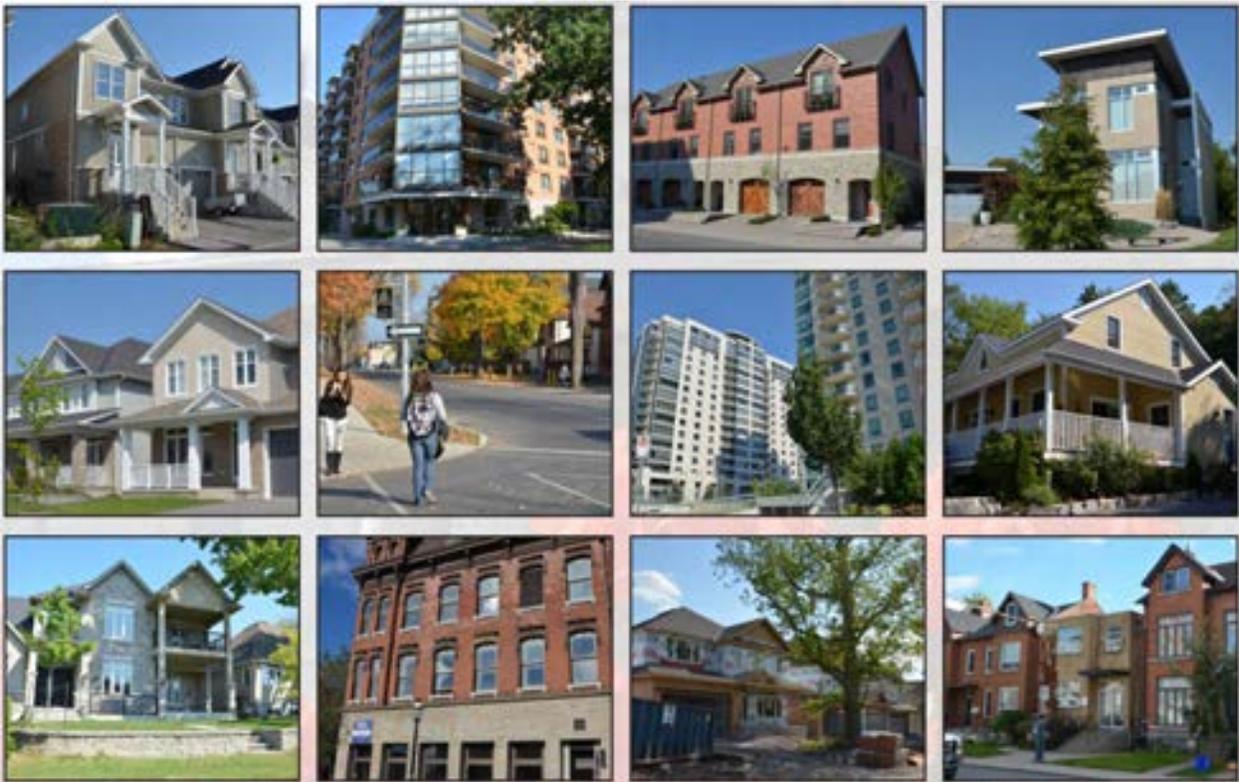


# Design Guidelines for Residential Lots

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## City of Kingston



Planning, Building and Licensing Services  
October 1, 2015





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# Section 1

## Introduction

### 1.1. Application of the Guidelines

These design guidelines are a tool to guide residential development and redevelopment within the urban area of the City of Kingston. They are intended to assist the public, land owners, developers, and City Staff by illustrating best practices in urban design for projects with a residential component. Applicants are encouraged to follow the guidelines as they prepare their submissions. Staff, members of Planning Committee, members of the Municipal Heritage Committee, and members of the Committee of Adjustment will also use the guidelines as they evaluate development applications. Depending on the nature of development proposed, these guidelines should be read in conjunction with *Design Guidelines for Communities*. Both documents are based on the *Kingston Residential Intensification / New Community Design Guidelines* prepared by Brook McIlroy Planning and Urban Design / Pace Architects in June 2010.

This document provides residential design guidelines at the lot level, including its immediate context. All new construction, including infill buildings and additions and/or renovations, should respond in complementary ways to the surrounding context. Both the integration of new homes into existing communities and construction in a new neighbourhood require consideration of a variety of factors such as providing a variety of housing types, creating appropriate building massing and transitions, orienting structures for greatest environmental and functional benefit, and integrating interesting architectural features into the design. These guidelines are intended to address these considerations for a variety of dwelling types. Other important aspects such as amenity area, landscaping, and parking are also considered.

