generally intact and unified, made up of commercial and some residential buildings that illustrate the development period of the late 19th and first half of the 20th century.

Final Product

Site Design



Figure 11: The incorporation of seating areas along Dunsmuir Avenue.

The downtown commercial area is the social, cultural, historic, and economic heart of the Village. It is also the most visible part of the community and requires special design consideration which extends beyond the buildings themselves to the site development.

a. Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting.

b. Consider the preservation or enhancement of natural site features.

c. Awnings:

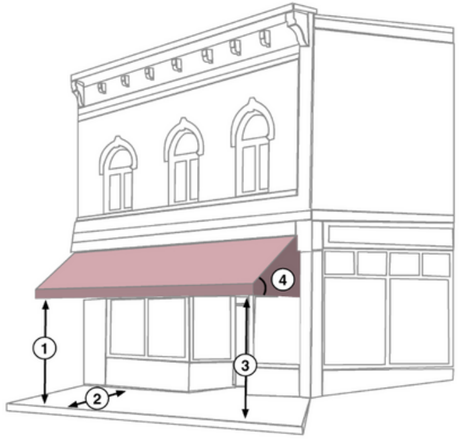


Figure 28: An illustration depicting required awning dimensions.

i. Awnings are recommended, where appropriate

ii. The awning or canopy shall be well set back from the curb.

iii. Awning and canopy dimensions shall be as follows:

(1) 2.8 metres minimum height from ground level to bottom of awning

(2) 1.8 metres maximum projection from building

(3) 45-degree awning or canopy angle

(4) 1.8 metres maximum frame height

Storefront design

a. Storefront design examples:



Figure 29: Illustrated storefront detailing large, glazed display frontage, brackets, wood siding and shingles, a pitched roof, wooden-sash windows, trim, and soffits. The illustration is based off the Old Tarbell's Building (now Dodge City Cycles and the Riding Fools Hostel).

i. Incorporating large, glazed display frontage, awnings and signage indicative of the late 19th and early 20th century "Pioneer" style.

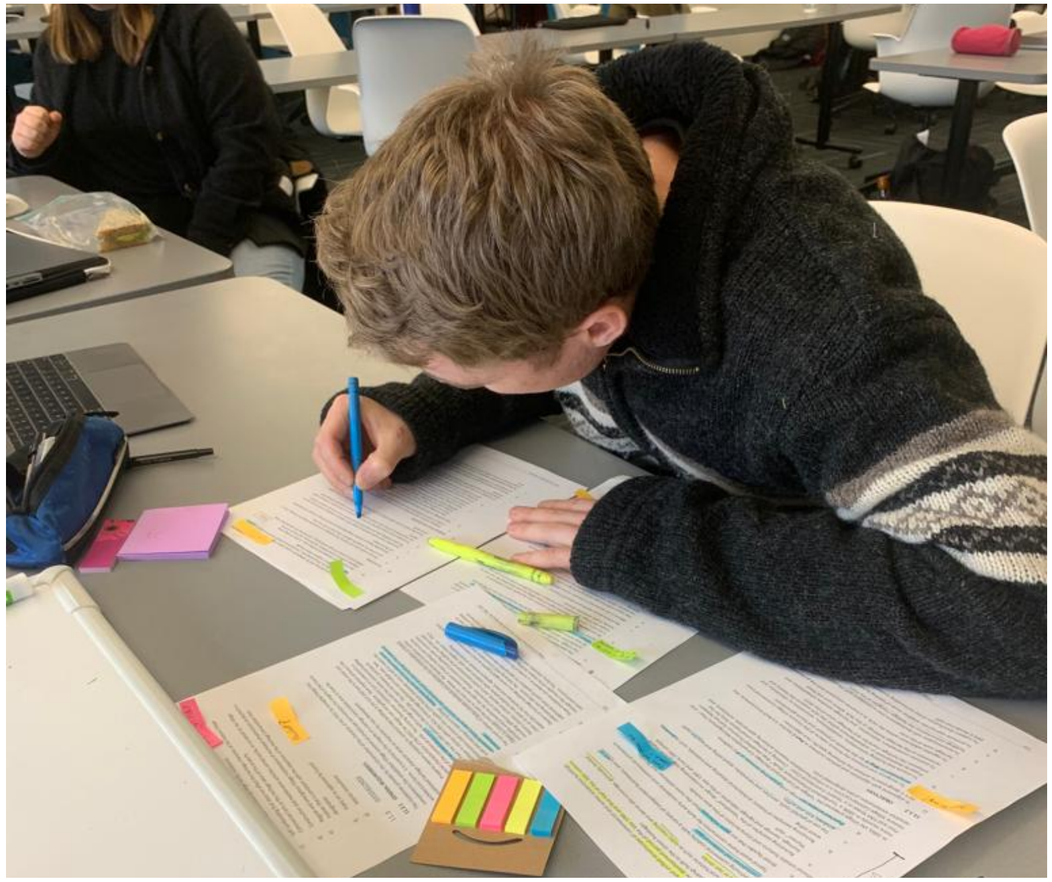
ii. Historic architectural detailing and materials, such as brackets, wood siding.

iii. The use of pitched roofs, porches, and verandahs; wood siding and wooden-sash windows; trim and soffits.

iv. Punched window openings and projecting cornices at the rooflines.

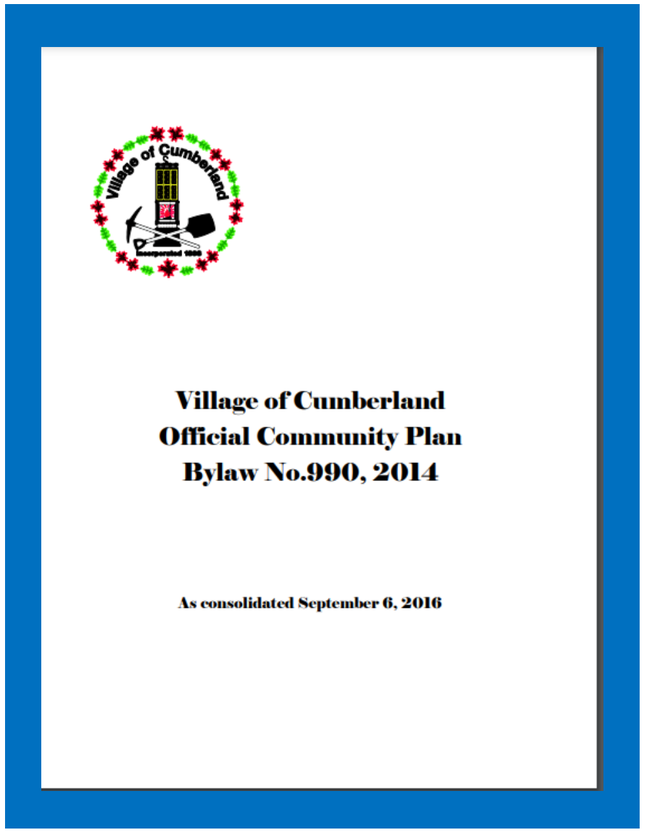
Tasks





Tasks





Editing

Examples of Illustrations:

