

**APPENDIX "A" TO CHETWYND
OFFICIAL COMMUNITY PLAN**

**DEVELOPMENT
PERMIT
GUIDELINES**



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DISTRICT OF CHETWYND OFFICIAL COMMUNITY PLAN

APPENDIX “A” DEVELOPMENT PERMIT AREA DESIGN GUIDELINES

DEVELOPMENT PERMIT AREAS - GENERAL

The *Local Government Act* allows Development Permit areas to be established to govern the form and character of commercial, industrial, or multi-family residential development. The objective of Council in designating Development Permit Areas is to gain a measure of control over aspects of certain development that are deemed important. Some exemptions are outlined below.

The District of Chetwynd is a town located at the junction of Highway No. 97 and Highway No. 29, lying on the eastern slopes of the Rockies. Chetwynd is considered the “Gateway to the Peace River Country” and is home to some 2700 people. The District serves a trade area population of about 4000. The town first started to develop in the 1950’s, with agriculture, forestry and transportation as the major industries. Today, wind generation, oil and gas exploration, mining, and tourism all provide an economic base supporting Chetwynd. The town is becoming world famous for its yearly chainsaw carving competition, with many samples of the art located around town.

The Official Community Plan establishes four specific Development Permit Areas, two of which are complimentary to each other, with similar design guidelines. The Town Center Development Permit Area and the Highway Commercial Development Permit Area abut each other, and have like needs and standards. The Industrial Development Permit Area is a stand alone region, with its own specific needs and guidelines. The fourth category identified in the Community Plan is a Multi-Family Development Permit Area.

The Town Center and Highway Commercial Development Permit Areas are intended to ensure that future development is of high visual quality, complementing the surroundings and reflecting the nature of Chetwynd as a vibrant and growing economy.

In order for Council to issue a Development Permit, fairly detailed information is required from a developer before such development can proceed. The Design Guidelines are not intended to be strict rules, but rather guidelines, as the name suggests, and recommendations that developers and Council may follow in order to meet the intended character of the District of Chetwynd.

The Design Guidelines emphasize a “green” nature in that landscaping and the use of vegetation is consistent throughout the Guidelines. Bicycle friendly development is also encouraged.

EXEMPTIONS

A Development Permit will not be required in the following instances:

- for any construction that is undertaken within the exterior walls (interior renovations) of a principal building or structure
- for construction of a single-family dwelling or a two-family,(duplex) dwelling unit
- for the construction or alteration of signs and canopies or awnings which conform to the relevant Development Permit and Sign Bylaw Guidelines
- for exterior painting subject to a review process with the municipality.

COLOUR – Colours should reflect natural spring, summer and fall colours – sky blue, cloud white, water blue, aqua and reflective, with emphasis on forest greens to moss greens, leafy greens to yellow to orange to red, field greens to soft yellows and tans, meadow greens with scattered vibrant wildflower colours. Winter white of surrounding hills, black water, the winter grey of clouds, and the black and white pattern of leafless trees against fields and hills. Development is encouraged to coordinate style, look, and colour with surrounding development as much as possible.





DEVELOPMENT PERMIT AREA – HIGHWAY COMMERCIAL

1. Area:

The Highway Commercial Development Permit Area runs along the northeast side of Highway No. 97 from Highway No. 29 to 46th Street near the Recreation Center, and along the south side of Highway No. 97 from approximately 56th Street to Nicholson Road, basically covering all the area bounded by the railway in this region. Also, properties at 53rd Avenue adjacent to Highway No. 97, lands located adjacent to the Government Weigh Scales on Highway No. 29 and Highway Frontage lands located west of Westgate Road on Highway No. 97. These areas are shown on Schedule "E" Development Permit Areas Map in the Official Community Plan.

2. Objectives:

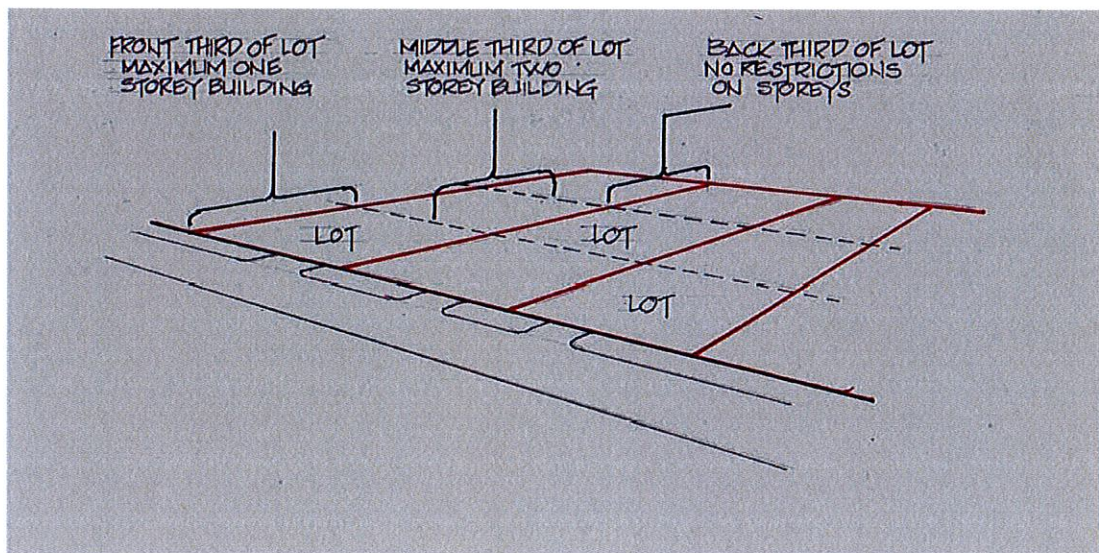
As noted, the objective of this designation is to enhance the appearance of developments having public view, to ensure that all development meets a consistently high standard of visual quality, to improve the appearance of highway commercial properties in the district, and to ensure that safe and efficient access is provided.

