

# INDIGO2

## URBAN AND ARCHITECTURAL DESIGN GUIDELINES

452 RAGLAN STREET  
Draft Plan of Subdivision  
Town of Collingwood



prepared by:



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prepared for:  
EDEN OAK HOMES.

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# 1.0 INTRODUCTION

## 1.1 SCOPE AND INTENT OF THE GUIDELINES

These Urban and Architectural Design Guidelines have been prepared on behalf of EDEN OAK Homes Ltd. for the subject lands, to be known as “INDIGO2” located at 452 Raglan Street within the Town of Collingwood. The purpose of this document is to establish a development vision, design principles, detailed design guidelines, and an implementation strategy to direct the creation of a sustainable and vibrant new residential development that:

- is appropriate to its local context;
- is environmentally sustainable;
- respects the natural heritage features of the area;
- creates an attractive and safe public realm;
- supports active transportation and recreational activities.

These Guidelines are meant to be a living document, allowing for expansion and updating over time as the need arises. They are intended to be prescriptive, but shall allow sufficient flexibility to promote diversity and design creativity. The images and diagrams contained in this document are conceptual in nature and are provided for illustrative purposes to demonstrate the intent of the guideline or design principle. They should not be construed literally as the final product or as the only manner in which the intended guideline or design principle should be implemented.

Within this document, common terms are used in reference to prescriptiveness of the stated guideline. These terms have the following meaning with respect to compliance:

- *‘Shall’ / ‘Will’* : Guidelines using the words ‘shall’ or ‘will’ are mandatory and must be included in the project’s design.
- *‘Should’* : Guidelines which employ the word ‘should’ are intended to be applied as stated. However, an alternative measure may be considered if it meets or exceeds the intent of the guideline.
- *‘Encouraged’ / ‘Discouraged’ / ‘May’* : Guidelines using the words ‘encouraged’, ‘discouraged’ or ‘may’ are desirable but not mandatory.

## 1.2 DOCUMENT STRUCTURE

The Guidelines are organized into the following sections:

1. **Introduction:** Establishes the intent of the document and provides a description of the subject lands
2. **Vision And Guiding Principles:** Discusses the urban design goals for the community.
3. **Public Realm Guidelines:** Describes the appearance and proposed treatments within the streetscape, parks, stormwater management pond and open space areas within the community.
4. **Residential Design Guidelines:** Describes residential built form within the community and establishes architectural control guidelines.
5. **Design Review / Approval Process:** Describes the architectural control and design review process required by the Town.

## 1.3 TOWN OF COLLINGWOOD - URBAN DESIGN MANUAL

This document builds upon the framework of design objectives and concepts established within the Town of Collingwood’s Urban Design Manual (December 2010) and shall be read in conjunction with that document.



### 1.4 STUDY AREA

The subject lands comprise an area of 9.03 hectares (22.3 acres) located on the east side of Raglan Street, north of Poplar Sideroad and south of Collins Street in the Town of Collingwood, as shown on the Site Location Plan below. The site is bounded by:

- North - north is an existing residential subdivision;
- South - Recreational lands a wooded area and wetlands
- East - Indigo Estates Phase 1
- West - Rural and Environmental Protect lands and the Pretty River.

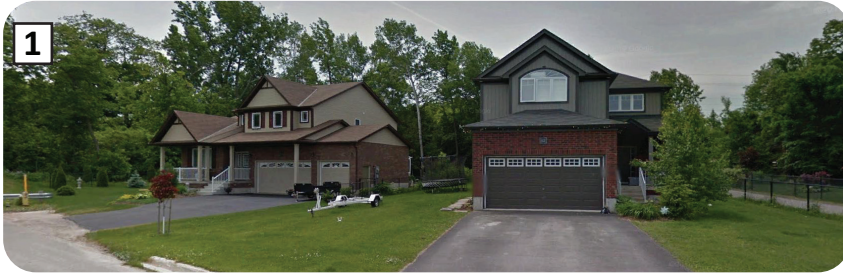
The subject lands are presently vacant and were previously used for agricultural purposes. Topography is generally flat with gentle slopes that present no constraints to development. The site contains a woodlot and the Pretty River on the east edge that will be preserved and buffered from development. All existing structures on-site have been recently demolished to facilitate the proposed development. The subdivision will form the logical extension of the existing residential community to the north through the extension of Williams Street and Peel Street and to Indigo Estates Ph. 1 through the extension of Kirby Avenue.

Refer to community context images on the following page.



INDIGO2- Site Location Plan

Source: Google



Existing homes on William Street



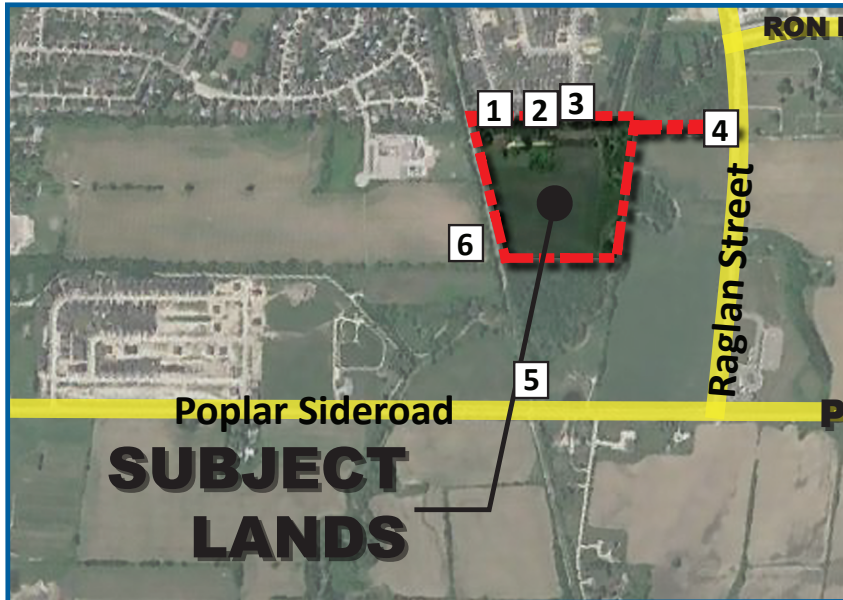
Existing homes on Peel Street



Existing homes on Lynden Street



View of the Site from Raglan Street



INDIGO2 - Community Context Plan

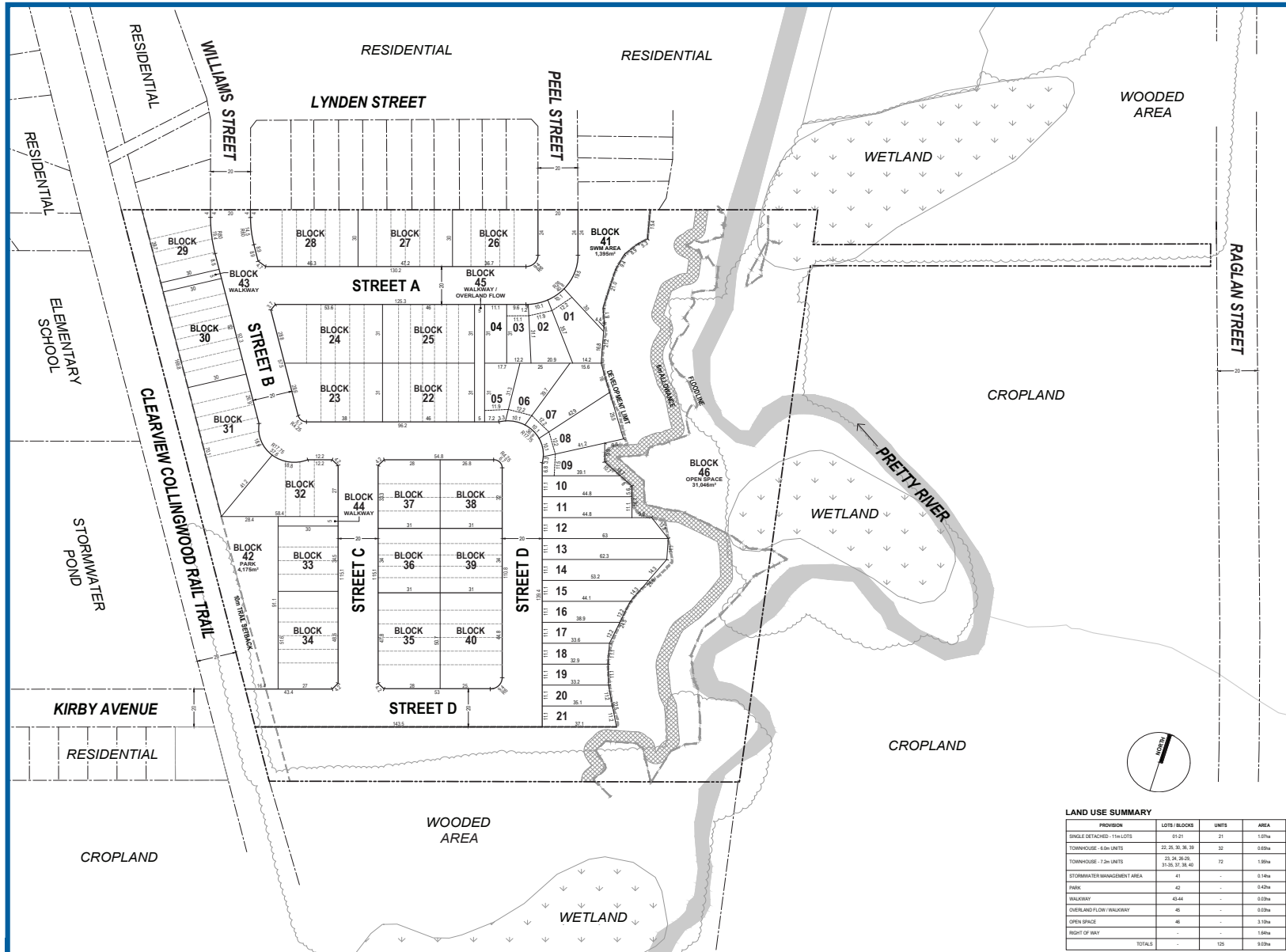


View of lands to the south



Existing homes within Indigo Estates Ph. 1





**LAND USE SUMMARY**

PROVISION	LOTS / BLOCKS	UNITS	AREA
SINGLE DETACHED - 1/1a LOTS	01-21	21	1,07ha
TOWNHOUSE - 4.5m UNITS	22-23, 26, 36, 39	52	5,89ha
TOWNHOUSE - 7.2m UNITS	24, 24, 24-25, 31-33, 37, 38, 40	72	1,99ha
STORMWATER MANAGEMENT AREA	41	-	0.14ha
POND	42	-	0.42ha
WALKWAY	43-44	-	0.29ha
OVERLAND FLOW / WALKWAY	45	-	0.29ha
OPEN SPACE	46	-	3.19ha
RIGHT OF WAY	-	-	1.94ha
<b>TOTALS</b>	-	<b>125</b>	<b>9.02ha</b>

INDIGO2- Plan of Subdivision



## 2.0 VISION AND GUIDING PRINCIPLES

### 2.1 INDIGO2 DESIGN VISION

Indigo2 is envisioned as a vibrant and attractive residential extension to the existing neighbourhoods to the north and east. It will provide a range of housing options, creating an attractive and safe public realm, respecting significant natural heritage features of the area, and supporting active transportation and recreational activities.

A combination of heritage and contemporary-inspired architectural styles will be permitted to complement the existing built form character of Collingwood. Each new building will be designed and sited to generate visually appealing streetscapes through careful attention to architectural style, building orientation, garage / parking placement, massing, articulation, materials and site conditions. The proposed school, parks and stormwater management pond will provide important community landmarks and amenity focus areas, while the large woodlot will establish a naturalized setting for this new development. Urban design measures such as landscaped boulevards, tree lined streets, sidewalk linkages to the surrounding community, streetlights and neighbourhood fencing design will be employed in a coordinated manner to ensure that Indigo2 becomes a safe, walkable and sustainable neighbourhood that appropriately fits its context within Collingwood and contributes to an identifiable sense of place.



A variety of Architectural Built Form together with attractive Public Realm features will contribute to the Indigo2 Community Design Vision

## 2.2 GUIDING PRINCIPLES

The vision to create a vibrant new neighbourhood is supported by the following principles:

- Establish a sustainable neighbourhood that will seamlessly integrate into the urban fabric of Collingwood.
- Create a highly livable residential development with access to open space, recreation, and neighbouring uses.
- Create an aesthetically pleasing residential neighbourhood with streetscapes and buildings that are well suited to the community context.
- Ensure compatible interfaces and connectivity between private property and the public realm.
- Protect and enhance the area's distinct natural heritage system.
- Establish a connected framework of open space and recreational areas.
- Provide a hierarchy of roads, sidewalks and trails that facilitates ease of access throughout the neighbourhood for vehicles, pedestrians and cyclists and that supports active transportation.
- Provide a range of building types and sizes, including single- and multi-unit residential, to respond to a broad demographic and a wide set of homeowner needs.
- Promote innovative building designs that minimize the visual impact of garages and parking areas within the public realm.
- Provide context sensitive buildings designed to respond to their location within the community and to adjoining uses.
- Ensure that buildings on priority lots (such as corner lots, gateway lots, park lots, etc.) are given special design consideration.
- Incorporate principles of CPTED (Crime Prevention Through Environmental Design) in order to promote a safe, pedestrian-friendly environment.
- Provide access to various high-quality private and public spaces associated with residences.