These guidelines will assist in restoration, redevelopment, and new development projects to both ensure that the integrity and character of existing residential neighbourhoods is maintained and that its best characteristics are also infused into new areas while allowing for the evolution of architectural style and innovation in built form. The guidelines support the creation of an environment where old and new buildings co-exist in harmony, and they will assist property owners in planning appropriate building renovations and any new construction.

The guidelines that follow illustrate some of the best practices and important principles for design in the public and private realms. The illustrations shown in the document provide a few examples of how the guidelines can be applied, and are not intended to exclude other concepts that meet the intent of the guidelines.



**Figure 1-1:** These guidelines apply to all forms of residential development in both existing neighbourhoods and new communities.

# Section 2

## Residential Development in New and Existing Communities

### 2.1 Residential Development in New and Existing Communities

- a. General Information** - New buildings and additions or renovations should respond harmoniously to their specific contexts and be complementary to the existing area with respect to building size, density and architectural detailing. The key to good development is recognizing the scale and visual pattern of the appropriate and desirable development that exists in the neighbourhood and community and then incorporating it into the proposed new development or redevelopment. Designing for the needs of pedestrians and cyclists while accommodating the car in a way that does not dominate the public realm improves the quality of the streetscape and helps create livable communities. Well-designed residential development projects integrate harmoniously into a local landscape, enriching a neighbourhood and increasing the value of the development. This document addresses a range of residential developments, including additions and renovations to existing buildings, new infill buildings, development in areas of heritage character, and residential development in new communities.
- b. Additions and Renovations to Existing Buildings** – Additions and renovations are carried out both to increase and/or improve the function of existing living space available and to develop additional residential units through the expansion of an existing building. This includes the conversion of existing single detached dwellings into multi-unit dwellings, the addition of livable space above garages, and the incorporation of secondary residential units. For additions and renovations to existing buildings, the current building stock of the surrounding neighbourhood should be used as inspiration to determine the appropriate mass, scale, design, and materials to create a development that complements the community.

- c. New Infill Buildings** – New infill buildings are developed on vacant or underutilized lots in existing neighbourhoods. They are most likely to occur in established residential areas, and along Collector or Arterial Roads. New buildings should be developed in a way that minimizes adverse impacts on neighbouring properties and promotes the most efficient use of existing servicing and transportation infrastructure. They should also provide a range of housing types to promote variety and diversity.
- d. Development in Areas of Heritage Character** – This may include additions or renovations to existing designated or listed heritage properties, as well as new infill buildings and additions or renovations to buildings on sites adjacent to a designated or listed property, in areas of heritage character (as identified in the Official Plan), or within a Heritage Conservation District (i.e. Market Square, Barriefield Village or the Old Sydenham Heritage Area). Within the City of Kingston, there are a significant number of protected heritage properties, including approximately 850 designated properties and approximately 500 listed properties. To maintain the historic character of these areas, design of both new development and additions in or adjacent to existing protected heritage properties must complement the heritage character and be context-specific to avoid detracting from the existing built fabric. Additions to protected heritage properties, or within a Heritage Conservation District (HCD), will require further review and approval from the City of Kingston. In addition, new construction in these areas, as well as within areas of heritage character as defined within the City’s Official Plan, may require the preparation of a Heritage Impact Statement outlining alternative development approaches, mitigation measures, and other context-dependent requirements. There are additional more specific design guidelines in place where there is a HCD Plan. Where a conflict between these guidelines and those in the HCD Plan arise, those within the HCD Plan prevail.



**Figure 2-1:** (Left) Homes in Portsmouth Village, which is identified as a heritage character area in the City’s Official Plan. (Right) Homes in the Old Sydenham Heritage Conservation District.

- e. **New Community Development** – Development on previously undeveloped land includes both residential dwellings and mixed-use buildings. New buildings are most likely to occur in serviced areas within communities that have been comprehensively planned. These guidelines are applicable to sites in these communities, unless area-specific design guidelines have been created for the new community through the secondary planning process.



**Figure 2-2:** (Top) The new infill buildings on either side of the older, red-brick home are appropriate in terms of scale, mass and design, and fit in well with the surrounding neighbourhood. (Bottom) These homes in a newer community allow the entire front of the house to address the street, due to the placement of garages off of a rear lane.

## 2.2 Guiding Principles

Through the development of similar urban design guidelines, combined with public consultation, seven guiding principles have been derived to ensure residential development is seamlessly integrated into the existing built fabric, and conducive to pedestrian-supportive environments. These principles are:

1. **Protect and preserve** stable residential communities;
2. Develop guidelines that are **context appropriate**;
3. Foster attractive developments which add to the existing **sense of place**;
4. Provide a variety of housing types;
5. Ensure **compact, walkable mixed-use** development;
6. Encourage **environmentally sustainable** development; and
7. Integrate and highlight **cultural heritage resources**.



