Commercial Development Permit Area Guidelines

Pursuant with Section 8.5 of the Official Community Plan, commercial developments will be assessed against the following form and character guidelines.

This checklist is intended to aid in the review of commercial development permits and is to be completed by the architect of record for the project. It is noted that the project will also be reviewed for consistency with the guidelines by the Planning Department staff and the Advisory Design Panel.

Key Guideline Concepts	**Consistent**		**If No, provide justification for inconsistency**
	Yes	**No**	
1. Avoid conflicts with adjacent uses through sound attenuation, appropriate lighting, landscaping, traffic calming and the transition of building massing to fit with adjacent development.			
2. Encourage a pedestrian scale through providing outdoor amenities, minimizing the visual impact of parking areas, creating landmarks and visual interest along street fronts.			
3. Promote sustainable development with multimodal transportation circulation, and low impact building design.			
4. Respect the need for private areas in mixed use development and adjacent residential areas.			
5. The form and treatment of new buildings should reflect the desired character and pattern of development in the area by incorporating appropriate architectural styles, features, materials, proportions and building articulation.			

Guidelines	**Consistent**		**If No, provide justification for inconsistency**
	Yes	**No**	
A. Building Design, Massing and Siting 1. The form and treatment of new buildings should reflect the desired character and pattern of development in the area by incorporating appropriate architectural styles, roof forms, facade modulation, architectural features, fenestration patterns, building elements and proportions and building articulation.			
2. Exterior finishes should be wood, brick, natural stone or other materials of warm appearance. Substantial areas of concrete should be avoided. Expanses of solid wall or glass are unacceptable.			

3. New buildings adjacent to existing small scale buildings such as houses should be designed to provide visual interest whilst protecting the privacy and livability of both properties.			
4. Significant corners should be given added emphasis with vertical architectural features and roofscape features. At intersections, the definition of corners should be reinforced by buildings that front on both streets.			
5. Development should be sited to have the building frontage on the main street alignment.			
6. Projects located on slopes should be developed in a manner which creates a step in perceived height, bulk and scale between development.			
7. Design and construction of buildings should account for maximum sound attenuation between commercial and adjacent residential uses. To ensure that noise generated on the site is addressed in the most appropriate manner, Council may request that a noise attenuation study be prepared.			
8. Continuous weather protection, such as canopies, structural awnings, or building overhangs, is strongly promoted where at-grade retail uses are included in a development and over common entries to commercial and/or mixed-use developments that front a public sidewalk or open space.			
9. Developments adjacent to treed slopes, ravines and watercourses must respect natural vegetation, use natural landscaping to retain soils on the site and may require additional setbacks as established by agencies having jurisdiction. Creeks and ravines are encouraged to be retained in their natural state.			
10. Developments are encouraged to redirect water from rooftop runoff and downspouts into vegetated areas or rain barrels for later irrigation use.			
11. Buildings should be designed and located on a site to: a) preserve and incorporate natural features or views; b) ensure proper orientation and relationship to adjoining residential uses; c) minimize impacts on natural features and agricultural lands; d) accommodate natural grades to ensure minimal grading is required.			
B. Refuse, Recycling and Servicing Areas 1. The design of a roof, placement of mechanical units and satellite dishes, etc. should take into account			