IndiO2- a highly livable residential development with access to open space, recreation, and neighbouring uses





## 2.3 SUSTAINABILITY

Sustainable development practices balance the health and well-being of the environment and related resources with the pressure of urbanization, bringing forward strategies to better manage increased population densities, resource and energy consumption and vehicular traffic volumes.

The following sustainable development practices will be incorporated:

- Provide a naturalized approach to storm water management facilities.
  - Ensure overland flow routes respond to natural drainage patterns of the site.
  - Preserve and enhance existing natural features and utilize them as an opportunity to create a linked open space system.
  - Increase top soil depth on residential lots to provide extra storm water storage at the landscape area, reduce runoff from the site and enhance infiltration and evapotranspiration.
  - Provide street tree planting and landscaping that increases the urban canopy, creates comfortable micro-climate conditions, mitigates negative seasonal effects (wind breaks or shade canopy) and contributes to overall biodiversity.
  - Source local materials and manufactured components where possible to reduce transportation emissions.
- Provide logical and convenient pedestrian connections throughout the community to promote walkability.
  - Implement resource management measures during construction to ensure trades work efficiently to reduce and eliminate waste.
  - Provide erosion control measures and filter cloths on all catch basins during construction.
  - Utilize energy efficient materials and home construction methods, where feasible, including:
    - Increased insulation / air tightness and efficient heating, hot water and air conditioning systems;
    - High-performance windows;
    - CFC reduction in HVAC equipment
    - Sealed ducts for better air distribution;
    - Water conservation through use of low-flush toilets;
    - Low maintenance building materials;
    - Low-emitting adhesives and sealants, paints and coatings, and carpets and flooring;
    - Use of materials with recycled content, where feasible/practical.



## 3.0 PUBLIC REALM GUIDELINES

The public realm is a vital component of the proposed subdivision that will work together with private realm elements to assist in the efficient functioning of the neighbourhood. A successful public realm provides:

- A functional, safe, sustainable, and enriching environment.
- Attractive streetscapes with generous landscaped boulevards.
- A network of streets that accommodate multi-modal choices for pedestrians, cyclists, and vehicles.
- Pedestrian linkages that connect the residential population to open spaces and the larger community.
- Well-designed street furnishings and wayfinding elements that provide orientation, identity and a sense of place.

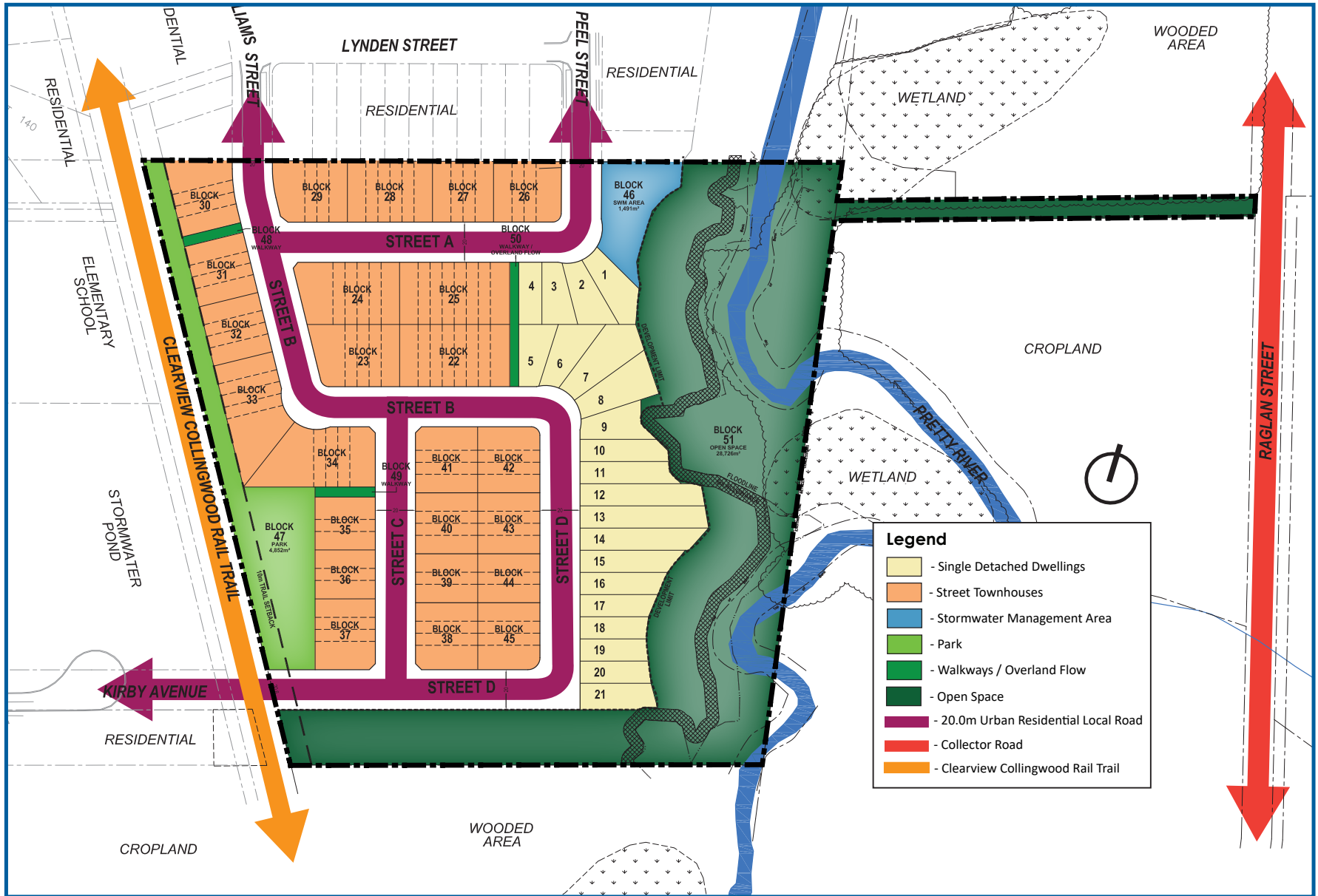
Detailed design drawings for public realm elements will be provided by the developer's Landscape Architect as part of their landscape submission. All open space, streetscape and landscape elements within the Indigo Estates Ph. 2 development will be designed in accordance with current Town standards.

### 3.1 STRUCTURING ELEMENTS

Structuring elements within the proposed development include:

- A development pattern influenced by adjacent land uses and existing road patterns.
- A large woodlot (environmental protection lands) located in the south and east corner of the subject lands will enhance the open space character of the neighbourhood and act as a natural amenity space for the community.
- A park that will provide passive and active amenities for residents.
- A modified grid road network that connects to the established road pattern to the east and whose hierarchy is reinforced through streetscape design. Connections to adjoining lands north, south and west of the site are provided to ensure future linkage opportunities.
- A stormwater management pond located at the northwest corner of Peel Street and Street 'D' will assist with the environmental sustainability objectives for the community and provide a 'green' gateway to enhance the development's open space character.
- A series of 5.0 metre wide walkway blocks are provided throughout the subdivision to provide permeability for active transportation networks.
- A range of housing options (including single detached homes, street townhouses) that will assist in creating a diverse, yet cohesive, neighbourhood for residents of different incomes, household compositions and lifestyles.
- Community edges, gateway features and streetscape elements that promote an attractive and functional public realm.





INDIGO 2 - Structuring Elements Plan



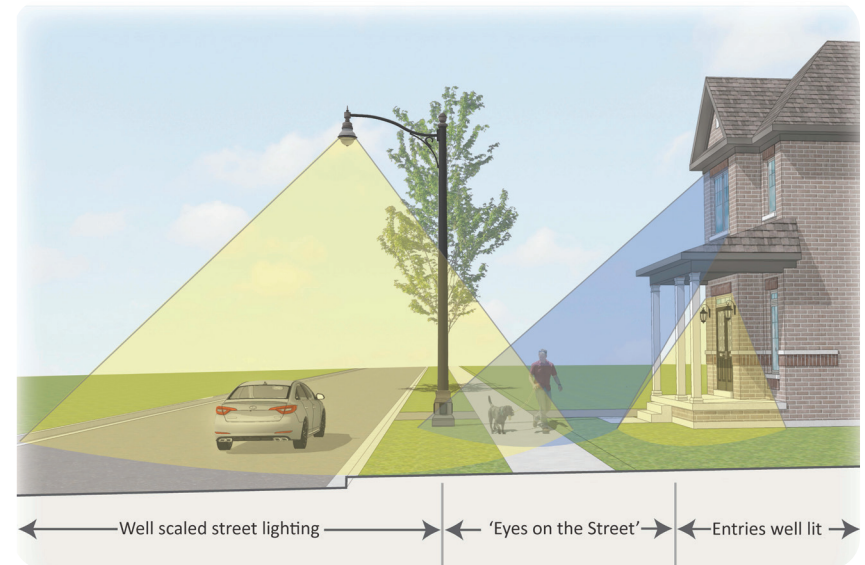
### 3.2 COMMUNITY SAFETY

Community safety is a fundamental cornerstone of creating a sustainable new neighbourhood. In order to promote a safe, pedestrian-friendly community, the design of the neighbourhood will incorporate the principles of CPTED (Crime Prevention Through Environmental Design), including the following:

- Pedestrian and cycling routes should be well-defined and allow for safe and easy connectivity through the community.
- Open space amenities shall be located within comfortable walking distance of all residents and linked via a sidewalk / trail network.
- A clear definition between public and private space should be provided through the design and placement of buildings, fencing and landscaping.
- Site planning and building design should allow for visual on-look of public spaces.
- Safe sightlines should be maintained at all intersections.
- Ample fenestration facing public areas should be provided to promote casual surveillance or “eyes on the street”.
- Front porches that create a transitional area between the street and the home are encouraged.
- Main entrances should be visible from the street, clearly defined, well lit and connected to the street, sidewalk or driveway by a hard surface walkway.
- The presence of the garage within the streetscape should be diminished by limiting its projection in front of the house.
- Lighting should be designed to relate to the pedestrian scale. It should be directed downward and inward to mitigate negative impact on neighbouring uses and help maintain a dark nighttime sky to the extent feasible.



Promoting Pedestrian / Cyclist Connectivity, Comfort and Safety Will Assist In Creating a Sustainable, Healthy Community



Dwellings should be designed to provide ‘eyes on the street’ and large porches to foster a safe, pedestrian-oriented neighbourhood

### 3.3 OPEN SPACE ELEMENTS

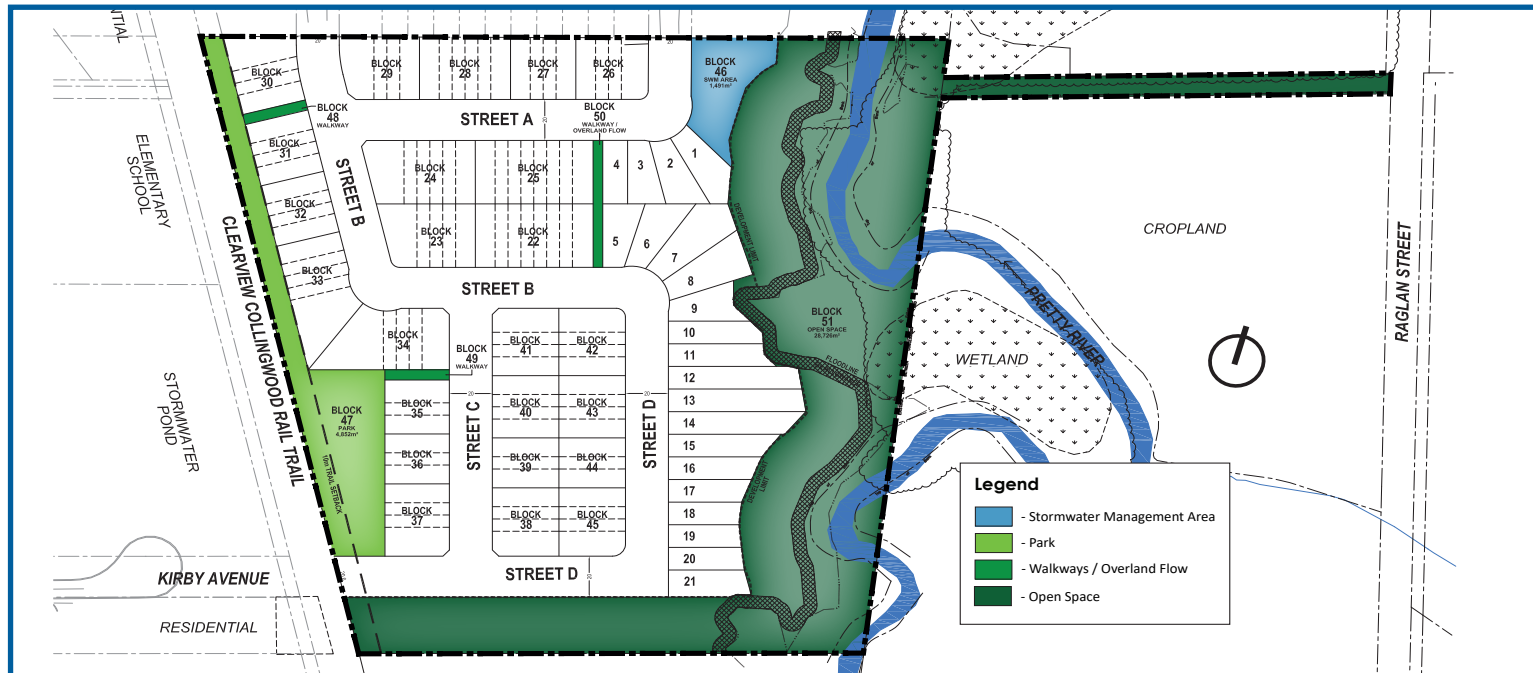
The open space elements will consist of:

- Environmental protection lands (woodlot);
- A park;
- A storm water management pond.