- Awning dimensions
- Building massing
- Fencing
- Solar Ready Features

Illustrating

Tasks

Editors



Illustrators

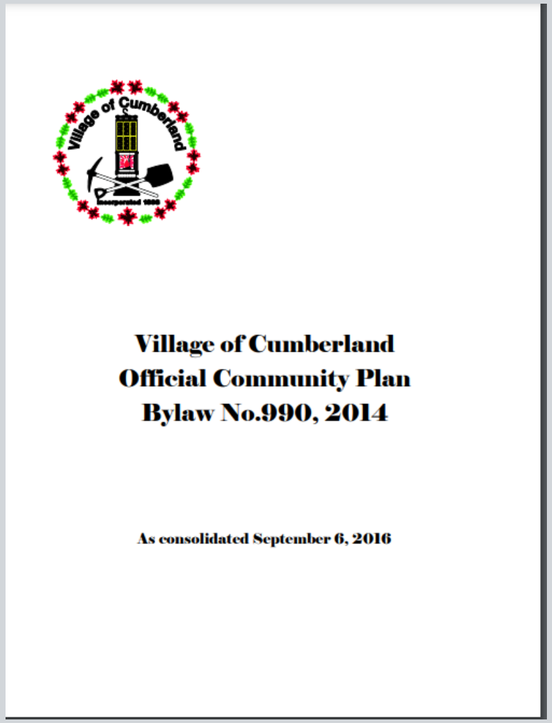







Process: Writing

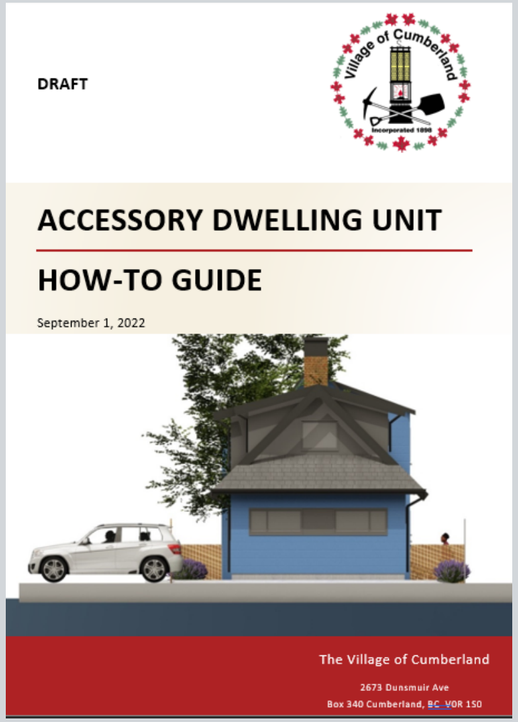
OCP



Village of Cumberland
Official Community Plan
Bylaw No.990, 2014

As consolidated September 6, 2016

ADU Guide



DRAFT

ACCESSORY DWELLING UNIT

HOW-TO GUIDE

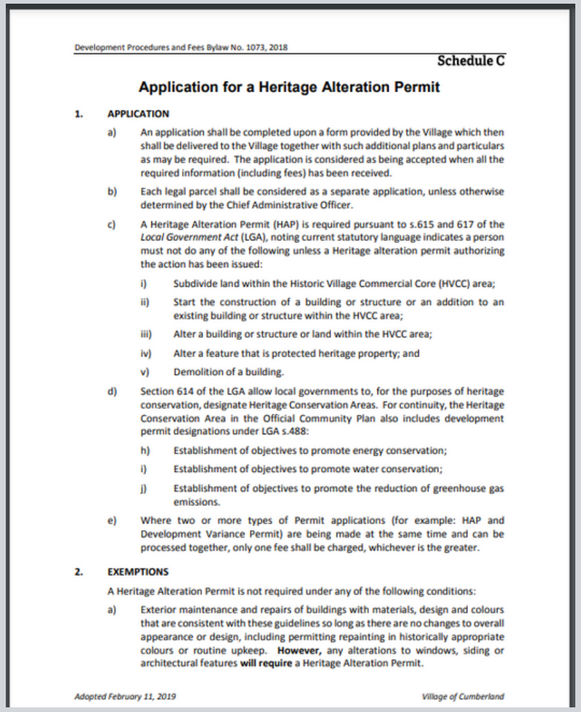
September 1, 2022

The Village of Cumberland

2673 Dunsmuir Ave

Box 340 Cumberland, BC V0R 1S0

HAP Guide



Development Procedures and Fees Bylaw No. 1073, 2018

Schedule C

Application for a Heritage Alteration Permit

1. APPLICATION

a) An application shall be completed upon a form provided by the Village which then shall be delivered to the Village together with such additional plans and particulars as may be required. The application is considered as being accepted when all the required information (including fees) has been received.

b) Each legal parcel shall be considered as a separate application, unless otherwise determined by the Chief Administrative Officer.

c) A Heritage Alteration Permit (HAP) is required pursuant to s.615 and 617 of the *Local Government Act* (LGA), noting current statutory language indicates a person must not do any of the following unless a Heritage alteration permit authorizing the action has been issued:

i) Subdivide land within the Historic Village Commercial Core (HVCC) area;

ii) Start the construction of a building or structure or an addition to an existing building or structure within the HVCC area;

iii) Alter a building or structure or land within the HVCC area;

iv) Alter a feature that is protected heritage property; and

v) Demolition of a building.

d) Section 614 of the LGA allow local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas. For continuity, the Heritage Conservation Area in the Official Community Plan also includes development permit designations under LGA s.488:

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.

e) Where two or more types of Permit applications (for example: HAP and Development Variance Permit) are being made at the same time and can be processed together, only one fee shall be charged, whichever is the greater.