**Figure 2-3:** Active transportation, mixed-use developments, environmentally sustainable development, a variety of housing types, and access to parks and open spaces are all part of the seven guiding principles to ensure residential development is integrated into the existing built fabric, and conducive to pedestrian-supportive environments.

## 2.3 Forms of Residential Development

To promote a diverse community and accommodate a variety of households (i.e. young adults, families with children, single parents, seniors, people with special needs, etc.), residential development and redevelopment should strive to provide a full range of housing types to meet the City's population growth targets, including:

**Single and semi-detached dwellings:** The guidelines for single and semi-detached residential buildings provide flexibility in design and encourage a model of development that will enhance the look and feel of neighbourhoods and integrate with existing communities.

**Row dwellings and townhouses:** Row dwellings and townhouses provide more compact, higher-density housing choices than single or semi-detached dwellings, and in some instances, may share amenity areas. Row dwellings and townhouses may provide the transition between low-density/low-rise housing and more intense multi-unit residential forms. Variations in row dwelling and townhouse form include back-to-back units, stacked units or a courtyard configuration, but generally row dwellings and townhouses comprise a continuous row along the street within a 2-4 storey building.



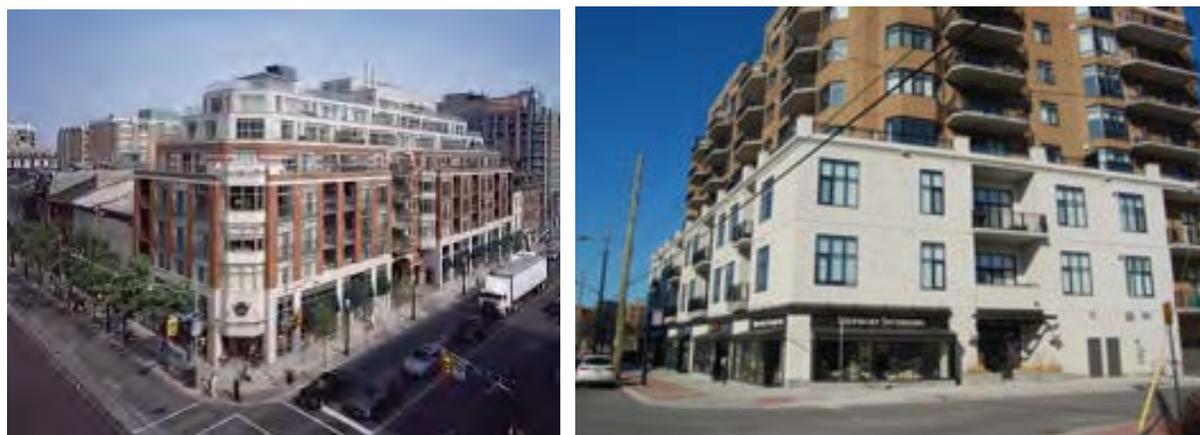
**Figure 2-4:** Single, semi-detached and row dwellings are all ground-oriented.

**Multi-unit buildings:** Low and mid-rise multi-unit buildings, including mixed-use buildings, are encouraged in key locations such as along Main Street and Collector Roads, at gateway locations, and adjacent to large open spaces and community facilities. High-rise, multi-unit buildings, including mixed-use buildings, are best developed at key locations (e.g. major intersections, adjacent to Arterial Roads, within new and existing centres and corridors). High-rise buildings in areas of heritage character or Heritage Conservation Districts are strongly discouraged and may not be permitted through the policies of the current, applicable Heritage Conservation District plans and the policies of the Official Plan.

Multi-unit buildings should be carefully designed to minimize shadowing and maximize sky views. Each building should be unique, but should also fit within its surrounding context. Mixed-use buildings are encouraged to create a more urban streetscape. They should have active retail uses at grade with “spill-out” opportunities (e.g. café patios, retail displays). Above this, residential uses (and/or office uses) are recommended to enhance safety through opportunities for informal surveillance by the public.



**Figure 2-5:** New multi-unit buildings should be designed to be in keeping with the character of the surrounding neighbourhood.



**Figure 2-6:** High-rise buildings are encouraged to create an urban streetscape with active uses incorporated at ground level.