These features combine to play an important role in establishing the structure and character of the subdivision. Careful planning of green open spaces is important in contributing to the identity of the neighbourhood, sustainability, connecting residents to the outdoors and promoting an active lifestyle.



Conceptual Images of Open Space Elements within the Community



INDIGO2- Open Space System

### 3.3.1 Environmental Protection Lands

The woodlot in the east and south edges of the site will be preserved and protected from development. This provides ecologically diverse, healthy and sustainable Environmental Protection lands in the context of an urbanized setting. The woodlot will also serve as an attractive open space backdrop to the proposed park at the east corner of the development.

The preservation and enhancement of the woodlot should conform to the following:

- Physical access to the woodlot should be limited. Woodlot accesses may be provided from Street 'D'.
- Barriers to unwarranted vehicular traffic shall be provided while allowing access to service and maintenance vehicles (i.e. removable bollards), if required.
- The interface with residential lots should consist of 1.5m height black vinyl chain link fencing. Gates from residential lots to environmentally sensitive areas are not permitted.
- Architectural Upgrades to rear or side elevations of housing backing or flanking publicly visible areas will be required unless it can be demonstrated that public visibility will be obscured by the mature vegetation of the woodlot.
- Existing vegetation and natural areas shall be preserved and protected wherever possible. Edge management and restoration of open space lands adjacent to development may be required. Native plant material shall be used for any edge planting within the buffer.
- Planting design to be in accordance with the Nottawasaga Valley Conservation Authority's Guidelines and Town of Collingwood's Standards.



Conceptual Images of Wooded Area within the Environmental Protection Block

### 3.3.2 Park

A small park has been strategically located in the in the eastern portion of the subdivision and adjacent to Clearview Collingwood Rail Trail. The environmental protection lands, are accessible from the neighbourhood spine road (Street 'D'). The following guidelines should be applied:

- The park shall be located to provide easy access to all residents, ensuing no residence is more than 400m walking distance to a park or active open space area.
- The park has been sited with southern exposure to maximize sun access.
- The park shall provide for green space that will serve as a key recreational and gathering space for neighbourhood residents.

The developer will dedicate the park to the Town in a seeded/sodded state. The park will be designed and constructed by the Town and should consider the following design elements:

- Entry points to the park should be strategically located to ensure convenient access.
- Pedestrian links throughout the parks should be designed in a safe and accessible manner.
- On-street parking for adjacent roads should be situated on the park side to allow for convenient access to the park, where feasible.
- Parks should be well-defined, including 1.5m high black vinyl chain link fencing where adjacent to private lots and along trails.
- Planting (trees, shrubs, grasses, perennials) shall comprise species tolerant of urban conditions with an emPh.asis on native species. Accent planting should be focused at entrances and around primary seating areas and play areas.
- Tree planting shall largely reflect an informal layout with cluster groupings of trees contained within lawn areas to facilitate sun shade and passive use.
- A mix of active and passive recreation shall be provided for a variety of age groups and abilities. A unique character or play experience should be established through a variety of play equipment types.
- Potential features within the parks will depend upon the programming requirements of the Town of Collingwood consistent with the demographic needs of the neighbourhood.



Conceptual Images of the Proposed Park

### 3.3.3 Stormwater Management Pond

The stormwater management pond is located prominently at the northwest corner of Peel Street and Street 'A' to take advantage of the natural grading of the site and to create a green edge for the proposed development.

The following guidelines should be applied:

- A naturalized approach to design (layout and planting) shall be adopted in the development of stormwater management facility.
- Pond slopes should be gentle, and safe access to the pond perimeter will be considered at select locations.
- Native plant material will be utilized and will include emergent and submergent species. Plant materials will be extended to the pond perimeter to provide shade opportunities for the pond surface.
- Street frontages adjacent to the pond shall be designed as formalized edges to include tree planting.
- Wherever feasible, maintenance paths shall be developed to serve the secondary function of pedestrian walkway.
- To promote the use and appreciation of stormwater management facility as a passive open space, walkways should be connected to the public sidewalk.
- The interface with residential lots should consist of 1.5m black vinyl chain link fencing.
- Provide the opportunity to create overlooks / viewing areas that emphasize naturalized open space areas. Provide appropriate paved surfaces, safety features (i.e. railings) and furniture (seating).
- Since the SWM facility occurs at a primary entrance to the subdivision from Peel Street and Street 'A', opportunities for a gateway feature may occur within the southeast corner of the block.
- Architectural upgrades to the side elevation flanking publicly visible areas will be required.
- The pond shall be designed and planted in accordance with Nottawassa Valley Conservation Authority's Guidelines and Town of Collingwood's Standards for SWM Facilities.



Examples of Naturalized SWM Pond



### 3.4 STREETScape DESIGN

The street zone is the most visible public area within any new development. It consists of the elements within the street right-of-way and of the built form located within the adjacent private realm which forms the 'street wall' enclosing the street. The streetscape design elements within the proposed subdivision will consist of:

- Street trees;
- Community mailboxes;
- Street furniture;
- Fencing;
- Gateway design; and,
- Street network.

#### 3.4.1 Street Trees

The following guidelines should be applied:

- In order to provide a sustainable amenity for the subdivision and enhance the streetscape, a boulevard tree planting scheme will be designed and installed.
- All streets are to be planted with single row of street trees within the boulevards. Boulevard tree spacing should be based on the objective of creating a continuous tree canopy at maturity.
- All tree planting locations shall be coordinated with the underground and above-ground utilities to avoid conflicts with driveways, light standards, transformers, etc.
- Boulevard trees should be planted on the municipal side of the property line.
- Same species should occur on both sides of the street, extending the full length of the block. However, large mono-cultural planting should be avoided.
- Native species are encouraged.
- Where headlights may shine on housing units a coniferous tree or trees should be considered to mitigate negative impacts.
- Street trees will be planted in rhythmic form. Intersections should be planted with flowering street trees and street lengths planted with large canopy trees. This helps to emphasize the approach of an intersection.
- All street trees shall be sited in accordance with the Town of Collingwood's Standards.



The streetscape shall be designed to create an attractive, pedestrian-friendly public realm



Conceptual Image of Boulevard Street Tree Planting

### 3.4.2 Community Mailboxes

Community mailboxes provide an opportunity for meeting and interaction within the Community. Mailboxes can serve as important activities in the daily routines of residents.

The following guidelines should be applied:

- Design and siting of Community Mailboxes shall be in accordance with the requirements of both Canada Post and the Town of Collingwood.
- Community Mailboxes should be sited in high-profile and/or at nodes such as the storm water pond and/or the open space blocks. These will be located within the road right-of-way.
- Community Mailboxes may be incorporated in built structures such as gazebos or entry features. The materials/design of such structures should be developed to minimize vandalism and long-term maintenance and repair costs.
- Community Mailboxes may be incorporated into flankage lot locations.
- Community Mailboxes should be located with a five minute walking distance of every dwelling.
- All structural footprints will be minimized and pervious materials will be encouraged, when feasible, to increase infiltration.



Conceptual Image of Community Mailboxes

### 3.4.3 Street Furniture

Street furniture occurs within the public right-of-way and typically includes street lights, mailboxes, seating/benches, waste receptacles, public signage / sign blades, utility elements, fencing, etc. A palette of high quality street furniture can help distinguish the neighbourhood and strengthen the social role of streets and other outdoor public spaces. Street furniture will be coordinated and established through discussions with the Town and the Developer.

The following guidelines should be applied:

- Street furniture will be provided for the safety and convenience of users at appropriate locations and includes pedestrian/roadway lighting, waste receptacles, benches, signage etc.
- The design of street furniture, including colour and style, should be consistent with the architectural vision of the community.
- Utility infrastructure should be located away from open space frontages and community landmarks (i.e. entry features).



Example of Grouping Utilities within the Streetscape



Conceptual Image of Street Lighting

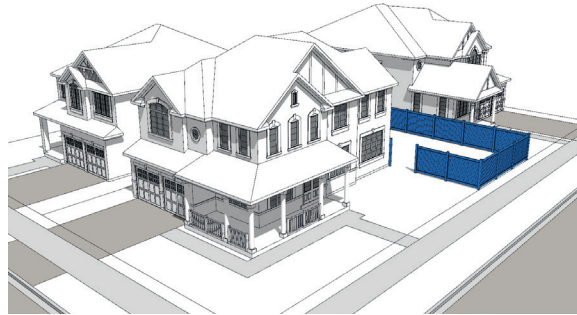
- Wayfinding elements will provide clear and concise direction to users as well as providing community character in accordance with the Town of Collingwood.
- Street lighting will be in accordance with Town of Collingwood standards (selected from existing palette of poles and fixtures).
- The location of street lights is encouraged to alternate from one side of the street to the other, where feasible, and shall be located in accordance with Town standards.
- Above ground infrastructure should be located and designed to be compatible, organized and visually minimized.

### 3.4.4 Fencing

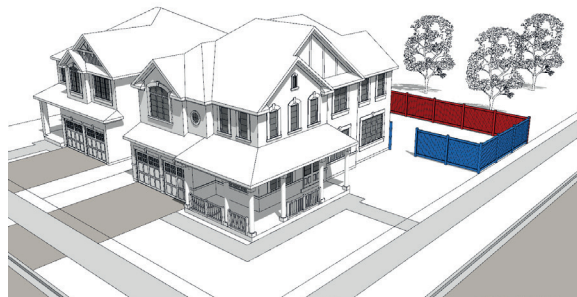
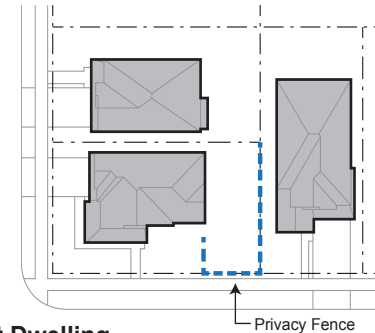
Several types of fencing may be provided depending on the need for privacy and containment. The design of fencing visible from the public realm should portray a consistent theme through design, materials and colour throughout the proposed development. All fencing shall be in compliance with municipal standards and all applicable noise attenuation requirements.