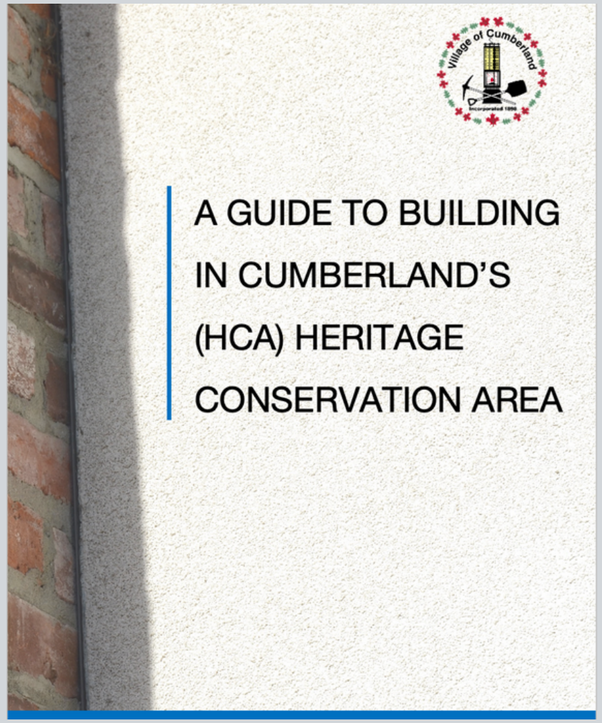
2. EXEMPTIONS

A Heritage Alteration Permit is not required under any of the following conditions:

a) Exterior maintenance and repairs of buildings with materials, design and colours that are consistent with these guidelines so long as there are no changes to overall appearance or design, including permitting repainting in historically appropriate colours or routine upkeep. **However,** any alterations to windows, siding or architectural features **will require** a Heritage Alteration Permit.

Adopted February 11, 2019 *Village of Cumberland*

Heritage Guide



A GUIDE TO BUILDING IN CUMBERLAND'S (HCA) HERITAGE CONSERVATION AREA

The core information + An example of style + An example of heritage guide = Our final product

Process: Writing

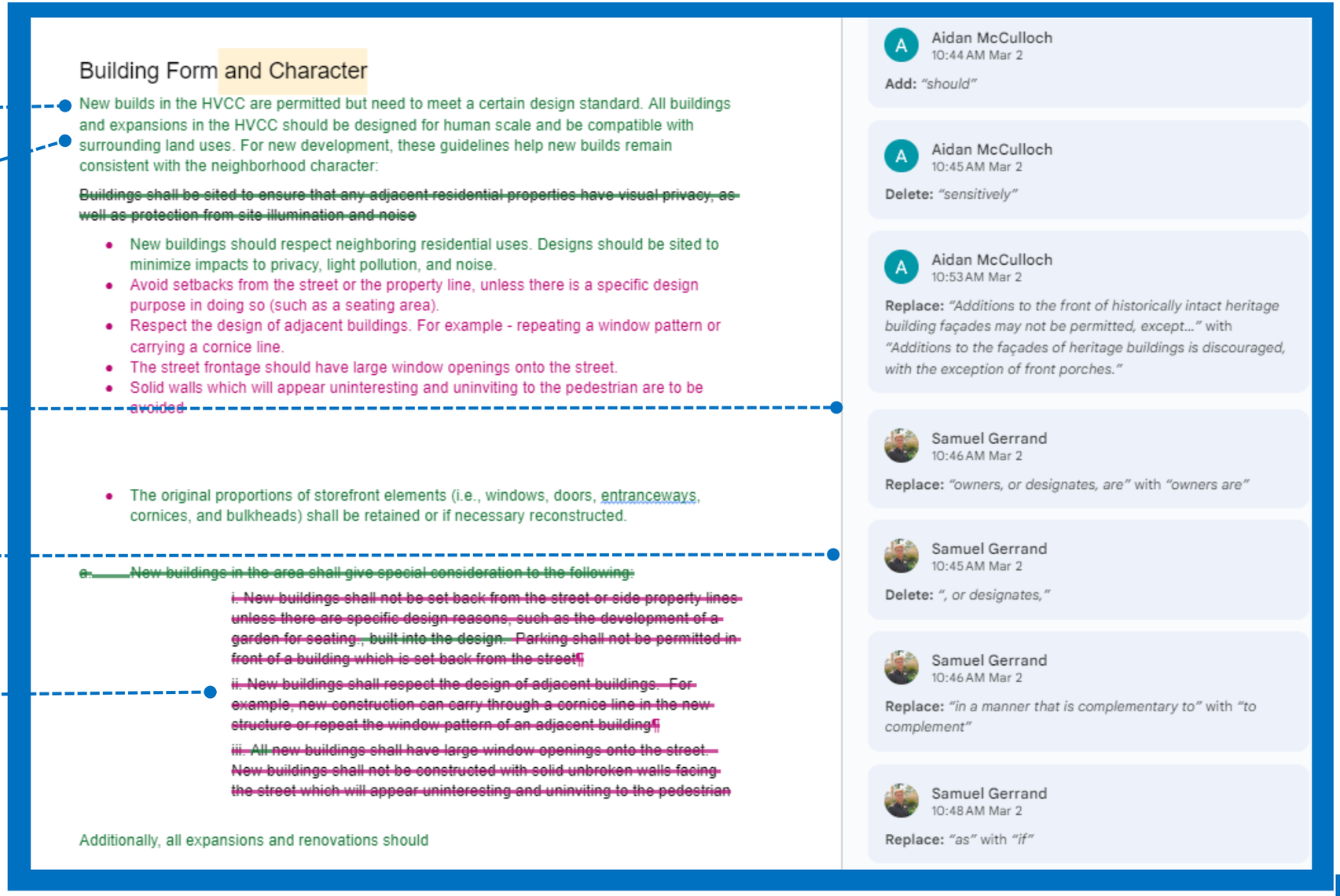
Significance

Flow

Clarity

Language

Redundancy



Building Form and Character

New builds in the HVCC are permitted but need to meet a certain design standard. All buildings and expansions in the HVCC should be designed for human scale and be compatible with surrounding land uses. For new development, these guidelines help new builds remain consistent with the neighborhood character:

~~Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise~~

- New buildings should respect neighboring residential uses. Designs should be sited to minimize impacts to privacy, light pollution, and noise.
- Avoid setbacks from the street or the property line, unless there is a specific design purpose in doing so (such as a seating area).
- Respect the design of adjacent buildings. For example - repeating a window pattern or carrying a cornice line.
- The street frontage should have large window openings onto the street.
- Solid walls which will appear uninteresting and uninviting to the pedestrian are to be ~~avoided~~

- The original proportions of storefront elements (i.e., windows, doors, entranceways, cornices, and bulkheads) shall be retained or if necessary reconstructed.