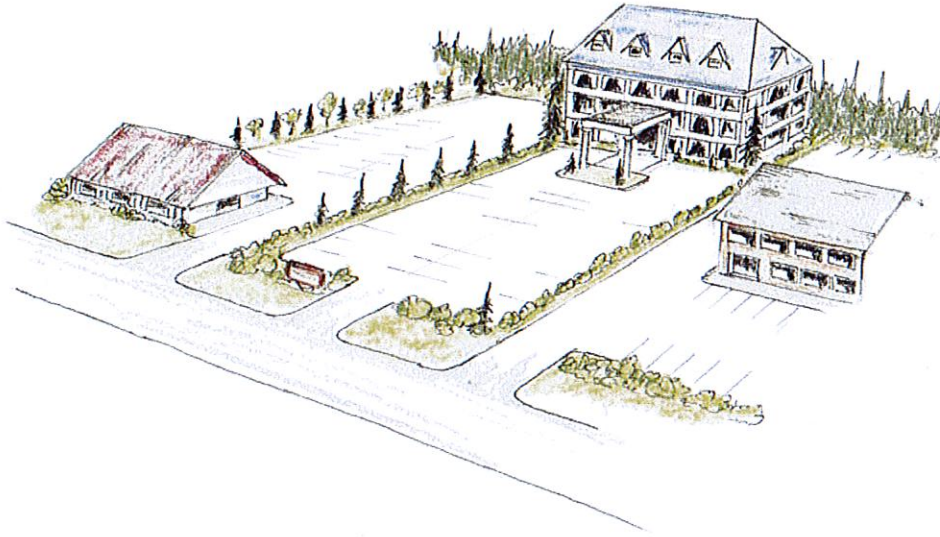
DESIGN GUIDELINES:

Development Permits that are issued shall be substantially in accordance with the following:

1. BUILDING SITING, INCLUDING PARKING AND LANDSCAPING RECOMMENDATIONS

One story buildings are encouraged to be located close to the front property line, with parking to the side or behind buildings. Two or more story buildings should be set back on the property so as not to impede the views of adjacent properties. This method tends to move development away from a straight line visual effect, giving a depth of scale to the streetscape.

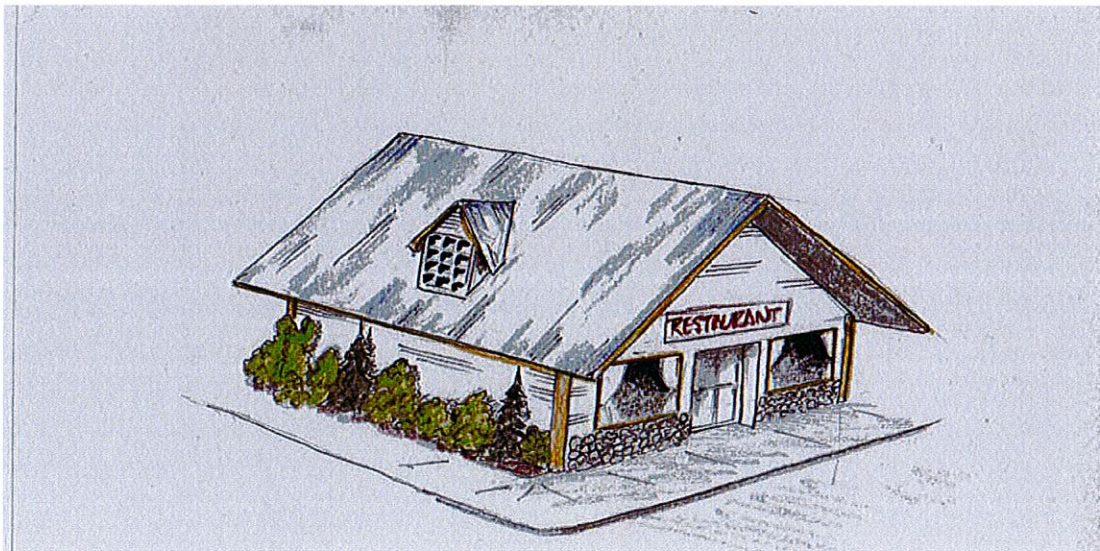




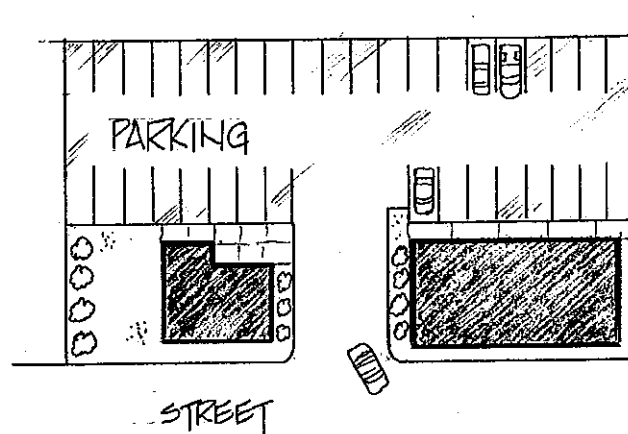
Where design proposals are for new construction showing development with setbacks for parking, the plan should include provision for landscaping that would screen or separate parking areas from the highway corridor. The use of curbing within the property is encouraged.



Landscaping should be provided in order to soften the visual impacts of building edges, as well as interfaces between buildings and parking areas. A mix of deciduous and coniferous vegetation is preferred, allowing landscaping to show in all seasons. Flower displays are welcome in season.