#### Wood Privacy Fence

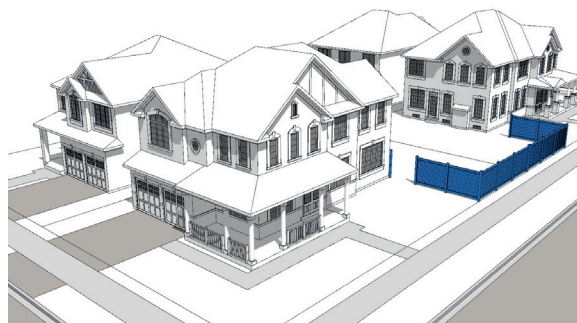
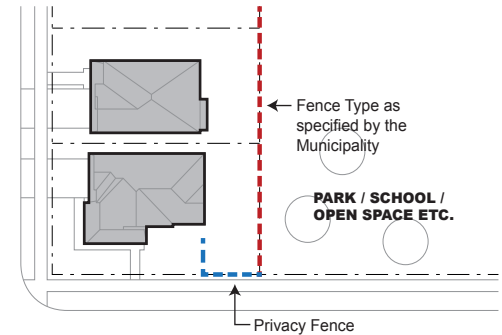
- Corner lot fencing is recommended for all corner lots in order to screen and enclose private rear yards otherwise exposed to flanking streets.
- Corner lot fencing shall be located within private property and follow the flankage lot line to a point near the rear corner (so that the side facade of the dwelling is not hidden from public view).
- This fencing shall return to within 1.2m of the



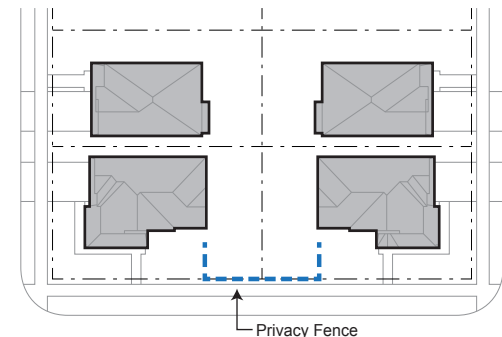
**CONDITION ONE: Backing onto Side Lot Line of Adjacent Dwelling**



**CONDITION TWO: Backing onto Other Land Uses**



**CONDITION THREE: Back to Back Corner Lots**



Typical Locations of Corner Lot Fencing

flanking building face to accommodate a gate. Fence return location shall avoid conflict with windows.

- Privacy fence height should be 1.8m.

Chainlink Fence

- Black vinyl chain link fence is required where proposed residential uses abut open space features and the school block.
- Chainlink fence height should be 1.2m to 1.8m depending upon the locations.



Conceptual Image of Corner Lot Privacy Fencing



Conceptual Image of Chain Link Fencing



Conceptual Image of Decorative Fencing

Noise Attenuation Fence

- Noise attenuation fencing may be required for certain dwellings within the neighbourhood in accordance with the applicable Noise Report.
- Fencing design, materials and heights shall comply with the requirements of the applicable Noise Report.
- The design and colour of noise attenuation fencing should complement the proposed privacy fencing within the neighbourhood.

Decorative Fencing

- Low decorative metal fencing, accented with intermitted masonry columns, may be used in certain areas of the neighbourhood to highlight the importance of public areas such as the parks.
- Decorative fencing should be 1.2m in height.

**3.4.5 Gateway Design**

The possible extension of Kirby Avenue and Street 'D' may become an additional gateway into the proposed subdivision. Land uses in this area include a the proposed park on the north side of Street 'D' and Woodlot on the south side of Street 'D'. These elements will be designed to serve as landmarks that will serve to enhance the sense of arrival to the development, promote neighbourhood identity and assist in wayfinding.

The following guidelines should be applied:

- Gateway entry features may be provided within the park block and/or woodlot block.
- The design of the gateway entry feature shall be coordinated with landscape treatments on the adjacent street corners to create a consistent and attractive presence along the entry street.
- Provide a clear and identifiable crossing for pedestrians / cyclists at the gateway intersection through changes in pavement materials, colours and textures.
- Landscaping should include plant materials that will enhance and complement the entry features but not create visual obstructions for motorists. Ornamental trees, shrubs and seasonal plantings will be selected to provide hardy mass plantings in accordance with the Town of Collingwood Standards. Planting types should provide for year round interest.

- Provide landscape lighting to sustain visibility.
- Any proposed structural features shall be located behind the daylight triangle and all landscaping shall conform to Town of Collingwood Standards.

### 3.4.6 Street Network

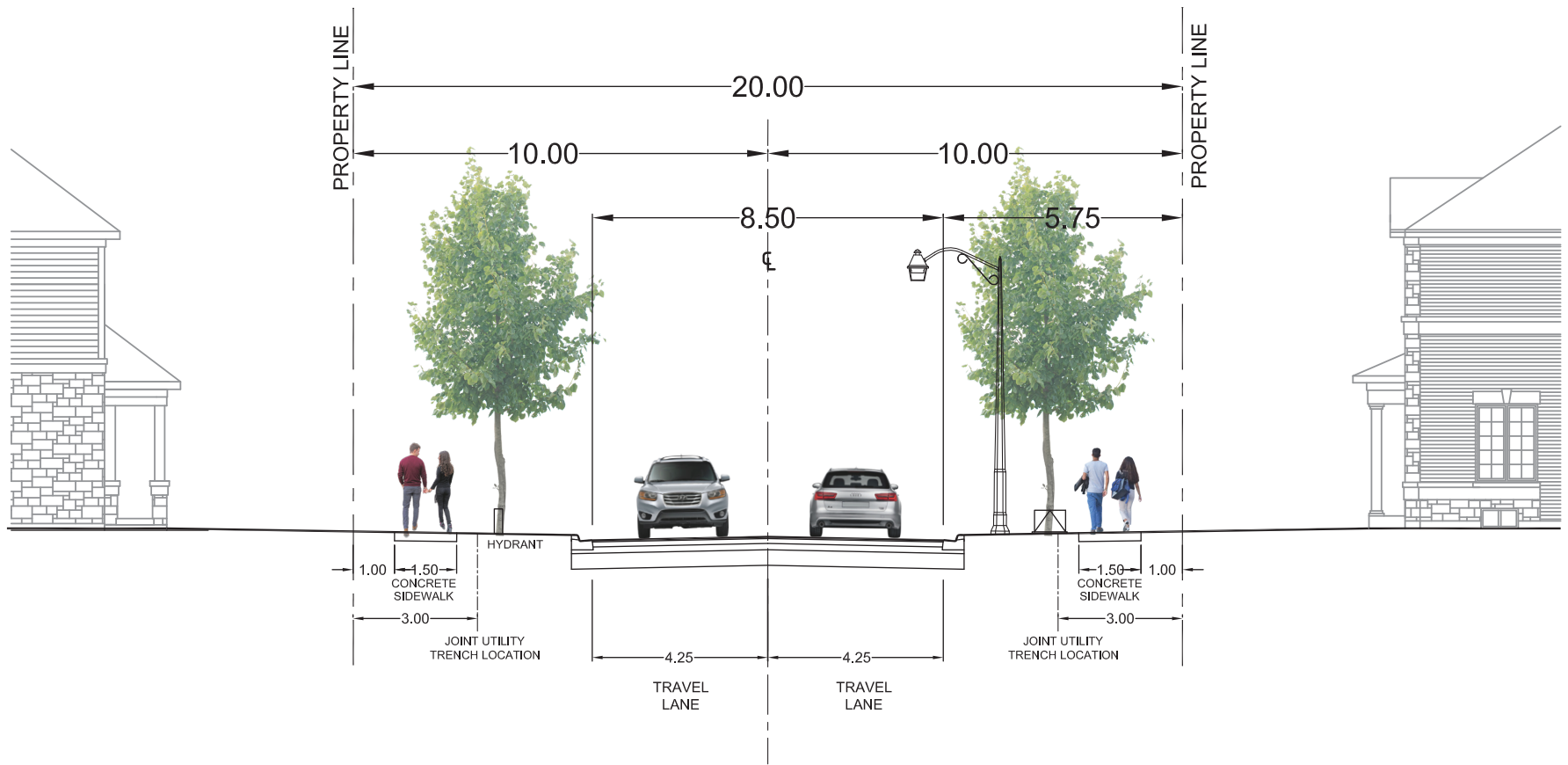
The proposed development provides a defined hierarchy of new streets designed to accommodate walking, cycling and vehicles which reinforces the vision of a pedestrian-oriented neighbourhood with multiple linkage opportunities. In this regard, streetscape design should be focused on creating an attractive, comfortable and pedestrian-scaled environment that provides for public connectivity throughout the development.

Key considerations in the development of the street network are:

- The development of an urbanized cross-section (i.e. curb and gutter, rather than ditches) for all streets within this new residential development.
- Street elements such as light standards, street furnishings and signage should be combined and coordinated where appropriate, to create consistency and continuity both in design and placement.
- In order to create a continuous and uniform canopy on both sides of the street, street trees and sodded boulevards shall be provided in accordance with Town standards.
- Street name signage shall be incorporated to facilitate orientation and wayfinding.
- On-street parking should occur on public streets, wherever feasible.
- All streets and streetscape elements shall be designed in accordance with Town standards.
- Refer to diagrams on the following page which illustrate the intent of street design within the subject lands.



Gateway Features Provide Placemaking Opportunities



Conceptual Cross Section for 20.0m Local Road

## 4.0 RESIDENTIAL DESIGN GUIDELINES

### 4.1 ARCHITECTURAL CHARACTER

A high quality built form character that complements the existing built form character of Collingwood will be promoted throughout the Indigo2 neighbourhood by utilizing architectural treatments that create visual interest and promote attractive pedestrian-oriented environments. This will help to establish the proposed subdivision as a vibrant, cohesive and sustainable new neighbourhood within Collingwood.

Design principles and objectives for architectural character include:

- New built form should incorporate a blend of traditional and contemporary architectural influences that will complement the character of the local area and reflect a vibrant urban village identity.
- New built form shall provide for functional and visual diversity, including single- and multiple-unit residential forms, to create architecturally varied, and context appropriate, residential streetscapes.
- Building designs shall minimize visual impact of garages and parking areas within the public realm.
- The use of durable, high-quality materials will be the common thread throughout the neighbourhood.
- Publicly visible building elevations shall incorporate massing and proportions appropriate to the architectural style of the dwelling, with a higher proportion of wall openings to solid and a variety of wall / roof plane variation to promote attractive and vibrant streetscapes.
- Design emphasis for buildings at focal locations will be required to create a distinct sense of place.
- The scale, height and massing of new buildings should relate to the adjacent street while retaining a comfortable scale to promote pedestrian activity.



The Design of New Buildings may be Influenced by a Mix of Traditional and Contemporary Architectural Precedents.

## 4.2 RESIDENTIAL BUILDING TYPOLOGY

A variety of housing choices will be offered to create a diverse, yet cohesive, community for residents of different incomes, household compositions and lifestyles. It is important that the architectural form and style is designed to complement the design of the public realm. Building elevations exposed to public view will be evaluated through an architectural control process to ensure attractive, harmonious streetscapes are realized.

Outlined on the following pages are design objectives for the various residential built form types, including:

- 11.0m Single Detached Dwellings;
- 6.0m wide Street Townhouse Dwellings;
- 7.4m wide Street Townhouse Dwellings.