~~a. New buildings in the area shall give special consideration to the following:~~

~~i. New buildings shall not be set back from the street or side property lines unless there are specific design reasons, such as the development of a garden for seating., built into the design. Parking shall not be permitted in front of a building which is set back from the street.¶~~

~~ii. New buildings shall respect the design of adjacent buildings. For example, new construction can carry through a cornice line in the new structure or repeat the window pattern of an adjacent building.¶~~

~~iii. All new buildings shall have large window openings onto the street. New buildings shall not be constructed with solid unbroken walls facing the street which will appear uninteresting and uninviting to the pedestrian~~

Additionally, all expansions and renovations should

Aidan McCulloch 10:44 AM Mar 2
Add: *"should"*

Aidan McCulloch 10:45 AM Mar 2
Delete: *"sensitively"*

Aidan McCulloch 10:53 AM Mar 2
Replace: *"Additions to the front of historically intact heritage building façades may not be permitted, except..."* with *"Additions to the façades of heritage buildings is discouraged, with the exception of front porches."*

Samuel Gerrand 10:46 AM Mar 2
Replace: *"owners, or designates, are"* with *"owners are"*

Samuel Gerrand 10:45 AM Mar 2
Delete: *", or designates,"*

Samuel Gerrand 10:46 AM Mar 2
Replace: *"in a manner that is complementary to"* with *"to complement"*

Samuel Gerrand 10:48 AM Mar 2
Replace: *"as"* with *"if"*

Example of Changes to Text

11.1.5.1 Heritage Alteration Permit

1) A Heritage Alteration Permit (HAP) is required pursuant to s.971 to 973 of the LGA, noting current statutory language indicates a person must not do any of the following unless a heritage alteration permit authorizing the action has been issued:

A Heritage Alteration Permit (HAP) **is required** to take any of the following actions to land or buildings within the designated area (see figure 3, page 7):

a. Create a new a building or structure.

b. Add an addition to an existing building.

c. Alter a buildings structure or the surrounding land.

d. Alter a feature that is protected heritage property.

e. To subdivide property.

f. Demolish a building.

g. Alterations to windows, siding, or architectural features.

- Who is our **audience**?
- What do the **words** mean?
- What information can be **removed**?
- What information is **missing**?
- How should the information be **organized**?

Process: Photos

Original materials:

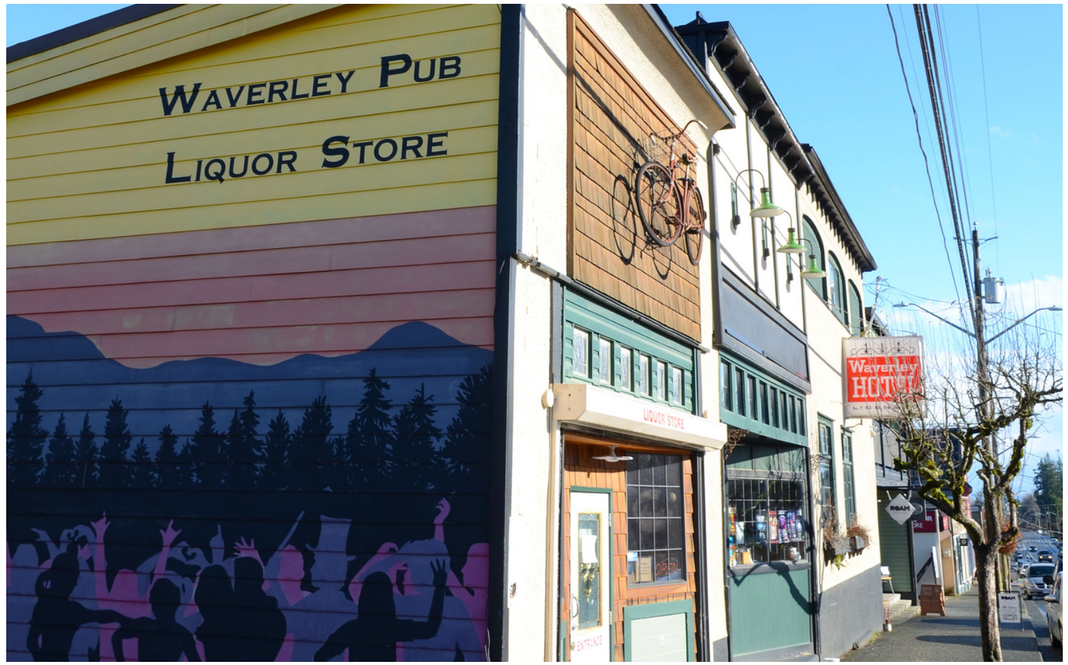
a. ***Maintain original materials*** *to ensure visual continuity.*
b. *Leave original materials* ***in place when intact***.



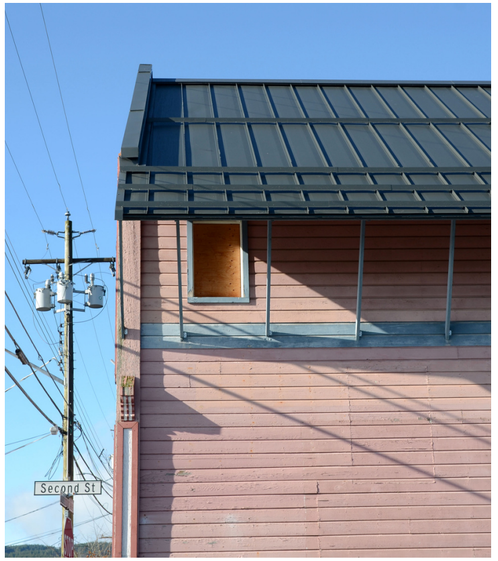


Painted wall signs:

a. *These signs are* ***painted on the exterior walls*** *of buildings.*
b. *Avoid large garish or brightly coloured wall signs that would be out of place in Cumberland*