Shared internal parking between adjacent developments is encouraged.

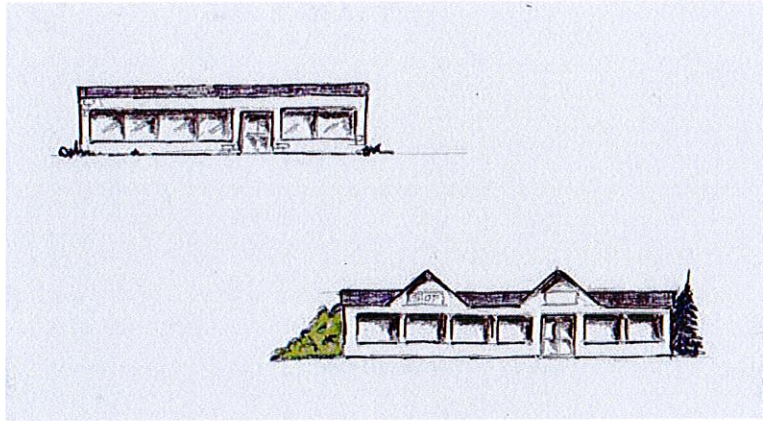


While on-site parking is required, it is appreciated that within the Highway Commercial Development Permit area, the tourism and larger vehicle traffic will be parking on the frontage roads, rather than trying to get into a standard off road parking lot. This practice leads to safety concerns for pedestrians crossing the frontage roads to enter the businesses. As well, the boulevards between the highway and the frontage roads are developed to be an attraction for visitors, leading to pedestrian and cycling use. Again, this leads to increased pedestrian traffic crossing the frontage roads. Efforts will be made by the municipality to encourage small car parking in these locations.

Loading and delivery areas should be on site, and behind the buildings.

2. **BUILDING FORM, SHAPE, ROOF LINES AND ARCHITECTURAL FEATURES**

Building shape should be sufficiently varied to create interest and avoid a monotonous appearance. Long expanses of plain walls are discouraged. Long walls and large boxy forms can be broken into individual sections using roof and façade articulation, and vertical features to create the appearance of smaller, individual storefronts.



Where there is no other option than a long expanse of plain wall, murals may be used to break the visual effect of a blank wall, and provide a canvas to promote the Chetwynd area.



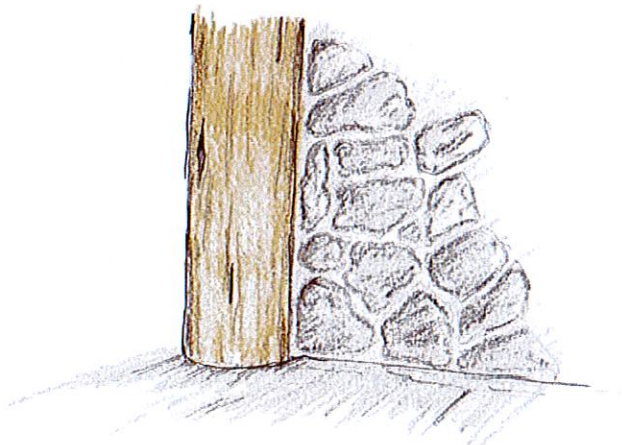
Construction design, where possible, should reflect the natural landscape around Chetwynd, with peaked and sloped roofs rather than "prairie" flat. Roofs that include dormers to break the roof line are encouraged. Snow escape onto sidewalks should be avoided.



3. **BUILDING MATERIALS**

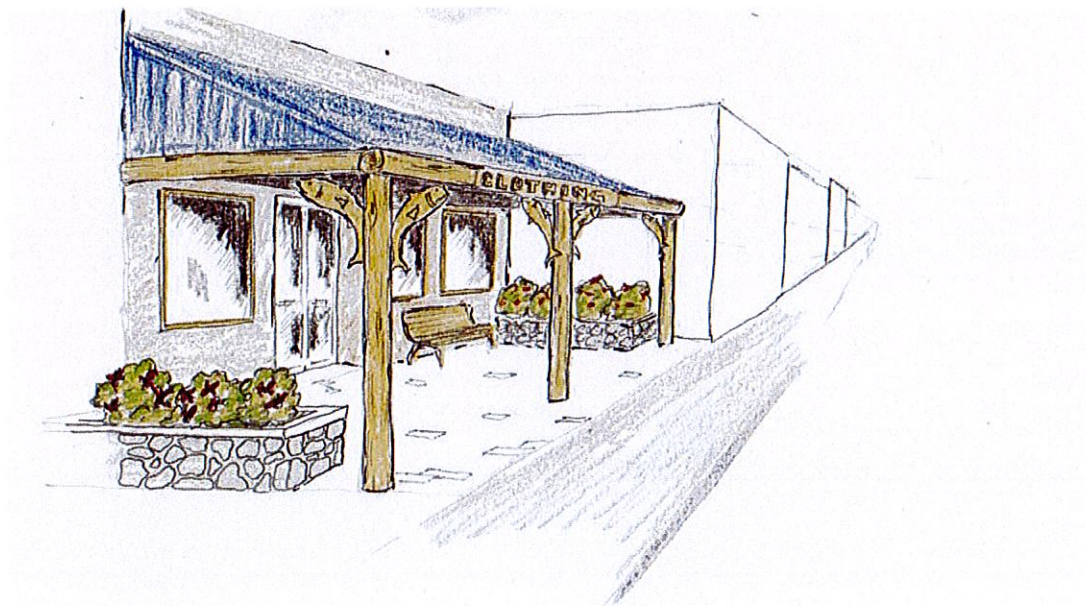
Building materials that reflect the natural surroundings of Chetwynd such as rock (fractured rock or river rock) and wood should be used extensively where possible. Materials which have an appearance similar to these natural surfaces may be acceptable.