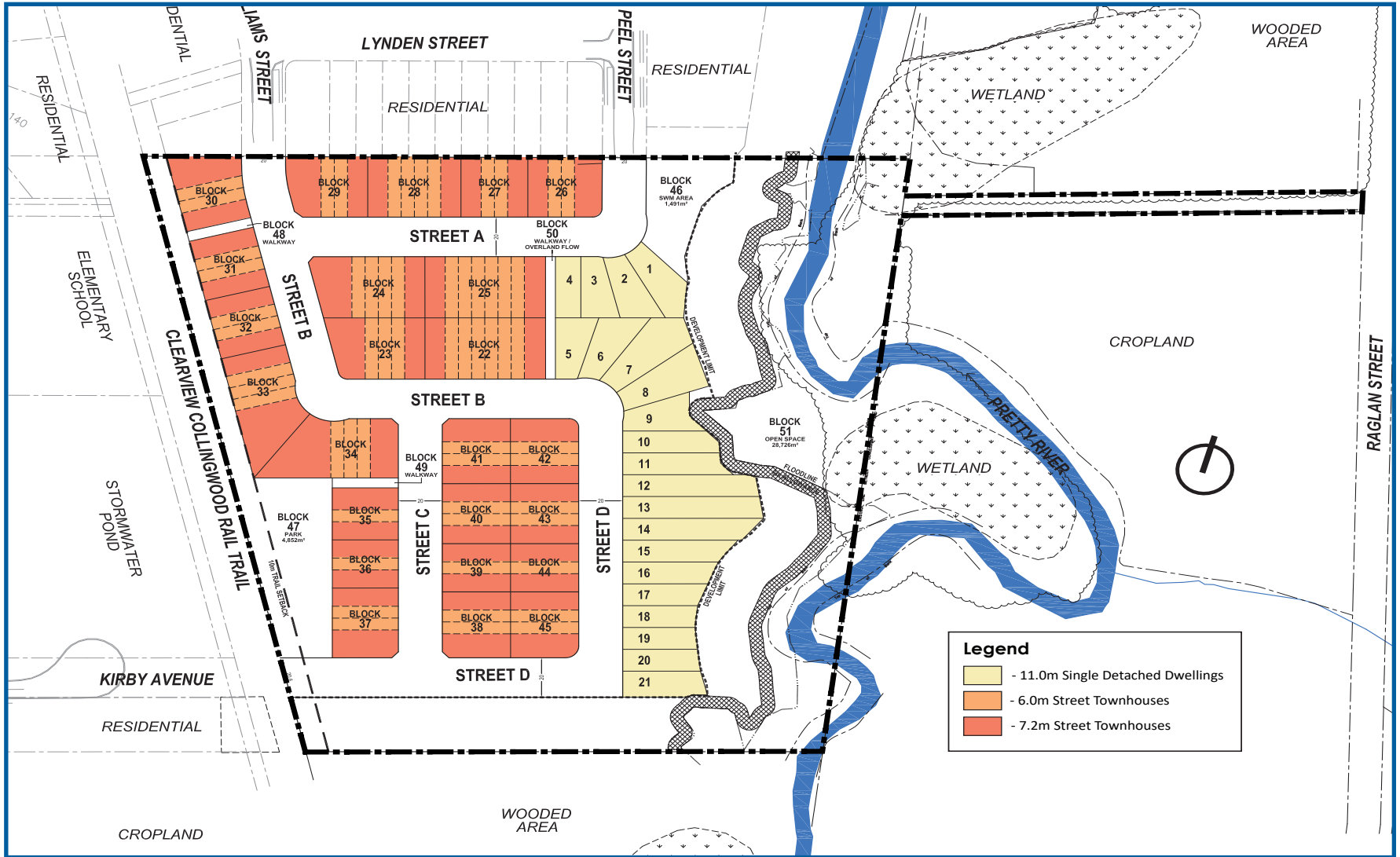
Single Detached Dwellings



Street Townhouses

Conceptual Images of Proposed Residential Built Form Types



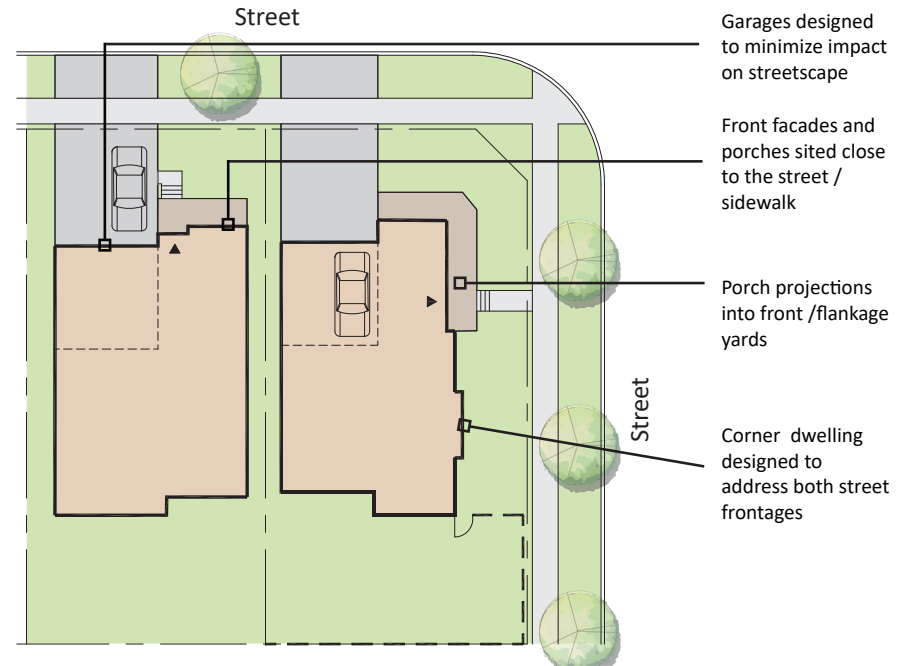


INDIGO2 - Built Form Plan



### 4.2.1 Single Detached Dwellings

- Single detached dwellings comprise a principal housing form within the development and will occur throughout the community on 11.0 metre wide lots.
- Each dwelling shall have façade detailing, materials and colours that reinforces its architectural character.
- Single detached dwellings may have a variety of bungalow and two storey building massing.
- For corner lot dwellings, both street facing elevations shall be given a similar level of architectural treatment.
- Each dwelling should have a covered front porch / portico.
- Attached garages shall be incorporated into the main massing of the building to ensure they do not become a dominant element within the streetscape.
- Single detached dwellings will be permitted to have up to a 2-car garage, provided the garage width and driveway width do not exceed 50% of the lot width.



Conceptual Siting of Single Detached Dwellings

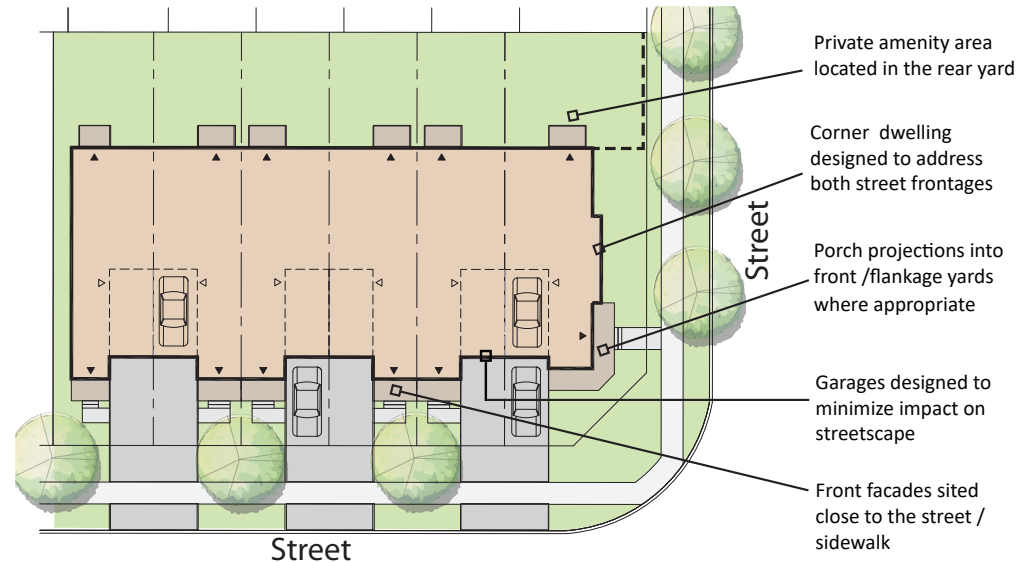


Conceptual Images of Single Detached Dwellings



### 4.2.2 Street Townhouse Dwellings

- Street townhouse dwellings are located throughout the community, adding to the built form diversity of the neighbourhood. Two distinct types of street townhouses are proposed including:
  - 6.0 metre Street Townhouses and,
  - 7.4 metre Street Townhouses
- Townhouse blocks will have varying lengths and may be comprised of buildings with up to a maximum of 8 units. Overall townhouse block composition should display massing and design continuity.
- Each townhouse block shall have façade detailing, materials and colours that reinforces its architectural character.
- Townhouse dwellings may have a variety of bungalow and two storey building massing.
- For corner lot buildings, the main entry of the interior units shall be oriented to the front lot line, while the main entry of the corner unit is encouraged to be oriented to the flanking lot line.
- Each dwelling should have a covered front porch / portico.
- Attached garages shall be incorporated into the main massing of the building to ensure they do not become a dominant element within the streetscape.
- Street townhouse dwellings will have single-car attached garages accessed from the street.



Conceptual Siting of Street Townhouses



Conceptual Images of Street Townhouse Dwellings



### 4.3 STREETScape COMPOSITION

#### 4.3.1 Street and Building Relationship

- A well-defined street edge helps to reinforce the pedestrian-oriented goals of the neighbourhood.
- The front façade of the dwelling should directly relate to the street and visually dominate the garage. Street-facing garages should be subordinate to the habitable portion of the dwelling façade.
- Building elevations visible from the street and other public areas should incorporate the following elements in order to create visually interesting façades:
  - a higher proportion of wall openings, such as windows, doors, to solid (in accordance with O.B.C. regulations),
  - wall plane variation, achieved by provision of bays and/or stepbacks.
  - roof plane variation, achieved by provision of gables, hips, parapets, turrets and/or dormers.
- Builders are encouraged to take advantage of encroachment allowances within the zoning by-law for porches, roof extensions, porticos, and/or bay windows for their beneficial impact on the streetscape.
- Design emphasis for buildings at focal locations (Priority Lots) will be required. For corner lots, both street frontages should be addressed in a similar manner.
- In order to avoid monotonous streetscapes and provide an appropriate relationship between the building's facade and the street, variation of front yard setback is recommended for single detached dwellings, particularly on long, straight stretches of street. This may include staggering front yard setbacks or providing variety of front wall articulation to create a well-articulated and visually attractive built form street edge.

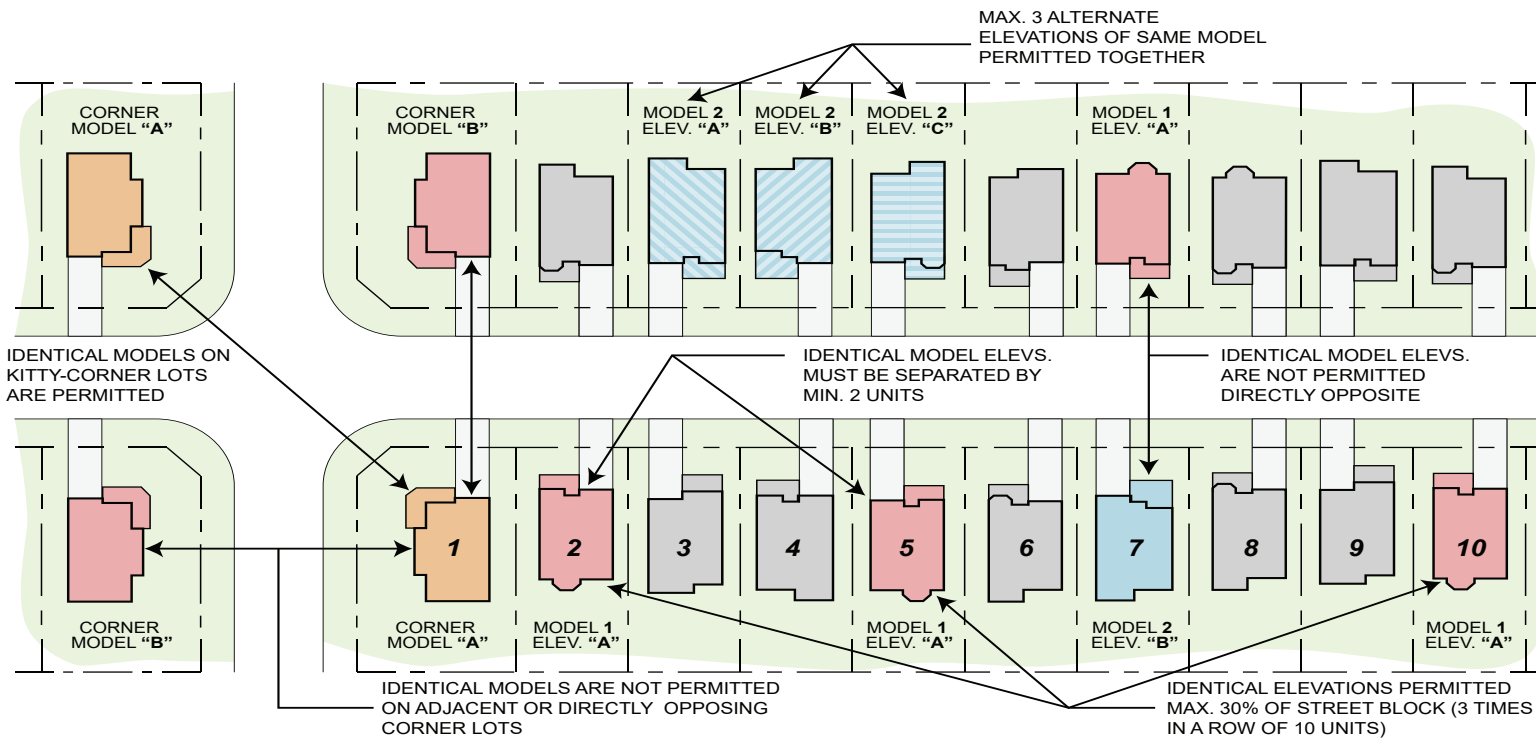


Variety of elevation treatments will create an attractive streetscape appearance

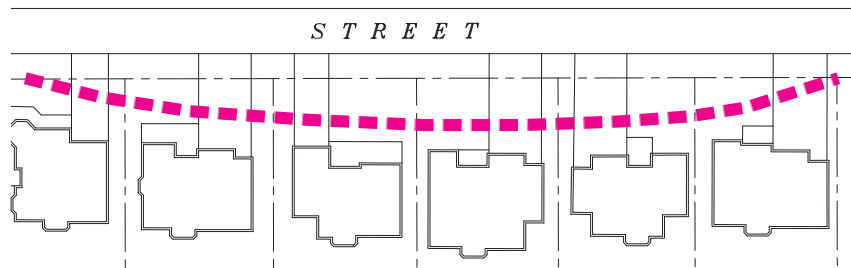
### 4.3.2 Model Repetition Criteria

A variety of architectural expressions and elevation treatment is required to avoid monotony within the streetscape.