THE
OLD LIBRARY
CHOCOLATES
CAFE


Second St

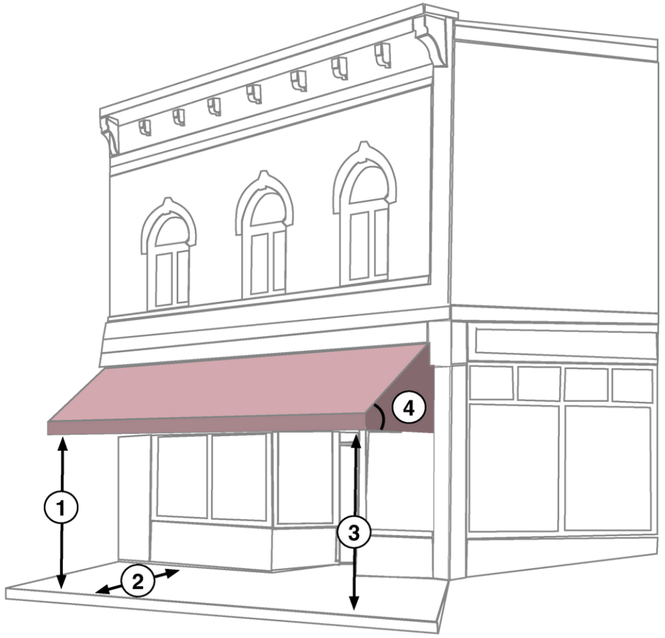

2727


ILO-ILO



Process: Illustrations

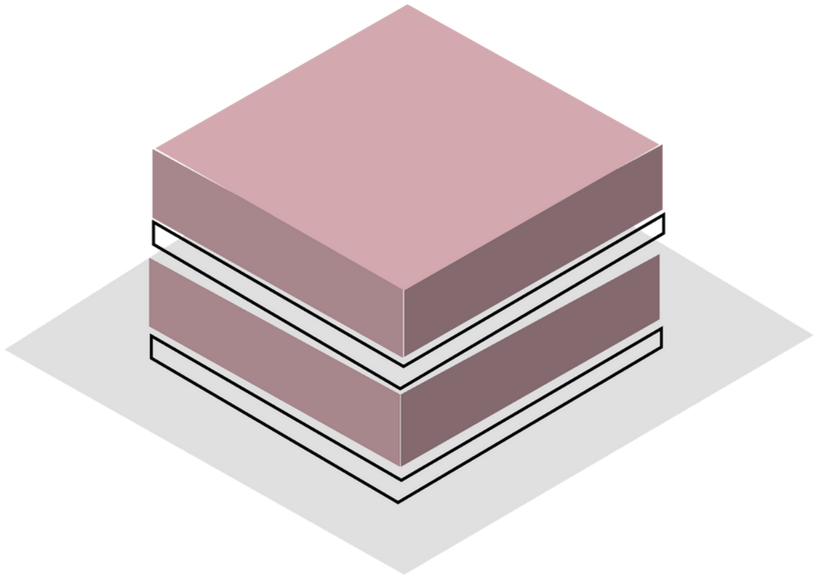
1. ***Awnings are recommended,*** *where appropriate.*
2. *The awning or canopy shall be* ***well set back*** *from the curb*
3. *Awning and canopy* ***dimensions*** *shall be as follows:*
    a. ***2.8 metres*** *minimum height from ground level to bottom of awning*
    b. ***1.8 metres*** *maximum projection from building*
    c. ***45 degree*** *awning or canopy angle*
    d. ***1.8 metres*** *maximum frame height*



*"**Building massing** shall respond to **a human scale** with materials and details that are **proportionate** to human height and **provide visual interest** at the **street and sidewalk level.**"*

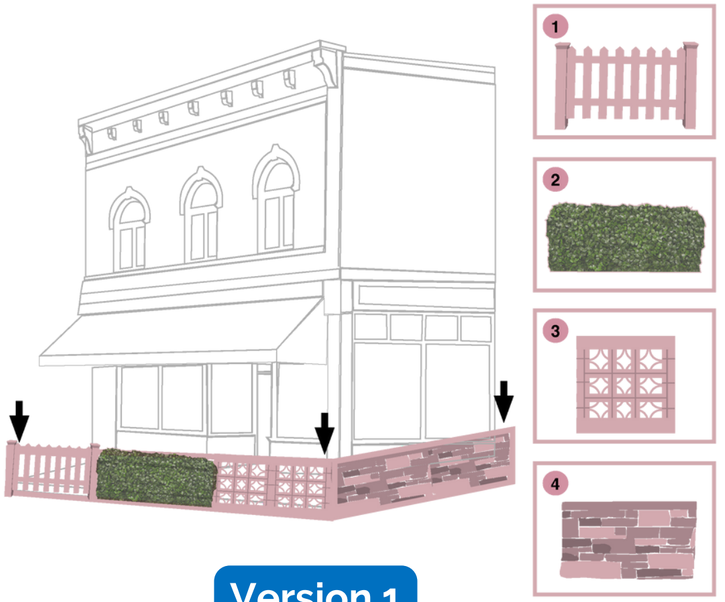


Process: Illustrations



*"Architectural features such as **cubic massing** and **dense site coverage**, generally limited to **one or two stories**."*

What Didn't Work



Version 1

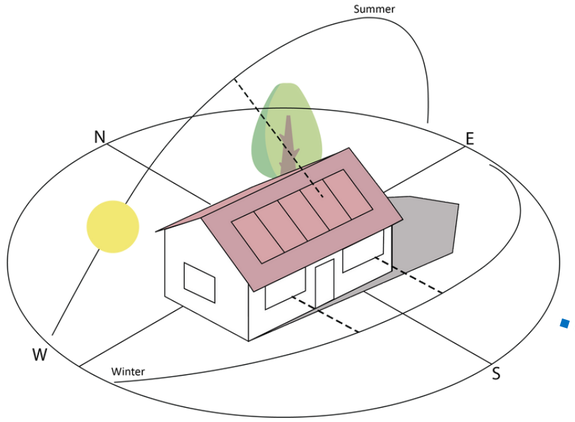


Version 2

1. **Fencing & Hedges:**
   a. *In order to maintain the existing open appearance, owners or designates are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line.*
   b. *Where construction of a new fence is contemplated, owners or designates are encouraged to erect a fence or wall of historic appearance (e.g., various styles of pickets or stone walls).*