views of the roof from adjacent buildings.			
2. Service areas should have differentiated access to minimize visual impact as well as conflicts with pedestrians.			
3. Refuse receptacles must be located indoors or within service areas out of view from pedestrian access. Garbage and waste material should be stored in containers that are weatherproof and animal-resistant.			
4. Mechanical equipment, drive-through uses, service or car wash bays, restrooms, vending machines, unenclosed storage, and public telephones should be oriented on the site to face away from adjacent residential development. Whenever possible, these uses should not be visible from an adjacent residential property.			
C. Street Front 1. Particular attention should be made to the image presented to the street front.			
2. New development should emphasize the street frontages by incorporating differentiated front, side and rear oriented facades. Facades should incorporate vertical and horizontal relief in a well-proportioned rhythm appropriate to the intended scale of development.			
3. Buildings with over 15 metres of street frontage should break the horizontal mass of the building with vertical elements in a rhythmic pattern.			
4. Streetfront landscaping will incorporate street trees for definition of site boundaries and enhancement of public space.			
5. Vehicle access on a street frontage should be located to the side of the building away from the pedestrian entrance and should be designed to minimize the impact on streetscape appearance and disruption to pedestrian movement.			
D. Signage and Lighting 1. Signage should be integrated with the design of a building, preferably at ground level only, and its size and design should complement the scale and architectural detail of the building.			
2. High intensity illumination directed at adjoining properties should be avoided. Commercial signage and high intensity illumination adjacent to residential uses should be minimized in order to protect residential amenity.			

3. Lighting and signage should be designed so as to have no direct source of light visible from the public right-of-way.			
4. All signage must conform to the *Maple Ridge Sign Bylaw*. In the event of a conflict between the *Maple Ridge Sign Bylaw* and these guidelines, the latter should take precedent.			
5. In multiple-tenant commercial or mixed-use buildings, signs should be designed to present a unified appearance. Signage space should be provided for upper storey tenancies.			
E. Vehicle Access, Parking, and Circulation 1. Buildings and structures should be located to ensure safe traffic circulation and access and adequate on-site parking. Parking should be encouraged in smaller units to avoid a monotonous appearance.			
2. Parking and storage areas should be appropriately screened. Low level landscape screening should be provided to parking areas adjacent to public streets.			
3. Where possible, parking and servicing should be located underground or to the rear of buildings to minimize the impact on streetscape appearance and pedestrian amenity. In all new buildings the portion of the structure used for parking and servicing should be adequately screened and should be architecturally compatible with the rest of the building.			
4. Existing lanes should be used for vehicle access, loading and servicing. Upgrading of lanes in terms of attractive treatment and screening of parking access and loading and service areas is encouraged.			
5. Vehicle access should be located to the side of the building away from the pedestrian entrance and should be designed to minimize the impact on streetscape appearance and disruption to pedestrian movement.			
6. Lanes, and driveways should conform to the existing grades as closely as possible to ensure minimal disruption of slopes and vegetation. On steep terrain, access should be aligned, wherever possible, to run parallel rather than counter to, natural contours and existing grades.			
7. Shared vehicle access between adjoining sites should be considered where access for parking at the rear of the property is limited. Joint or shared access should also be considered between adjoining developments			

to minimize disruption of pedestrian sidewalks and to maximize landscaping and permeable surfaces. Integration of driving aisles and pedestrian walkways between adjacent sites is also strongly encouraged.			
8. Minimize the amount of asphalt surfaces in parking areas by integrating a variety of paving materials such as concrete, decorative pavers or by using alternate surface treatments.			
9. Above ground parking structures should not front public streets at grade. Non-parking uses or special façade treatments must be provided along street frontages to enhance the building's appearance to the public realm. On non-street fronting facades, parking structures should be treated to avoid long blank walls at grade, such as massed landscape treatments or attention to design detailing on the façade.			
10. Parking control equipment, such as ticket dispensers and card readers, should be located at a sufficient distance from a public street to prevent parking queues extending onto the street. Similarly, a minimum distance of one car length, and preferably two car lengths, should be provided between an exit gate and the street edge to accommodate cars waiting to merge into traffic.			
11. Rooftop parking structures should include design elements, including landscaping, to reduce the visual impact from the street and surrounding uses.			
F. Pedestrian and Bicycle Access 1. Development should improve pedestrian amenity through interesting design detail at ground level, easily identifiable entrances, shop fronts with clear untinted glazing, concentration of signage at ground level, attractive landscaping and well defined pedestrian crossings for driveways and roadways.			
2. A well defined pedestrian access to the commercial use will be provided from the public sidewalk. Design will ensure that pedestrian use is given precedence over vehicular use. Where possible, at least one pedestrian connection should be provided through the main block of buildings.			
3. Facilities for cyclists should be considered for all developments.			
G. Landscaping and Open Space 1. Landscaping should be supplemented to identify and define public space, to present a pleasing image and			