- Each model should generally have a minimum of 2 distinctly different front elevation treatments. Popular models may require additional façade treatments. An exception to this will be made for custom models designed to only fit a specific lot.
- Siting identical elevations side by side or directly opposite is prohibited.
- Identical building elevations within the streetscape should not be sited side by side or directly opposite one another. They should be separated by a minimum of 2 dwellings (and not sited greater than 3 times (30%) within any row of 10 dwellings. This requirement will not apply for townhomes or other denser building forms where façade variety will be evaluated on a building by building basis.
- Similar elevations in proximity to one another should use different exterior colour packages.
- A maximum of 3 alternative elevations of the same house model may be sited adjacent one another (i.e. Model 2 - Elev. A, B, C).
- For corner lots, flanking elevations must be different from those flanking elevations on lots abutting or directly opposite. Identical kitty-corner elevations are permitted.



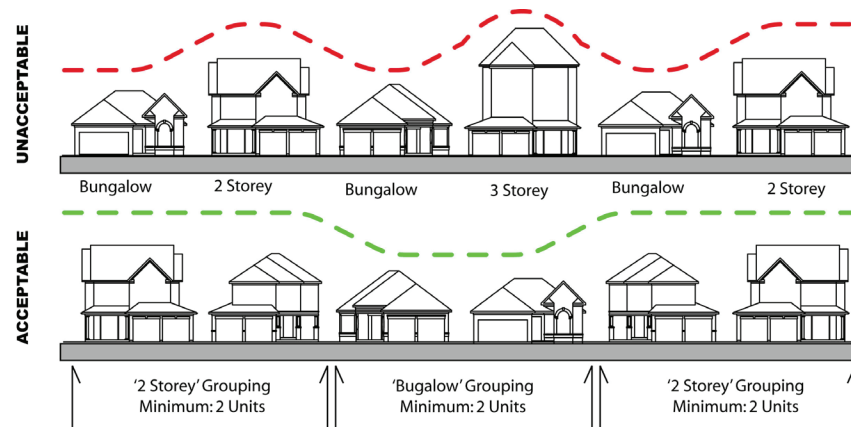
Model repetition criteria (Single Detached Dwellings)



Example of variety of street edge articulation / front yard setbacks

### 4.3.3 Massing Compatibility

- Compatibility in height and massing between adjacent dwellings within the streetscape will be encouraged.
- Where bungalows are proposed among 2-storey dwellings (and vice versa) they are encouraged to be sited in groupings of 2 units minimum. Exceptions to this may be permitted where massing compatibility between adjacent dwellings can be demonstrated by the applicant (i.e. bungalows with steep roof form).
- Roof form for bungalow models should be steep enough to provide an appropriate transition of height /massing with 2-storey models, typically not less than 7:12.



Adjacent buildings should be compatible in massing and height to promote a cohesive streetscape



Variety of façade elements (porches, walls, bays) that extend in front of the garage assist with articulation and animation of the streetscape



Example of acceptable massing compatibility within the streetscape

## 4.4 GARAGES AND DRIVEWAYS

Guidelines for garage design are intended to ensure that the garage is not a dominant element in the streetscape and that its design harmonizes with the dwelling. The following garage design criteria is intended to minimize the visual impact of garages and driveways within the streetscape.

### 4.4.1 Street Facing Attached Garages

- Attached street facing garages shall be complementary in terms of character and quality to the dwelling.
- The zoning by-law permits the garage to project up to 3.0m in front of the main wall of the dwelling. Notwithstanding this, dwellings that have projecting garages shall be discouraged and will be limited.
- Street-facing garage widths shall comply with the following:
  - Street townhouses will have single-car garages;
  - Single detached dwellings will have oversized single garages and two-car garages, depending on lot size.
- The width of the garage / driveway should not exceed 50% of the lot width.
- Garage doors for 2-car garages may occur as either a single 16ft (4.9m) wide garage door, or two 8ft (2.44m) garage doors separated by a pier.
- To ensure the garage does not dominate the facade of the dwelling, garages should be recessed from the either the main front wall of the dwelling or the porch face on the majority of dwellings.
- Residences with garages set closer to the street than the front façade of the residence shall provide a covered porch; and/or living space above the garage that has windows and/or a functional balcony facing the street.



Variety of Upgraded Garage Door Styles

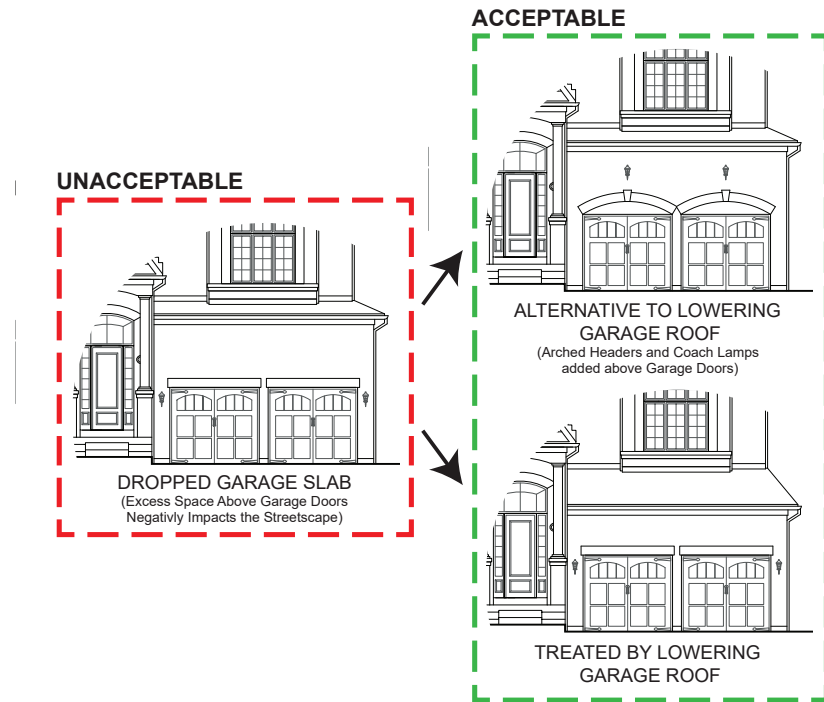
- Builders will be encouraged to provide a variety of model types that integrate the garage into the main massing of the house in order to minimize the predominance of the garage, including:
  - Dwellings with garages that are flush with the main wall or porch face;
  - Dwellings with garages recessed behind the main wall face or porch face;
  - Dwellings with garages that are located under a roofed balcony;
  - Dwellings with staggered garages.
- Second storeys over the garage which are recessed from the front façade of the garage shall be a minimum of 75% of the garage width.
  - A well-defined sloping roofline, balcony or second storey habitable room should be situated above projecting garages.
  - Dwelling designs with the second storey wall face flush with the garage wall face below should be avoided unless an appropriate design treatment is provided to create a visual break (i.e. a boxed-bay window; an intermediate roof; or other elements appropriate to the architectural style of the dwelling).



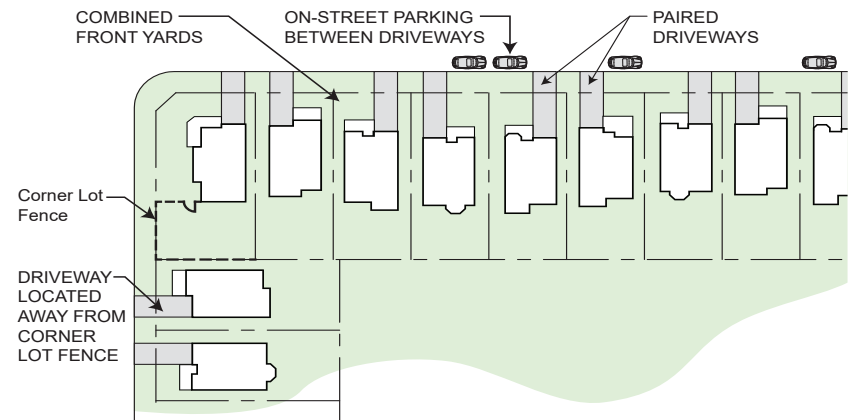
Garage design should minimize negative impact on the streetscape

#### 4.4.2 Dropped Garage Conditions

- Dropped garage conditions occur on rear-to-front sloping lots when additional risers at the front entry are required. This can create “top-heavy” attached garage massing by increasing the expanse between the top of the garage door opening and the underside of the soffit above.
- Where the slab of the attached garage drops more than 900mm below what is indicated on the working drawings, an alternative design treatment must be submitted for architectural review.
- Suggested design treatments to reduce the visual impact of the taller attached garage may include:
  - increase the garage door height by 300 mm.
  - lower the garage roof;
  - add a decorative gable louvre or feature;
  - provide additional detailing, such as masonry soldier coursing over lintels, or continuous brick banding.
  - provide arched / cambered headers over the garage doors;
  - locate light fixtures above garage doors.



Dropped Garage Condition



Example of Driveway Locations

#### 4.4.3 Driveways

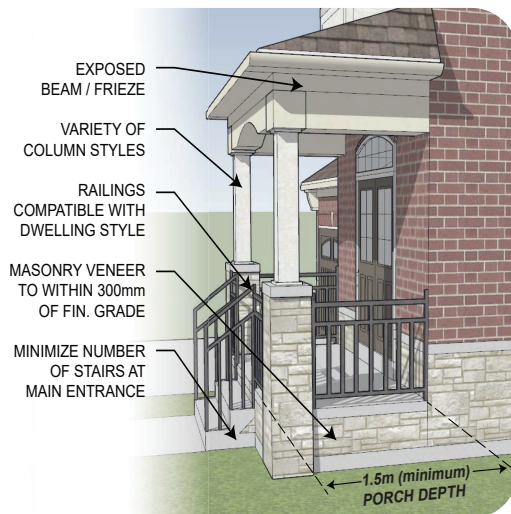
- Driveway locations should be pre-determined on the above ground services plan and approved by the Town.
- Driveways should be paired wherever feasible to create larger continuous front yard areas and to facilitate on-street parking.
- Driveway widths should be no greater than the garages they serve and should not occupy more than 50% of the width of the lot.
- Driveways on corner lots should be located away from the intersection.
- Dwellings that abut the rear yard of a corner lot should have their driveways located away from the rear yard of the corner lot and its fencing to provide better sight lines between pedestrians and vehicles.
- Driveways shall have a hard surface paving (i.e. asphalt) provided by the builder.



## 4.5 ARCHITECTURAL ELEMENTS

### 4.5.1 Main Entrances and Porches

- The main entrance to the dwelling should be directly visible from the street, act as the focal point of the dwelling and be given appropriate design emphasis.
- The use of glazed sidelights and transoms at the main entrance is encouraged.
- A covered front porch or portico should be included on all homes offered by the Builder.
- Front porches help to promote safe, socially interactive and pedestrian-friendly streets by providing outdoor amenity areas which allow for views along the street and by providing a linkage between the public and private realm. In addition to providing weather protection, covered front porches can also help to diminish the impact of the garage within the streetscape.
- Porch depths should be 1.5m minimum to facilitate comfortable seating. Exceptions may be permitted for the depth of wraparound porches.
- Where railings are required, they shall complement the style of the dwelling. Unpainted, pressure treated wood railings on front or flanking elevations of the dwelling are not permitted.



Typical Porch Detail

- Large concentrations of stairs leading to the front or flanking entrance should be avoided, subject to grading conditions. Where this cannot be avoided, stairs should be prefinished concrete and treated with main wall cladding on the exposed sides with an option to use poured in place concrete stairs.

### 4.5.2 Wall Cladding

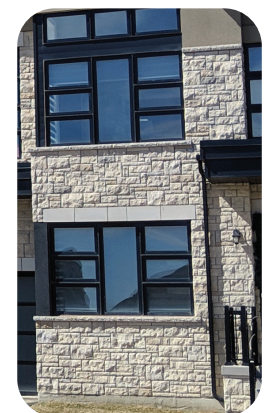
- A high standard of design, detail and variety of wall cladding is desirable to attain a harmonious blend of textures and colours within the streetscape.
- The following main wall cladding materials are suitable to express the character of the community:
  - Brick with a smooth or weathered appearance.
  - Stone should be complementary to the brick colour. Certain colour and textures of manufactured stone may be inappropriate.
  - Siding should be of high quality and may include, vinyl/PVC, composite wood, metal (i.e. Longboard) or fiber-cement (i.e. Hardi Board). Siding profiles should include either horizontal shiplap or vertical board + batten. Siding trim boards should typically be accentuated by using a contrasting but compatible colour. Use of decorative shakes / scallops may also be permitted. (see further requirements for use of siding as a main cladding material).