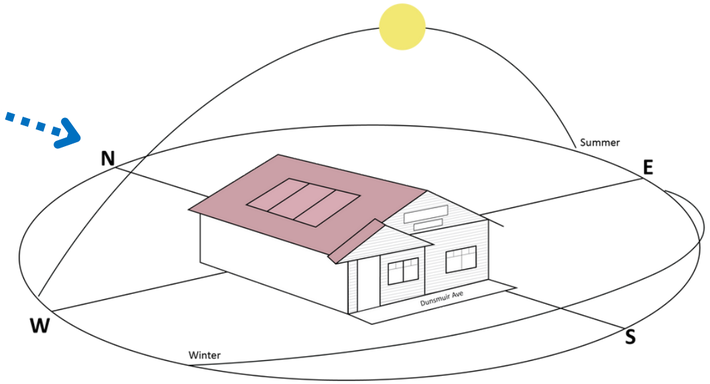
What Changed

Process: Illustrations

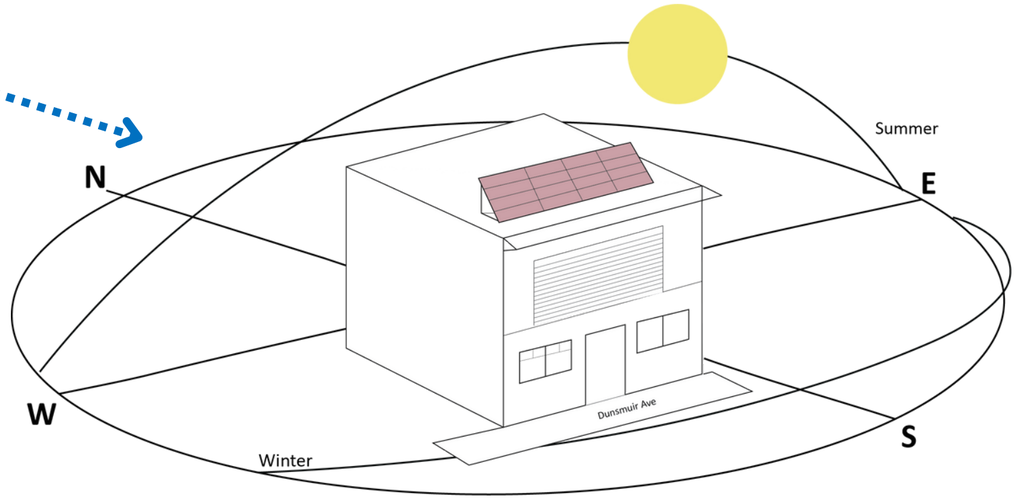


Version 1

Version 2



Version 3

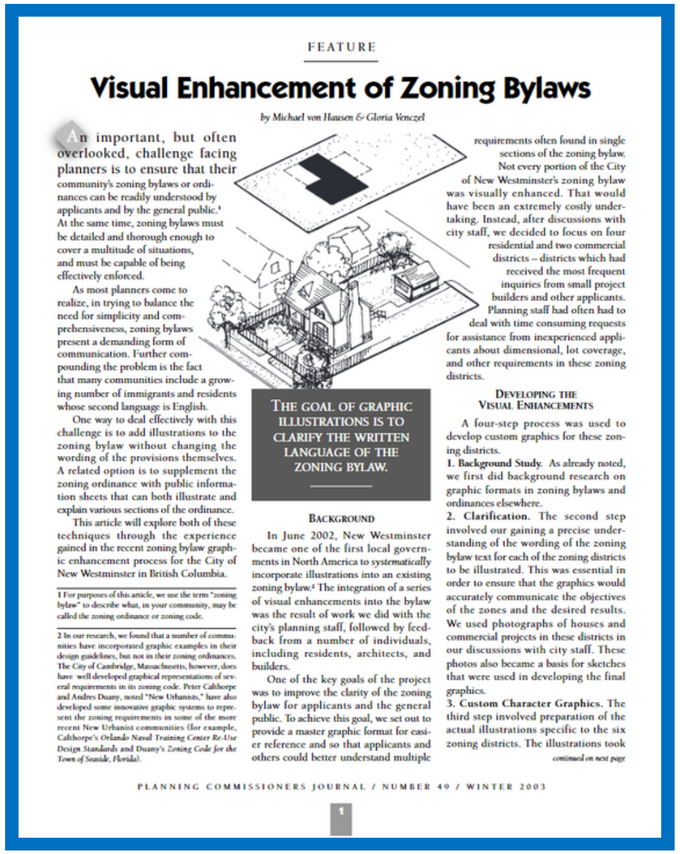


New Buildings within the Heritage Conservation Area:

c. Building orientation should, where practical, be designed to ***optimize the benefits of solar orientation****.*

d. Building design should ***incorporate solar ready features***

Using the Assigned Readings



FEATURE

Visual Enhancement of Zoning Bylaws

by Michael von Hausen & Gloria Venczel

An important, but often overlooked, challenge facing planners is to ensure that their community's zoning bylaws or ordinances can be readily understood by applicants and by the general public.[1] At the same time, zoning bylaws must be detailed and thorough enough to cover a multitude of situations, and must be capable of being effectively enforced.

As most planners come to realize, in trying to balance the need for simplicity and comprehensiveness, zoning bylaws present a demanding form of communication. Further compounding the problem is the fact that many communities include a growing number of immigrants and residents whose second language is English.

One way to deal effectively with this challenge is to add illustrations to the zoning bylaw without changing the wording of the provisions themselves. A related option is to supplement the zoning ordinance with public information sheets that can both illustrate and explain various sections of the ordinance.

This article will explore both of these techniques through the experience gained in the recent zoning bylaw graphic enhancement process for the City of New Westminster in British Columbia.

1 For purposes of this article, we use the term "zoning bylaw" to describe what, in your community, may be called the zoning ordinance or zoning code.

2 In our research, we found that a number of communities have incorporated graphic examples in their design guidelines, but not in their zoning ordinances. The City of Cambridge, Massachusetts, however, does have well developed graphical representations of several requirements in its zoning code. Peter Calthorpe and Andres Duany, noted "New Urbanists," have also developed some innovative graphic systems to represent the zoning requirements in some of the more recent New Urbanist communities (for example, Calthorpe's *Orlando Naval Training Center Re-Use Design Standards* and Duany's *Zoning Code for the Town of Seaside, Florida*).

THE GOAL OF GRAPHIC ILLUSTRATIONS IS TO CLARIFY THE WRITTEN LANGUAGE OF THE ZONING BYLAW.

BACKGROUND

In June 2002, New Westminster became one of the first local governments in North America to *systematically* incorporate illustrations into an existing zoning bylaw.[2] The integration of a series of visual enhancements into the bylaw was the result of work we did with the city's planning staff, followed by feedback from a number of individuals, including residents, architects, and builders.