to soften the transition from adjacent land uses to the commercial development.			
2. Adjacent residential uses should be adequately protected by significant landscaping or the provision of screening or both.			
3. Street trees will be a required component of all new development for definition of site boundaries and enhancement of public space. Simplicity in landscaping materials is desirable and should be encouraged for screening purposes. Deciduous tree species should be considered in landscape plantings to permit light penetration in winter. Mature vegetation should be retained where possible.			
4. Aesthetic values along frontages and on-site ought to be enhanced by significant landscaping on all property lines and around buildings. Street trees should be used to provide the landscaping variety that would soften the character and scale of the area.			
5. Landscape planting and screening should be used to create interesting views and focal points into and out of the site for pedestrians, passing drivers and building tenants on the site or adjacent to it.			
6. Open space should be usable, attractive and well-integrated with the design of the building. Open space, in many cases, will be achieved with courtyards, recessed balconies, terraced balconies, roof top gardens, and atria.			
7. Landscaping should reinforce design continuity with neighbouring properties and the streetscape by providing consistency in street trees, plant materials, and other landscaping elements.			
8. Landscaping should define the purpose and emphasize the desired character and function of public and private space. All private and semi-private open space should be clearly defined as such and should be controllable by those meant to benefit and be responsible for it, thus encouraging use, pride and safety.			
9. Distinguish public and semi-public spaces from private spaces. Design symbolic barriers through: a) building and site design; b) changes in paving, vegetation, or grading; or c) architectural features, such as low walls, bollards or raised planters.			

H. Crime Prevention through Environmental Design (CPTED) 1. Developments should be designed to maximize opportunities for natural surveillance allowing people to easily view what is happening around them during the course of everyday activities. Crime Prevention through Environmental Design principles and techniques are encouraged.			
2. Crime Prevention through Environmental Design (CPTED) principles should be incorporated into the design of all parking facilities.			
3. Design the interior spaces and exits from any underground and above ground parking structures for maximum visibility within the parking area. Entries should be highly visible, well lit and spaced at convenient intervals. Hidden spaces, obscured alcoves and blind corners should be avoided in the design and layout of the parking facilities. 4. Walls and ceilings of parking structures, particularly underground structures, should be painted white to enhance or reflect light.			
I. Universally Accessible Design 1. All non-vehicular routes be fully accessible. Sidewalks and pathways should be wide enough for wheelchair / scooters and should include a tactile strip for the visually impaired. Curb-cuts and curb let-downs should be provided in appropriate locations to facilitate safe, convenient, and direct access from parking spaces to buildings for people with disabilities.			
2. Locate parking spaces allocated for people with disabilities as close as possible to the main entrance to a building.			
3. Building entries should be: a) clearly addressed with large numbers visible from the street; b) directly accessed from the street without stairs; and c) provided with weather protection, exterior lighting, and power-assisted door openers.			

J. Bicycle Storage and Parking 1. Provide short term bicycle parking facilities, such as bicycle racks, at grade close to building entrances. Bicycle parking should be in well-lit locations and clearly visible from a main building entrance and/or public roads. Bicycle racks should be made of sturdy, theft-resistant material, securely anchored to the floor or grounds.			
2. Provide long term bicycle parking facilities in secure storage areas within buildings. Bicycle storage areas provided as part of a parking structure should be located close to elevators and access points. In mixed-use buildings, bicycle storage facilities for residents are to be separate from those for the commercial uses.			
3. Large-scale developments are encouraged to provide end-of-trip facilities, such as showers and lockers, within the development for the convenience of employees.			

Date:_____

Architect Name/Company _____

Municipal File No. _____

Plan Description: _____

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Project No. _____

Signature _____