The use of steel, corrugated metal, masonry block, and concrete as exterior finishes and facing material is discouraged. Creative use of metal on roof forms is permitted. Glass, in combination with natural materials, artfully used, is permissible. Multiple, large sheets of glass walls are discouraged.





As Chetwynd is carving its way to success, the use of carved wood in the exterior façade of buildings is encouraged. This could include carved door and window frames, and false support members.



4. **COLOUR**

The palette of colours used on the main body of building exteriors should be colours that are found in the Chetwynd area – earth tones, subtle and grey blues, greys, browns and greens, fall yellows, oranges and reds. Monochromatic colour schemes with up to three shades are encouraged.

Vibrant accent colours are encouraged but should be used sparingly and counterbalanced with neutral colours and natural materials.



Large expanses of very bright or reflective colours are discouraged.



5. **CORPORATE AND FRANCHISE DESIGN PROPOSALS**

National franchises and chain stores can and do have the ability to change their standard building design to “fit in” with the character of the local community.

Corporate and franchise design proposals therefore, are encouraged to conform to these design guidelines.



6. **SIGNAGE**

Ground oriented signs at the entrance to businesses along the highway corridor are considered appropriate. Spot lighting is preferred over back lighting or neon lighting. Signs that incorporate natural materials and colours are encouraged.

Signs of carved wood, or sandblasted wood are particularly encouraged in keeping with Chetwynd's direction of carving to success. (See also District of Chetwynd Sign Bylaw No. 913)



7. **MISCELLANEOUS**

Outdoor storage areas should be screened with fencing and/or vegetation. Garbage areas should be fully enclosed and bear/wildlife proof.

Exterior lighting should be provided for safety reasons and site security. Exterior lighting should be directed toward the land use on the parcel, and away from any adjacent residential use. Lighting should not be set in a way that will impact drivers on the highway or frontage road.

Barrier free design principles (handicapped) are encouraged, and should comply with the BC Building Code and Worksafe BC guidelines.

Safe and secure bicycle parking associated with the development is encouraged, and may be shared by adjoining businesses.

DEVELOPMENT PERMIT AREA – TOWN CENTER

1. Area:

The Town Center Development Permit area encompasses the properties bounded on the east by Highway No. 29, on the south by Highway No. 97, on the west by approximately 54th St, and on the north by the back of the lots fronting on 47th Avenue. As well, there is a large commercial parcel located immediately north of the CN Rail line adjacent to 50th Street. These areas are shown on Schedule "E" Development Permit Areas Map in the Official Community Plan.

2. Objectives:

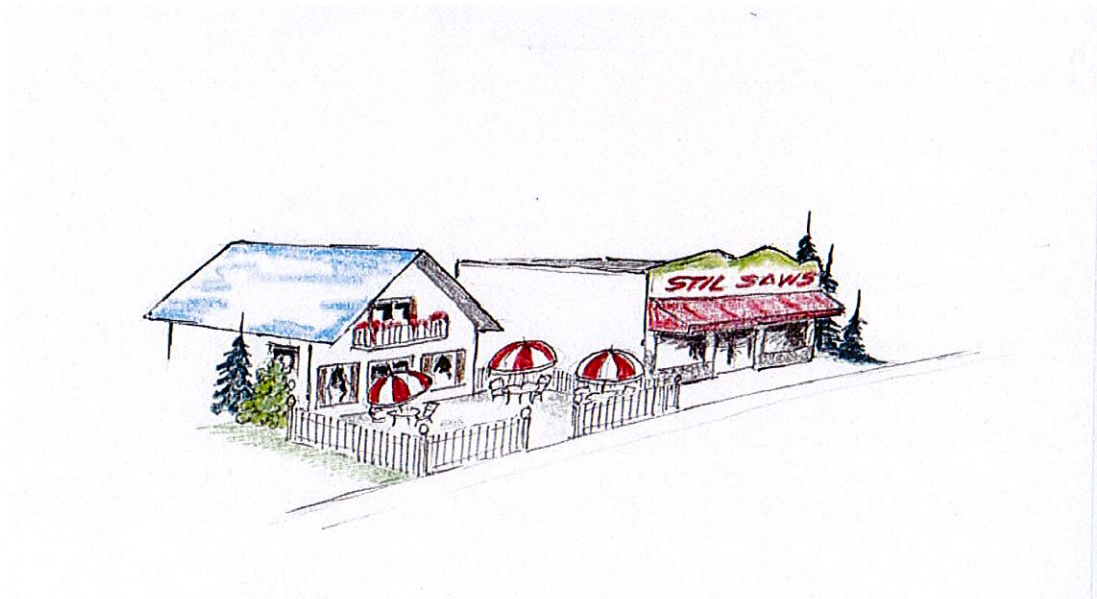
The objective of this designation is to ensure that new development strengthens the town center's status as the community focal point, to conserve and enhance the town center's character, and to realize the heritage, economic, cultural, and architectural potential of the town center.