Brick



Siding



Stone

Examples of Wall Cladding Materials

- The use of accent materials such as stone, stucco, precast or siding is encouraged where consistent with the architectural style of the dwelling. Its use shall be complementary to the primary cladding materials.
- Changes in materials should occur according to good design practice, i.e. at changes in plane, at the underside of second storey framing, in line with lintels or sills, etc.
- Where the material on the front elevations is different than that used on the sides and rear elevations, the front façade material should return along the side walls a minimum of 600mm (2') from the front of the dwelling or to a logical stopping point such as an opening, downspout or change in plane.

### Requirements for Primarily Siding-Clad Dwellings

The following additional requirements for dwellings with front façades clad primarily in siding will apply:

- Dwellings using siding as the main cladding material on the front elevation should be limited to a maximum of approximately 50% of the development to ensure harmonious variety of materials in the streetscape.
- Dwellings clad primarily in siding should be designed with articulated el-

evations, a high proportion of wall openings to solid, and architectural detailing that reinforces the style of the home to avoid monotonous, large, flat planes exposed to public view.

- A masonry plinth / base is encouraged.
- Distinctive detailing shall be provided on all publicly visible elevations of a siding-clad dwelling. The following are some suggested ways for achieving acceptable enhanced treatments:
  - Incorporate accent materials and architectural detailing.
  - Provide a variety of boxed-out and/or bay window treatments.
  - Provide decorative window crossheads.
  - Provide minimum 100mm (4") wide corner moulding and window/door surrounds; such mouldings are to be accentuated by using a contrasting but compatible colour to that of the main siding.
  - Encouraged to provide a minimum 150mm (6") continuous cornice board at all roof soffits and where siding abuts and masonry wall.
  - Horizontal siding shall not exceed double-4" profile in width.
  - Board & batten siding shall have a maximum board width of 8" and battens which are approximately 1.5" wide x 0.5" deep.



Examples of Primarily Siding-Clad Dwellings

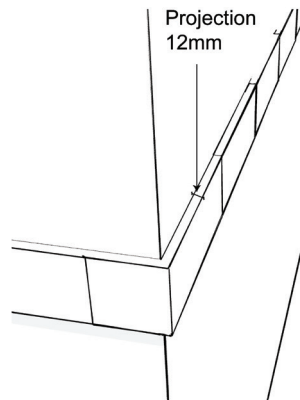
### 4.5.3 Architectural Detailing

The use of architectural details characteristic to the style of the dwelling help to enhance its appearance. Architectural detailing shall display the following design criteria:

- A variety of trim detailing is encouraged where architecturally appropriate to the style of the dwelling, including: bargeboard, gable posts, louvers, brackets, pilasters, scalloped shingles, etc.
- A variety of brick detailing is encouraged, including: quoining, window/door headers, pilasters, banding, soldier coursing, etc.
- A variety of precast stone detailing is encouraged, including: keystones, sills, accents, imposts, etc.
- All masonry detailing should be accentuated by projecting about 12mm (1/2") from the wall face.
- A frieze board (or brick soldier course cornice) is encouraged on all exposed elevations returning a minimum of 600mm (2'-0") along elevations facing the interior sideyard.
- Where stone plinths or masonry banding is used on the front elevation it shall return a minimum of 600mm (2'-0") along elevations facing the interior sideyard.



Detail of Material Return on Side Walls



Masonry Detail (projecting 12mm)

Examples of Architectural Detailing Requirements



Frieze Board



Window Surrounds



Lintel/Headers



Gable Post



Masonry Banding



Quoining

Examples of Traditional Architectural Detailing



Metal Canopies



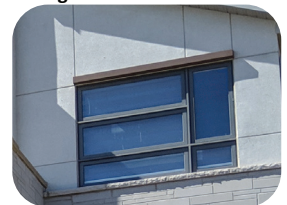
Glazing



Stone Details



Smooth Faced Brick



Panels



Railing



Municipal Address Signage



Light Fixtures

Examples of Contemporary Architectural Detailing



**4.5.4 Exterior Colours & Materials**

- Colour schemes and material selections should be coordinated for visual harmony and for compatibility with the architectural style of the dwelling.
- Dwellings adjacent or directly opposite one another should not have identical main wall cladding colour. Identical colour packages should be separated by a minimum of 2 dwellings.
- Street blocks should have no more than 30% of the dwellings sharing the same colour package.
- The roof shingle colour should complement the colour of the primary wall cladding. The use of light coloured shingles, such as white or light grey, shall be avoided.
- All flashings should be prefinished or painted to match adjacent wall cladding colour or roof where possible.



Example of Colour Sample Board

**Typical Exterior Material and Colour Schedule**

PROJECT NAME / BUILDER NAME				
Material Item	Manufacturer	Package #1	Package #2	Package #3
Brick				
Stone				
Stucco (Main)				
Stucco (Accent)				
Siding				
Roof Shingles				
Aluminum Raingoods				
Entry Door Paint				
Garage Door Paint				
Trim Paint				
Shutters				
Railings				
Windows				
Mortar Tint				

**General Notes:**

1. This chart indicates the typical materials and colours which shall be identified by the Builder where applicable.
2. The number of colour packages required for each Builder shall be determined on a project by project basis.
3. All exterior colour selections are subject to approval by the Control Architect.
4. All roof vents and flashings to be prefinished or painted to match roof colour.

Example of exterior material and colour schedule

4.5.5 Windows

- A greater proportion of fenestration to solid wall area is required for publicly exposed elevations (in accordance with OBC requirements) to enhance the dwelling’s appearance and to promote natural surveillance of the street from within the dwelling.
- Window sizes should be generous and have proportions and details consistent with the architectural style of the dwelling (i.e. tradition-based architecture should have windows that reflect vertical proportions and include integrated muntin bars while contemporary architecture should have large unique window layouts that rely on both vertical and horizontal proportions and do not have muntin bars).
- All windows should be thermally-sealed, double-glazed casement or simulated single-hung type.

- Bay windows should be used at appropriate locations and designed in a manner consistent with the architectural style of the dwelling. Bay windows may project up to 1.0m into the front or flanking yard and may include a foundation.
- At siding and stucco finishes, window and door apertures are encouraged to have a 100 mm min. wide casing or surround.
- Where shutters are used, they should be half the width of the window.



Examples of Window Styles



Examples of Traditional Window Configurations



Examples of Contemporary Window Configurations

#### 4.5.6 Roofs

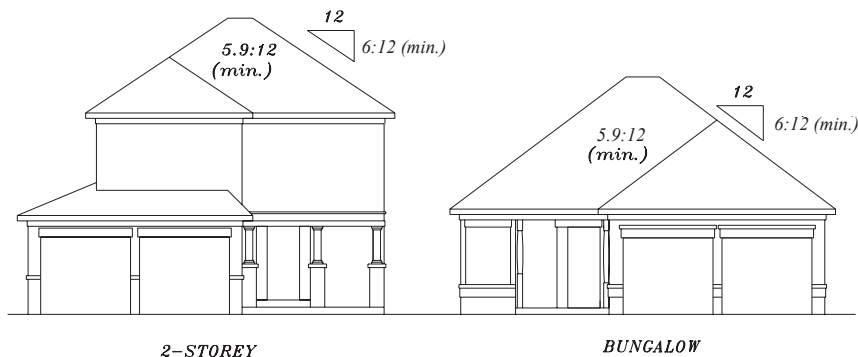
- A variety of roof types and forms are encouraged consistent with the architectural style of the dwelling and may include gables, dormers, hips or ridges set parallel or perpendicular to the street. Alternate designs for a given model should have differing roof designs.
- Main roof pitch should comply with the following:
  - front and rear facing slopes: 5.9:12 minimum;
  - side slopes in profile to the street: 6:12 minimum;
- Steeper roof forms than the minimums stated above are encouraged. Roof pitch should support and relate to the architectural style of the dwelling.
- The use of lower roof slopes than stated above will be at the discretion of the Control Architect where appropriate to the architectural style (e.g. contemporary) if it can be demonstrated that using a lower pitch does not detract from the design aesthetics, scale and massing of the dwelling.
- Bungalows should be designed with prominent roof forms to assist in massing compatibility with 2-storey dwellings.
- Roof overhangs should be a minimum of 300mm.
- Plumbing stacks, gas flues and roof vents should be located on the rear slope of the roof wherever possible and should be prefinished to match the roof colour.



Example of Traditional Roof Forms



Example of Contemporary Roof Forms



Minimum Main Roof Pitch

#### 4.5.7 Foundation Walls

- Grading should be coordinated with dwelling foundation design and construction to aim for no more than approximately 300mm-600mm of publicly exposed foundation walls above grade, where feasible.
- Where sloping finished grades occur, finished wall materials and foundations should be stepped accordingly to minimize exposed foundation walls.

#### 4.5.8 Utility and Service Elements

- Utility meters (i.e. gas meters, hydro meters) or service connections for hydro, water, natural gas, telephone and satellite should be located discretely to reduce their visual impact, wherever feasible.
- The location of all utilities shall conform to the requirements of the local utility agency.
- Air conditioning units located in the front yard should be avoided, where feasible.

#### 4.5.9 Municipal Address Signage

- The municipal address should be located prominently in a well-lit area on the front façade of the dwelling.
- As an option, the builder should consider the use of a masonry address plaque embedded into the facade.



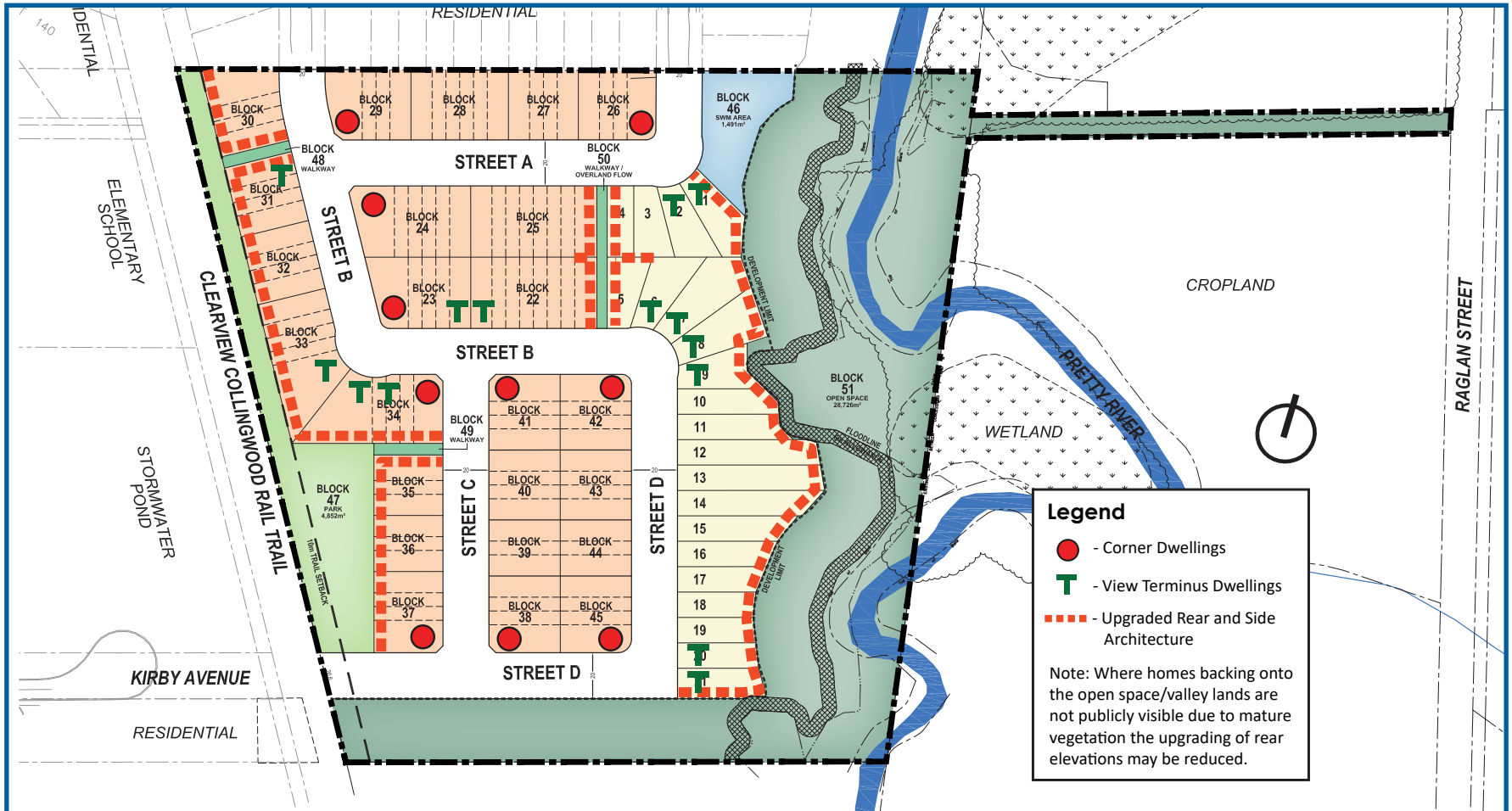
Foundation Wall at Sloping Grade



Example of Optional Masonry Municipal Address Plaque

### 4.6 PRIORITY LOT DWELLINGS

Certain lots within the proposed development will possess greater significance in the streetscape due to a heightened degree of public visibility. Buildings which occur in visually prominent locations such as corners, adjacent to the park, walkways, buffers, stormwater management pond or in view terminus locations, are referred to as Priority Lot Dwellings. These dwellings shall receive particular attention to site planning and to architectural detailing on publicly exposed elevations. The enhanced treatment of priority lot dwellings adds detail, variety and interest to the streetscape at appropriate locations. For the locations of dwellings on Priority Lots, refer to the Priority Lot Plan below.