One of the key goals of the project was to improve the clarity of the zoning bylaw for applicants and the general public. To achieve this goal, we set out to provide a master graphic format for easier reference and so that applicants and others could better understand multiple requirements often found in single sections of the zoning bylaw.

Not every portion of the City of New Westminster's zoning bylaw was visually enhanced. That would have been an extremely costly undertaking. Instead, after discussions with city staff, we decided to focus on four residential and two commercial districts – districts which had received the most frequent inquiries from small project builders and other applicants. Planning staff had often had to deal with time consuming requests for assistance from inexperienced applicants about dimensional, lot coverage, and other requirements in these zoning districts.

DEVELOPING THE VISUAL ENHANCEMENTS

A four-step process was used to develop custom graphics for these zoning districts.

1. Background Study. As already noted, we first did background research on graphic formats in zoning bylaws and ordinances elsewhere.

2. Clarification. The second step involved our gaining a precise understanding of the wording of the zoning bylaw text for each of the zoning districts to be illustrated. This was essential in order to ensure that the graphics would accurately communicate the objectives of the zones and the desired results. We used photographs of houses and commercial projects in these districts in our discussions with city staff. These photos also became a basis for sketches that were used in developing the final graphics.

3. Custom Character Graphics. The third step involved preparation of the actual illustrations specific to the six zoning districts. The illustrations took

continued on next page

"The goal of graphic illustrations is to clarify the written language"

1. **Background research** on Graphic formats in Official Community Planning and other ordinances elsewhere.
2. **Clarification**: Understanding of the wording of the design guidelines text to be illustrated.
3. **Custom Character Graphics**: The illustrations took into account the particular characteristics and architectural values of the neighborhood.
4. **Visual Analysis/ Page Layout**: Reformatted the layout of the design guidelines text for greater visual clarity and to more effectively relate to the new graphic material.