DESIGN GUIDELINES:

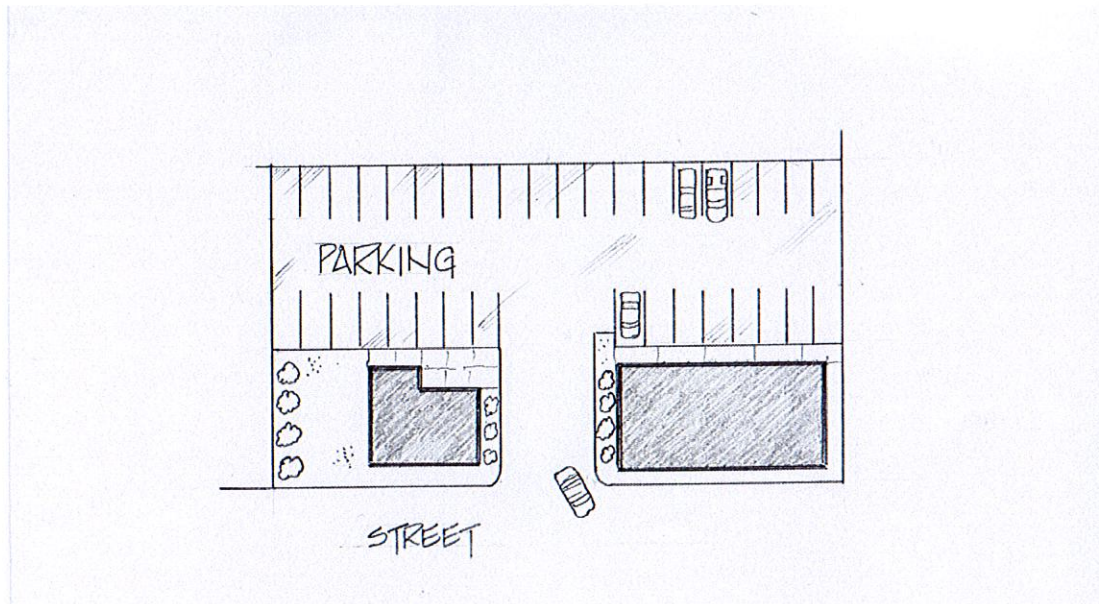
Development Permits which are issued shall be in accordance with the following:

1. BUILDING SITING, INCLUDING PARKING AND LANDSCAPING RECOMMENDATIONS

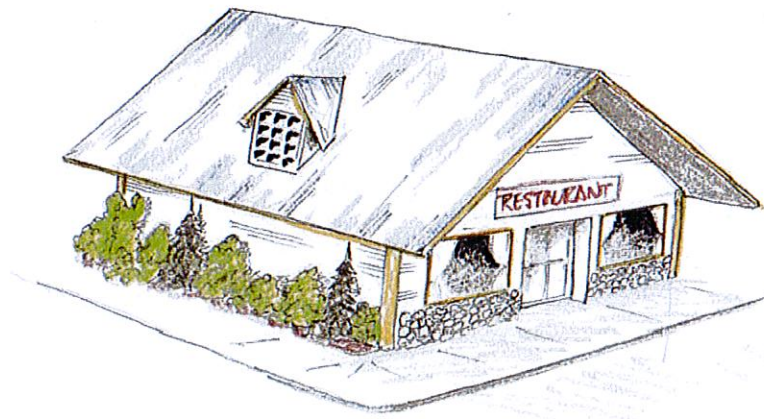
For new construction, increased setbacks from all streets and avenues will be allowed for variety to the streetscape, and to allow for outdoor eating areas, patios, functional plazas, and green space areas.



Parking is preferable to the side or behind buildings. Shared parking between adjacent developments is encouraged.



Landscaping should be provided in order to soften the visual impacts of building edges as well and interfaces between buildings and parking areas. A mix of deciduous and coniferous vegetation is preferred.



Because there is some residential use within the Town Center Development Permit Area, pedestrian and vehicular access as well as parking areas, where possible, should be away from abutting residential areas. Entrances and exits that permit safe traffic and pedestrian movement are encouraged.

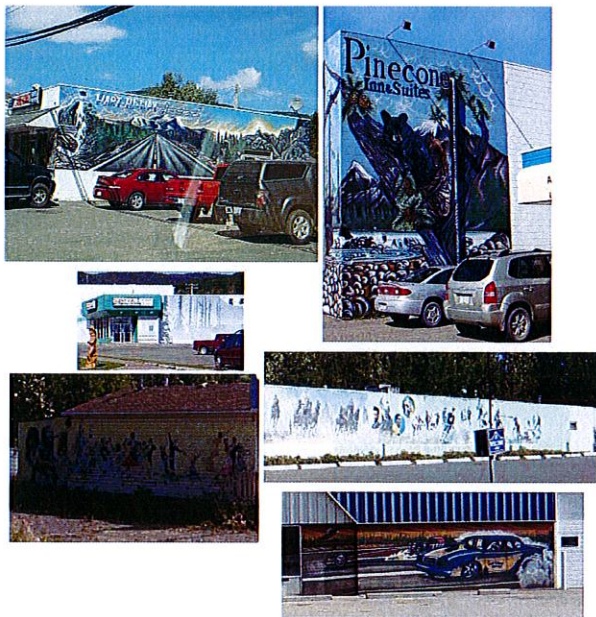
Loading and delivery areas should be located away from residential areas.

2. BUILDING FORM, SHAPE, ROOF LINES AND ARCHITECTURAL FEATURES

Building shape should be sufficiently varied to create interest and avoid a monotonous appearance. Long expanses of plain walls are discouraged. Long walls and large boxy forms can be broken into individual sections using roof and façade articulation, and vertical features to create the appearance of smaller, individual structures.



Where there is no other option than a long expanse of plain wall, murals may be used to break the visual effect of a blank wall, and provide a canvas to promote the Chetwynd area.



Peaked and sloped roofs are encouraged, along with roofs that include dormers to break up the roof lines.