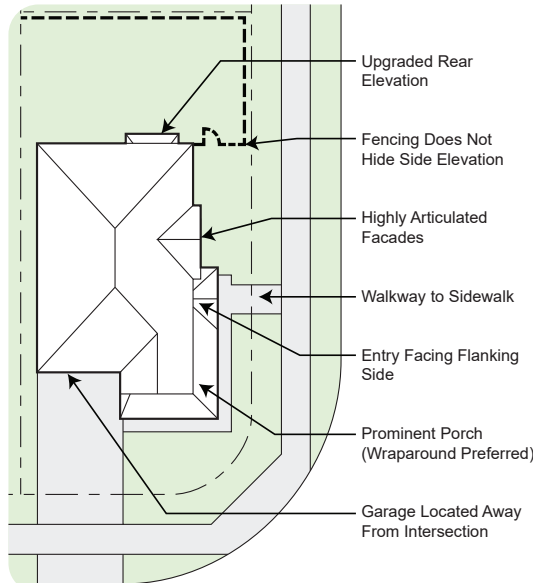
INDIGO2 - Priority Lot Plan



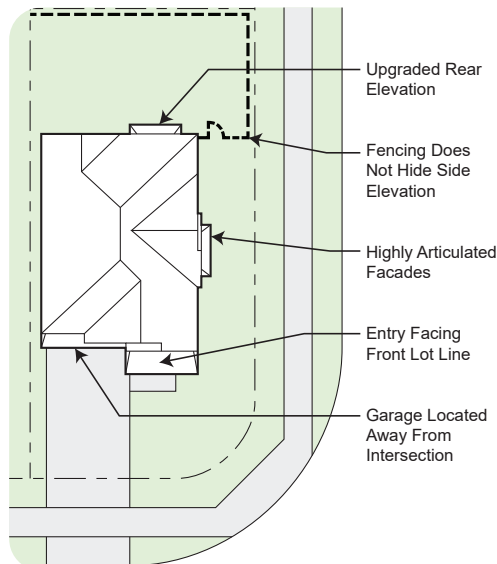


**4.6.1 Corner Lot Dwellings**

- Corner Lot Dwellings play a significant role in setting the architectural image, character and quality of the street.
- Both street frontages for corner lot dwellings should have equivalent levels of architectural design and detail with attention given to the dwelling’s massing, height, roof lines, apertures, materials and details.
- Dwelling designs must be appropriate for corner lot locations. Dwelling designs intended for internal lots will not be permitted unless modified to provide adequate enhanced flanking wall treatment.
- The preferred design for corner lot dwellings is with the main entry located on the long elevation facing the flanking street (flanking main entry). Main entries facing the front lot line are permitted provided there is sufficient architectural enhancements to create an interesting flanking wall façade.
- Architectural design enhancements for Corner Lot Dwellings may include
  - an entry feature on the long side of the dwelling.
  - additional windows, located to create well-balanced elevations.
  - wall projections along the flanking wall face, such as a bay window.
  - gables, dormers or turrets to enhance the roof form.
  - enhanced rear elevation detailing and windows, equivalent to the street facing elevations.



Conceptual Plan View - Corner Lot Dwelling (Flanking Entry)



Conceptual Plan View - Secondary Corner Lot Dwelling (Front Entry)

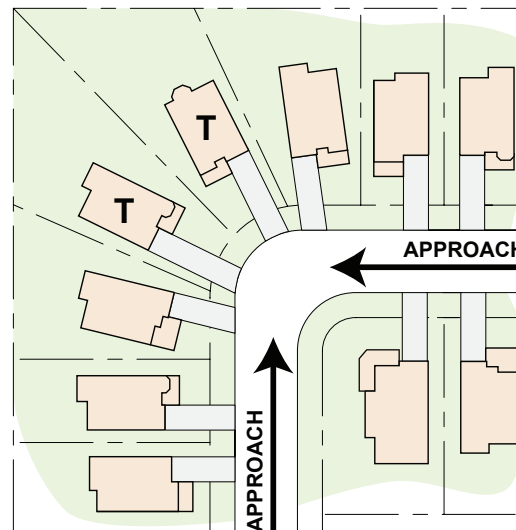


### 4.6.2 View Terminus Dwellings

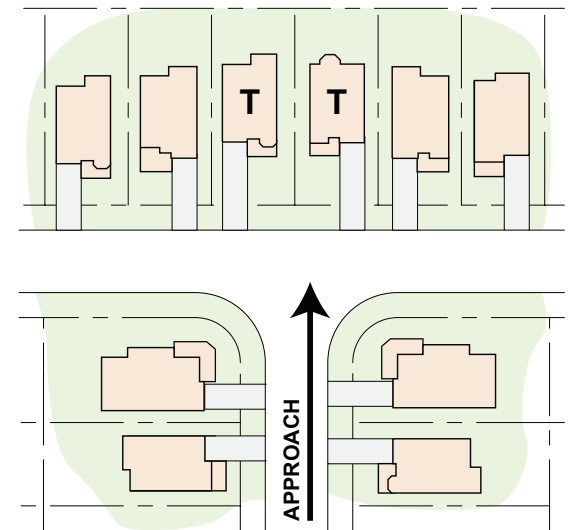
- View Terminus Dwellings typically occur at T-intersections, where one road terminates at right angles to another or on the outside lots of curved streets and street elbows.
- These dwellings terminate an axial view corridor and should provide for visual interest within the streetscape.
- Dwellings with significant porches, projecting bays, gables or other prominent architectural features are preferred in these locations.



Conceptual Image of View Terminus Dwellings



**VIEW TERMINUS**  
T = STREET ELBOW DWELLINGS



**VIEW TERMINUS**  
T = "T" INTERSECTION DWELLINGS

View Terminus Dwellings

#### 4.6.3 Upgraded Rear & Side Yard Architecture

- Where a dwelling's side or rear elevations are highly visible from the public realm, they require enhanced design treatment, having materials, colours, detailing and quality consistent with the street-facing elevation.
- Applicable enhancement situations may include the following:
  - Dwellings backing onto or flanking Parks or Public Walkways;
  - Dwellings flanking the stormwater management pond;
  - Dwellings backing onto or flanking the buffer or environment protection lands; and,
  - Dwellings on curved streets where stepped setbacks leave sidewalks exposed to public view
- Applicable enhancements on the exposed elevations include the following:
  - Introduction of gables, dormers, bay windows or other architectural feature that provides visual interest.
  - Additional fenestration.
  - Enhancement of window style to match front elevation (i.e. with muntin bars)
  - Continuity of front elevation detailing (i.e. frieze board, precast or brick detailing, shutters, etc.)
- For dwellings backing onto the dense woodlots which are obscured year round by vegetation and will have limited public visibility, no design enhancement is required.



Conceptual Image of an Upgraded Side Elevation



Conceptual Image of Upgraded Rear Elevations

## 5.0 DESIGN REVIEW AND APPROVAL PROCESS

### 5.1 COMPLIANCE

Performance standards and design objectives within these guidelines are in addition to requirements of the Official Plan, Zoning By-law, Conditions of Draft Approval, Subdivision Agreements and all other applicable agreements and legislation. Approvals by the Control Architect do not release the builder from complying with the requirements of the Town of Collingwood, the Project Engineer or any other approval authority. It is the builder's complete responsibility to verify conformance with all required authorities. Developers and builders are required to comply with these Guidelines throughout the design, marketing and construction processes.

These guidelines and their interpretation by the Control Architect are not intended to discourage design creativity or innovation. Proposed designs which are not in total compliance with the guidelines will be considered by the Control Architect, based on their merits, and may be approved where the spirit and intent of the guidelines is preserved.

The apartment and institutional developments will be subject to a Site Plan Control process conducted by the Town of Collingwood. The Town may ask the Control Architect to also participate in the design review process.

### 5.2 ROLE OF THE CONTROL ARCHITECT

The role of the Control Architect is to review the builder's submissions in a fair and timely manner. The Control Architect is obligated to act in a reasonable manner to review submissions on behalf of the municipality and to certify plans once they have demonstrated compliance with the requirements of the Architectural Design Guidelines. The design review process is as follows :

- Model design review and approval.
- Siting review and approval.
- Periodic site monitoring for compliance.

### 5.3 PRELIMINARY REVIEW PROCESS

- Preliminary model design sketches which are in conformity with these Guidelines and which demonstrate sufficient design quality, variety and the use of appropriate exterior materials will be submitted to the Control Architect for review. They should clearly depict internal planning, entry conditions, building elevations, fenestration, exterior details and materials.
- Submissions for preliminary review and approval should include:
  - Site Plans & Floor Plans
  - Exterior Elevations & Details
  - Treatment of Priority Lot Dwellings (when applicable)
  - Materials & Colours
- Sale of models cannot commence until after preliminary approval is given by the Control Architect.
- Preliminary grading plans and building elevations for individual lot sitings should be sent to the Control Architect for review prior to submission for final approval.

### 5.4 FINAL REVIEW AND APPROVAL

#### 5.4.1 Model Working Drawings

- Model working drawings must depict exactly what the builder intends to construct.
- All exterior details and materials must be clearly shown on the drawings.
- Unit working drawings will be required for special elevations (i.e. upgraded rear / side), walkout lots and grade-affected garage conditions.

#### 5.4.2 Site Grading Plans

- Site grading plans are to be submitted to the Control Architect at a minimum scale of 1:250 and may be submitted on single 8-1/2" x 14" sheets.
- In addition to the required grading details, the proposed siting of each unit must clearly show:



- model and elevation type;
- a special note indicating a dropped garage condition (greater than 600m (2'-0") drop from location approved on working drawings);
- a special note indicating rear or side upgrades, where applicable.

### 5.4.3 Building Elevations (Streetscape Drawings)

- To assist in the review process, building elevations must accompany each request for siting approval.
- These building elevations (also known as streetscape drawings) are to accurately represent the proposed dwellings in correct relation to each other and to the proposed finished grade.

### 5.4.4 Exterior Colour Packages

- Prior to the submission of site plans, the Builder will be required to submit typed colour schedules and sample boards which include the colour, type and manufacturer of all exterior materials.
- Colour package selections for individual lots and blocks should be submitted at the same time as site plans and streetscapes or shortly after once the purchaser has selected.

## 5.5 SUBMISSION REQUIREMENTS

- The Builder is required to submit to the Control Architect for final review and approval, the following:
  - The Builder shall submit the working drawings, engineer approved site plan, streetscape and exterior colour schedule electronically for review and approval by the Control Architect;
  - Once approved by the Control Architect, the Builder is required to create copies and provide the Municipality with the following:
    - 5 sets of site grading plans;
    - 4 sets of model working drawings;
    - 3 sets of building elevations (streetscapes);
    - 2 sets of colour schedules;
    - 1 set of colour sample boards (to be returned to the Builder);

- The Control Architect will retain one set of the foregoing other than the colour sample boards.
- The applicant should allow up to 5 working days for final approvals.
- Any revisions to an existing approval requested by the Builder will be considered on their merits and if acceptable will be subject to re- approval by the Control Architect.
- It is the Builders' complete responsibility to ensure that all plans submitted for approval fully comply with these Guidelines and all applicable regulations and requirements including zoning and building code provisions.
- The Builder is responsible for the pick-up and delivery of all materials to and from the Control Architect's office as necessary.
- Submissions should be made to:

*John G. Williams Limited, Architect*

*40 Vogell Road, Unit 46*

*Richmond Hill, ON L4B 3N6*

*Tel: (905) 780-0500*

*Email: info@williamsarch.com*

*Contacts: Avi Shwartz, MRAIC, OAA*

*Boyd R. Montgomery, B.Arch, Dip.Arch*

## 5.6 TOWN OF COLLINGWOOD APPROVAL

- All site plans, working drawings, streetscapes and colour packages must be submitted for review and approved by the Control Architect prior to submission to the Town of Collingwood for building permit approval.
- Building permits will not be issued unless all plans bear the required Final Approval stamp of the Control Architect.
- Approvals by the Control Architect do not release the Builder from complying with the requirements and approvals of the Town of Collingwood and/or any other governmental agency.