Process: Layout

Smaller Photos

Boarders

Wider Margins

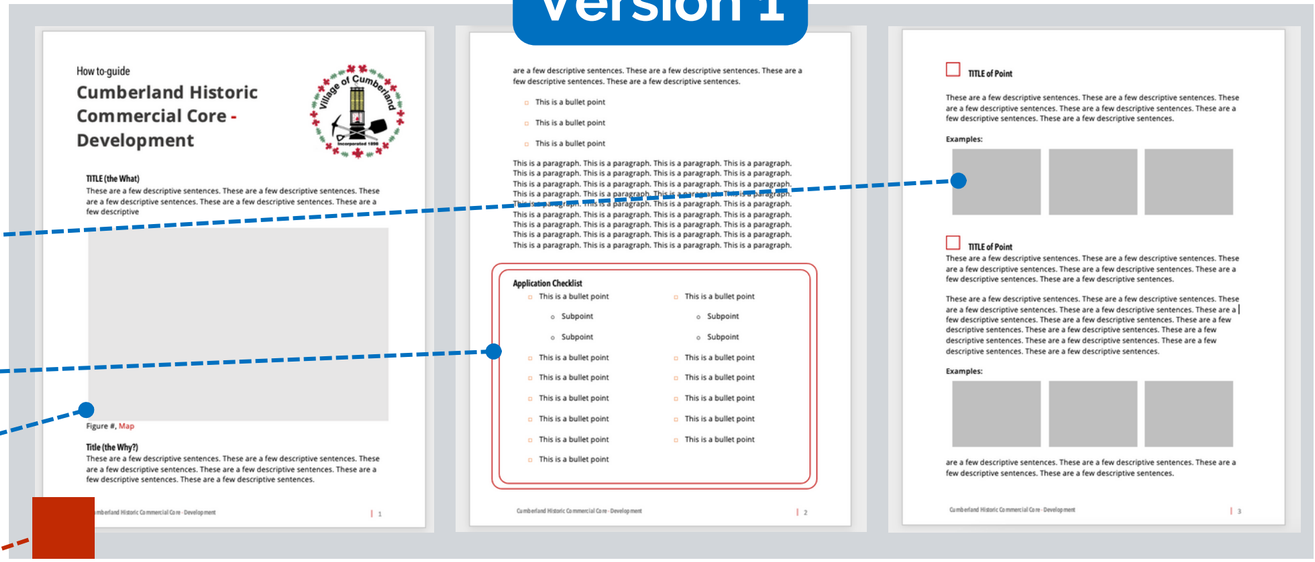
Cumberland Red

Heading Background Bar

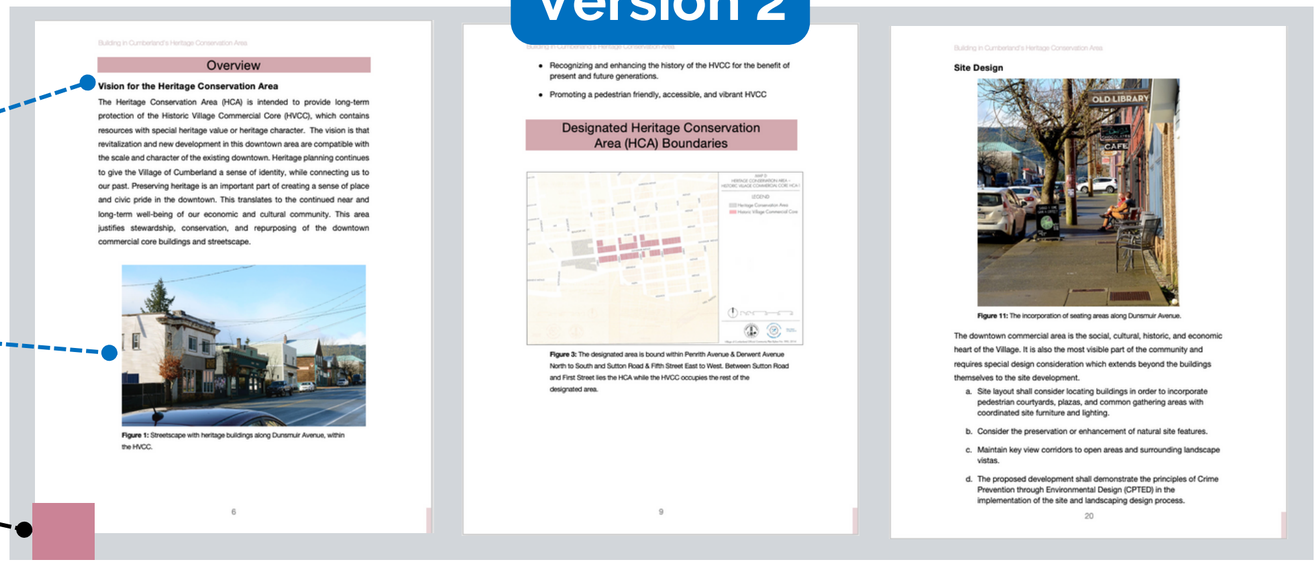
Floating Photos

HCA Map Pink

Version 1



Version 2



Final: Layout

Version 3

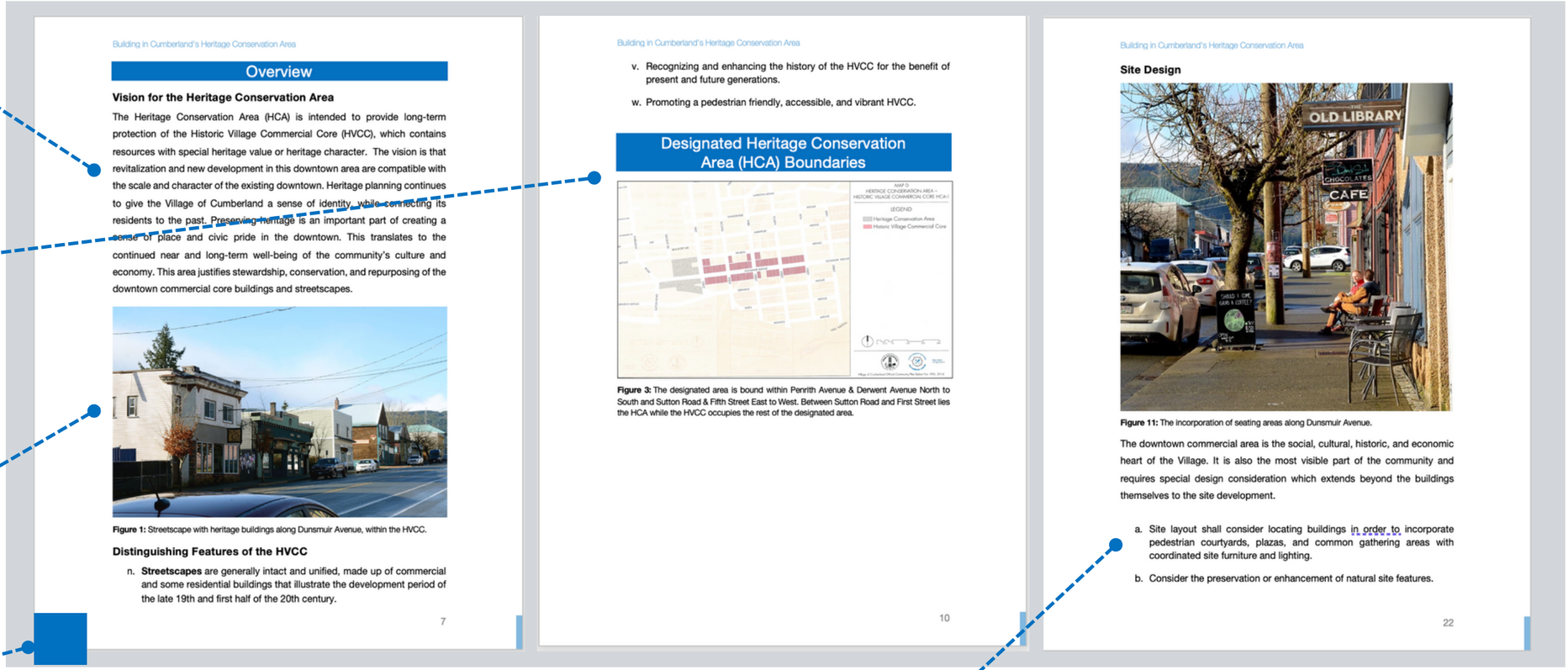
Justified Text

Different Categories on Different Pages

Large Photos Aligned to Text

Microsoft Blue

Lists a, b, c . . .



Building in Cumberland's Heritage Conservation Area

Overview

Vision for the Heritage Conservation Area

The Heritage Conservation Area (HCA) is intended to provide long-term protection of the Historic Village Commercial Core (HVCC), which contains resources with special heritage value or heritage character. The vision is that revitalization and new development in this downtown area are compatible with the scale and character of the existing downtown. Heritage planning continues to give the Village of Cumberland a sense of identity, while connecting its residents to the past. Preserving heritage is an important part of creating a sense of place and civic pride in the downtown. This translates to the continued near and long-term well-being of the community's culture and economy. This area justifies stewardship, conservation, and repurposing of the downtown commercial core buildings and streetscapes.

Figure 1: Streetscape with heritage buildings along Dunsmuir Avenue, within the HVCC.

Distinguishing Features of the HVCC

n. **Streetscapes** are generally intact and unified, made up of commercial and some residential buildings that illustrate the development period of the late 19th and first half of the 20th century.

7

Building in Cumberland's Heritage Conservation Area

v. Recognizing and enhancing the history of the HVCC for the benefit of present and future generations.

w. Promoting a pedestrian friendly, accessible, and vibrant HVCC.

Designated Heritage Conservation Area (HCA) Boundaries

Figure 3: The designated area is bound within Penrith Avenue & Derwent Avenue North to South and Sutton Road & Fifth Street East to West. Between Sutton Road and First Street lies the HCA while the HVCC occupies the rest of the designated area.

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Building in Cumberland's Heritage Conservation Area

Site Design

Figure 11: The incorporation of seating areas along Dunsmuir Avenue.

The downtown commercial area is the social, cultural, historic, and economic heart of the Village. It is also the most visible part of the community and requires special design consideration which extends beyond the buildings themselves to the site development.

a. Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting.

b. Consider the preservation or enhancement of natural site features.

22

Lessons learned



As planners we have **two voices**:

1. A detailed, regulatory voice
2. A clear voice for the audience

This project was about translating between the two. Visual communication is a great tool.



The design or character of a place is difficult to preserve or write down with design guidelines. This project was great experience wrestling with this challenge.

Final Product: Reflections

Successes

- Value of lived experience (Karin)
- Value of teamwork (many eyes)
- Overall visual communication is an effective tool
- Stuck to our timeline

Improvement

- Challenges with formatting in word
- Challenge with large amount of information
- Creating visuals is time consuming, had to optimize their effectiveness
- Must rely on words to some extent
- Battle between concise and clear
- Flexible vs consistent with OCP



THANK YOU!