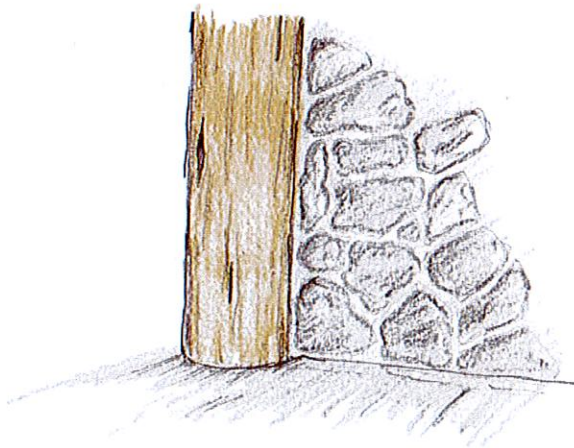
Porches and balconies that provide a more pedestrian scale are encouraged.

Building height should be complimentary to adjacent uses on either side.



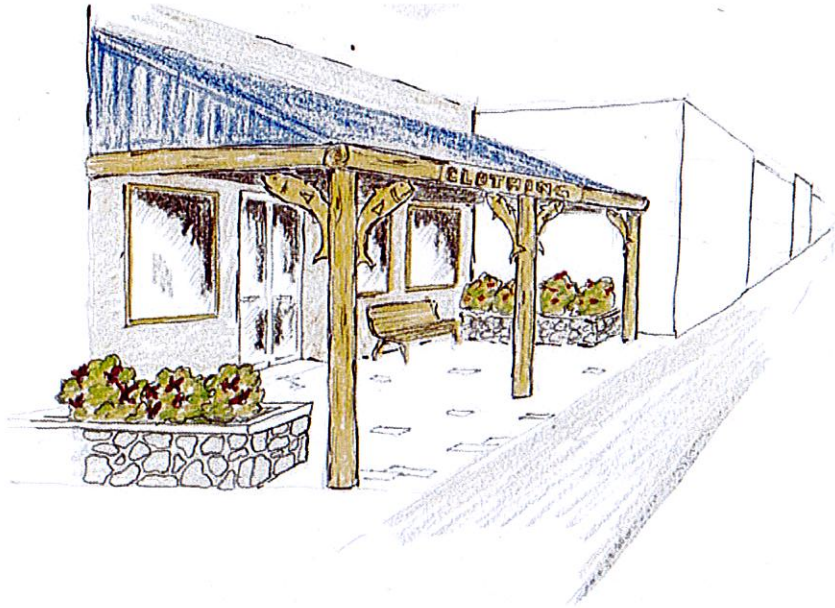
3. **BUILDING MATERIALS**

Building materials that reflect the natural area around Chetwynd, such as rock and wood should be used extensively where possible. Materials which have an appearance similar to these natural surfaces may be acceptable.



The use of steel, corrugated metal, masonry block and concrete as exterior finishes and facing material is discouraged. Creative use of metal on roof forms is permitted.

The use of carved wood in the exterior building façade is encouraged. This could include carved doors, carved door and window frames and false support members.





4. **COLOUR**

The palette of colours used on the main body of building exteriors should be colours that are found in the natural Chetwynd area – earth tones, subtle and grey blues, greys, browns and greens, fall yellows, oranges and reds. Monochromatic colour schemes with up to three shades are encouraged.

Vibrant accent colours are encouraged but should be used sparingly and counterbalanced with neutral colours and natural materials.

Large expanses of very bright or reflective colours are discouraged.

5. **CORPORATE AND FRANCHISE DESIGN PROPOSALS**

National franchises and chain stores can and do have the ability to change their standard building design to “fit in” with the character of the local community.

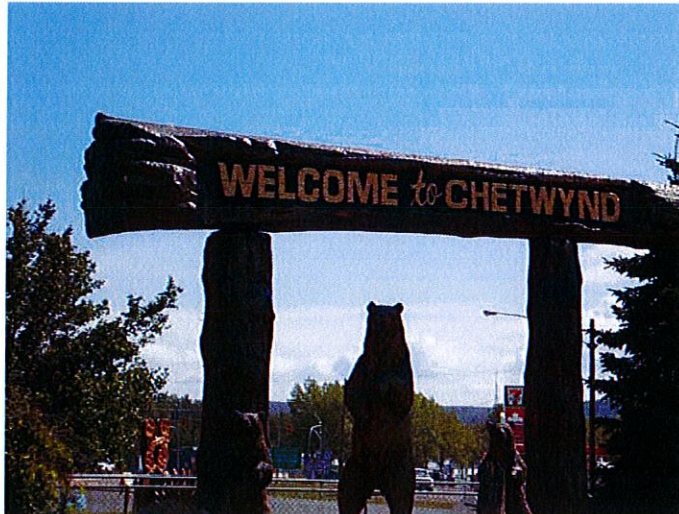
Corporate and franchise design proposals therefore are encouraged to conform to these design guidelines.



6. **SIGNAGE**

Signs should fit with the overall character and design of the building. Information at a pedestrian scale is important. Therefore, doorway, hanging, and window painted signs are encouraged.

Signs of carved wood, or sandblasted wood are encouraged, in keeping with Chetwynd's direction of carving its way to success. (See also District of Chetwynd Sign Bylaw No. 913)



7. MISCELLANEOUS

Outdoor storage areas should be screened with fencing and/or vegetation. Garbage areas should be fully enclosed and bear/wildlife proof. Outdoor storage areas and garbage areas should not be adjacent to residential uses.

Exterior lighting should be directed toward the land use on the parcel and away from adjacent or abutting residential use. Lighting should not be positioned in a way to cause a problem for night driving.

Barrier free design principles (handicapped) are encouraged, and should comply with BC Building Code and Worksafe BC Guidelines.

Safe and secure bicycle parking associated with the development is encouraged, and may be shared by adjoining businesses.

DEVELOPMENT PERMIT AREA – INDUSTRIAL

1. Area:

The Chetwynd Industrial Area is bounded on the west and north by Highway No. 29, roughly the east end of 44th Avenue to the east, 47th Avenue to the south, along the CN railway to the south side of the sawmill site behind the properties along the North Access Road.

2. Objectives:

The objective of this designation is to ensure that new development in the industrial area, while being designed for the service being provided, also is designed to enhance the Chetwynd area in a practical manner, without infringing on neighbouring industrial uses.

DESIGN GUIDELINES

Development Permits which are issued shall be in accordance with the following:

1. BUILDING SITING INCLUDING PARKING AND LANDSCAPING RECOMMENDATIONS

Siting of the buildings on the properties is not an issue in relation to a Development Permit. Industries often need specific building locations, depending on their proposed uses.

Parking for all manner of vehicles associated with the industry shall be on-site. Parking of vehicles and equipment on roadways is not supported.

Landscaping is encouraged along property lines and entrances in order to provide a "green" image of the industrial area.





Often the office area of an industrial building can be a showcase for landscaping without detracting from the practical use of the rest of the development.





Loading and delivery areas shall be on-site and vehicles unloading material shall not encroach on public road right of way. Design of development on a property will take into account the need for vehicles to turn around and reverse on site, rather than on public road right of way.

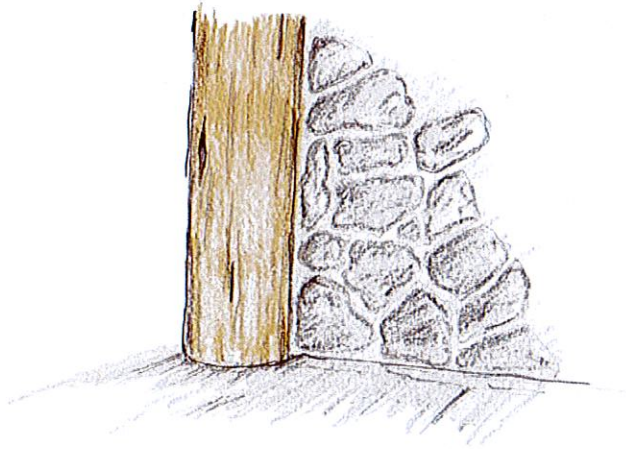
2. **BUILDING FORM, SHAPE, ROOF LINES AND ARCHITECTURAL FEATURES**

Building shape should be consistent with the uses intended. As this area is destined for industrial use, there are not the concerns about expanses of plain walls. As with the Town Center and Highway Commercial areas, long walls can be broken into more interesting and attractive shapes using roof and façade alteration, although this is not a requirement.

Buildings shall be finished and not left unpainted or unfinished. The Development Permit application shall specify final finish materials and colours.

3. **BUILDING MATERIALS**

Building materials that reflect the natural area around Chetwynd, such as rock and wood, should be used at some area of the building, preferably the office or entrance area. Materials which have an appearance similar to these natural surfaces may be acceptable.



4. **COLOUR**

Colour is not an issue in the Industrial area. Developers are encouraged to conform to the colour palette provided in these Guidelines, but the choice of colour is often associated with the industry, and will not be a matter of interest in issuance of a Development Permit.

5. **FENCING AND SCREENING**

Where an industry requires fencing for security or to delineate the site, fencing shall be neat and tidy, and shall be maintained in a manner satisfactory to the District. Where possible, fencing shall be associated with vegetation, and landscaping to soften the fence lines.



Berms may be used as property delineation, and landscaping of the berms is encouraged.



Location of fencing, screening, and berms shall take into account the need for snow removal in the winter.

Where the development is associated with an industry typically associated with what might be considered unsightly storage of materials, like auto wrecking or scrap and salvage, the site shall be screened from the road by a solid fence, and landscaping.

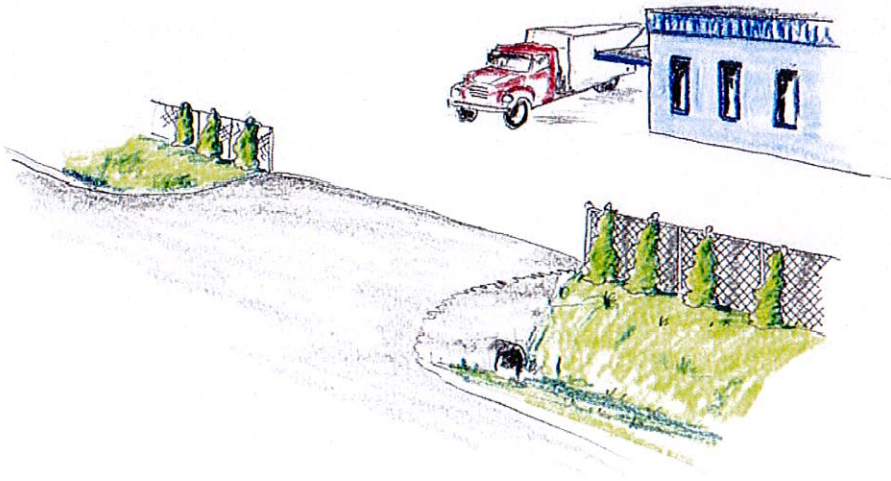


6. **DRAINAGE**

The Industrial area is served by open ditch storm drainage. Site grading or reworking of properties within the Industrial area shall be preceded by approval of a drainage plan, so other properties will not be affected by the development.

7. **ACCESS FROM PUBLIC ROAD**

New development will require paved access from the public road to the property line. Access width and base design shall be appropriate for the intended vehicle use. (Required parking and loading spaces should be paved, and proper and regular dust control should be applied on all unpaved areas.)



DEVELOPMENT PERMIT AREA – MULTIPLE FAMILY HOUSING

1. Area:

The Multi-Family Development Permit area as shown on Schedule "E" Development Permit Areas Map in the Official Community Plan, is located south of the railway and west of 50th Street, and a section of land north of 45th Avenue.

2. Objectives:

The objective of this designation is to ensure that multiple family developments are attractive and compatible with the surrounding area. Emphasis on visual aspects of development will enhance the attractiveness, and support the natural environment in keeping with Chetwynd's environmentally friendly direction.

DESIGN GUIDELINES:

Development Permits that are issued shall be in accordance with the following:

1. **BUILDING SITING INCLUDING PARKING AND LANDSCAPING RECOMMENDATIONS**

Buildings shall be setback from the front street property lines a distance slightly different from the immediate neighbouring buildings in order to show a varied image to the street.



Landscaping shall extend from the building front line to the front property line and on to District property with the District's approval. Landscaping shall include lawn, shrubs, trees and flower beds or a combination of all. Care shall be taken to ensure that landscaping, particularly trees and shrubs, do not provide hiding areas for those intent on harming other individuals.



Parking shall be totally on-site, and shall be paved. Underground parking is permitted subject to appropriate building design. Visitor spots and unloading spots shall be included in the parking requirement. Parking for RV's and large vehicles must be provided on site, or provided elsewhere in conjunction with District policies.



2. **BUILDING FORM, SHAPE, ROOF LINES AND ARCHITECTURAL FEATURES**

Building shapes should be sufficiently varied to create interest and avoid a monotonous appearance. Long expanses of plain walls are discouraged. The use of balconies, terraces, roof and façade articulation to break up the image is encouraged.



Peaked and sloped roofs are encouraged where reasonable.

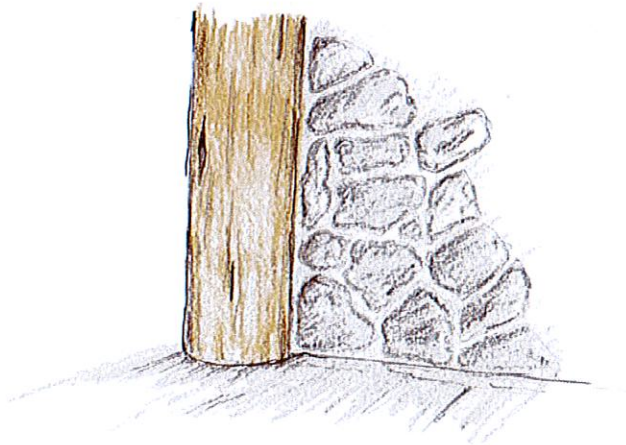
Porches, decks, balconies are often standard design for multi-family units, and are encouraged.



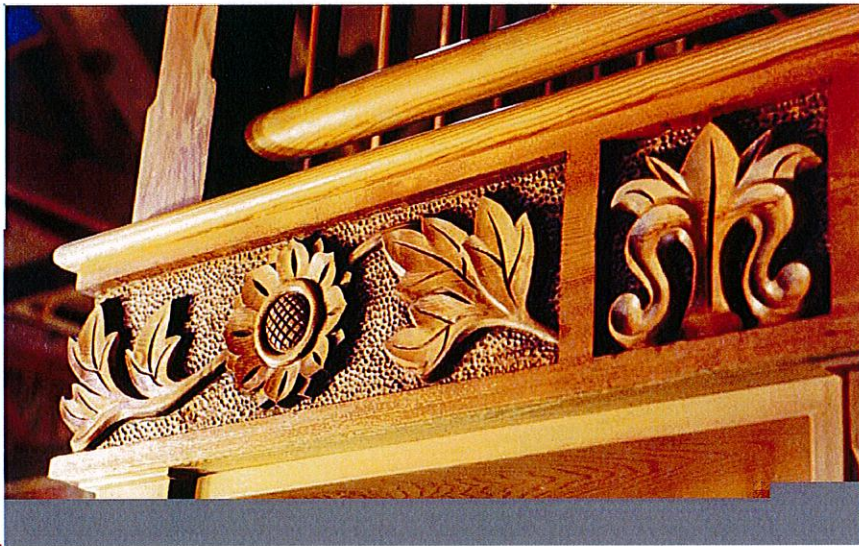
Building heights should be complimentary to adjacent uses on either side.

3. **BUILDING MATERIALS**

Building materials that reflect the natural area around Chetwynd, such as rock and wood should be used extensively where possible. Materials which have an appearance similar to these natural surfaces may be acceptable.



The use of carved wood in the exterior of the building is encouraged. This could include carved doors, carved door and window frames, and false support members.



4. **COLOUR**

The palette of colours provided in these guidelines is recommended for multi-family development. These colours are typical of those found in the natural Chetwynd area – earth tones, subtle grays and blues, browns and greens, fall yellows, oranges and reds. Monochromatic colour schemes with up to three shades are encouraged.

Large expanses of very bright or reflective colours are discouraged.

5. **SIGNAGE**

Signs should fit with the overall character and design of the building. Signs of carved wood or sandblasted wood are encouraged, in keeping with Chetwynd's vision of carving its way to success.



6. **MISCELLANEOUS**

Outdoor storage areas should be screened with fencing and/or vegetation. Garbage areas should be fully enclosed and bear/wildlife proof.

Exterior lighting should illuminate pedestrian areas, and should be located so lighting does not cast deep shadows in areas where individuals could hide.

Safe and secure bicycle parking associated with the multi-family development is encouraged.