## 2.4 Steps for the Design of Residential Lots

In designing successful residential development projects within the City of Kingston, the following design steps, in order of importance, should be taken:

### **Step 1 - Analyze the site context**

The single most important consideration to be given when designing a residential development project is site context. Effort must be made to ensure that new development projects fit appropriately within their respective context. This includes a review of the Official Plan and the applicable Zoning By-law. All future development must occur in a way that will not compromise protected heritage properties, other cultural heritage features, or the natural environment, but rather highlight, celebrate and preserve these unique resources.

### **Step 2 - Evaluate the opportunities and constraints of the proposed development**

Consider the potential opportunities and constraints which will arise as a result of the development project. New development provides an opportunity for designers to enhance the existing urban form of a lot, a street, the community, and the City at large. However, a new development that has not been well thought out can be jarring, detracting from the character of the surrounding neighbourhood and negatively affect the quality of life of other residents.



**Figure 2-7:** (Left) New residential dwellings should be constructed at a scale and mass that fits the size of the respective lot. (Right) New buildings should provide a range of housing types within existing and new communities.

**Step 3 - Determine appropriate building orientation and design**

The orientation and design of buildings greatly influences the way in which the street and community are perceived. Buildings, when oriented to face the adjacent street(s), with proper massing and setbacks, provide a sense of enclosure and appropriate scale. This is enhanced by providing street trees which over time form a canopy over the street. Appropriate building setbacks from the street and surrounding buildings and step-backs at higher levels help mitigate potential shadow impacts. Buildings designed with quality materials, sufficient windows, and context-appropriate architectural details, provide streetscapes with an element of aesthetic quality, distinction, and a sense of place. When appropriate orientation and design are combined, communities are able to establish a sense of identity, and local residents and visitors are provided with a sense of comfort and improved perceptions of safety because of opportunities for casual surveillance.



**Figure 2-8:** Transition shown between ground-oriented row dwellings on a side street to a multi-unit, mixed use residential building on a traditional main street.

# Section 3

## General Design Considerations

### 3.1 Sustainable Building Design

- a. **Consider constructing new buildings for sustainability certification** such as Leadership in Energy and Environmental Design (LEED) certification, or an equivalent design standard.
- b. **Design mixed-use and multi-unit buildings to accommodate a variety of uses** over their lifespan by integrating a flexible building floor plate, envelope and façade design.
- c. **Explore innovative techniques for waste management, water use reduction and waste water technologies** for the operation of the home. New construction should use resources efficiently, integrate appropriate materials, reduce internal and external impacts on the environment, and reduce operating costs.
- d. **Prepare a waste reduction plan** for use during the construction process.
- e. **Explore options for incorporating green technology** such as photovoltaic or solar hot water panels.



**Figure 3-1:** Sustainable technologies can be integrated into the design of the building as well as the design of the respective site.

## 3.2 Crime Prevention Through Environmental Design (CPTED)

- a. **Use appropriate features that express ownership and boundaries** such as defined entrances, parking areas, and pathways. Landscaping, fences, pavement treatments, and art can be used to delineate different areas. The arrangement, dimensions and scale of spaces and elements should be designed to encourage comfortable interactions among people. Avoid spaces that appear confined, dark, isolated or unconnected with neighbouring uses, or without a clear purpose or function.
- b. **Integrate informal surveillance** by considering visibility, light and openness. Orient and design physical features and activities to maximize the ability to see throughout the site. This includes attention to the placement of windows to provide visual access to areas of the site, and locating walkways, entrances, landscape materials, and other site features to avoid areas for persons to hide.
- c. **Incorporate appropriate lighting** that does not produce glare. Avoid excessively bright lighting by using more frequent and dimmer lighting.
- d. **Provide clear signage** and other wayfinding cues that make a site easily understood and navigable.
- e. **Design the building and site to encourage legitimate activity in public spaces.** Locate outdoor uses in complementary arrangements or activity nodes that create more activity than if separated.



**Figure 3-2:** CPTED principles can be used to create safe and attractive developments.

### 3.3 Universal (Barrier-Free) Design

- a. **Ensure that all public spaces are barrier-free** for persons of all ages and abilities. This includes sidewalks, parks, etc. as well as semi-private open spaces. Street trees, landscaping, seating, public art and signage should not obstruct the path of travel.
- b. **Integrate access structures** such as curb ramps, entry ramps and handrails as seamless components of buildings.
- c. **Use curb ramps** to provide barrier-free connections between the street, pedestrian walkways and parking areas.
- d. **Integrate multi-sensory indicators** in high activity areas. The use of indicators (tactile, visual, and/or audible) can assist in orientation and the recognition of potential hazards to persons with disabilities.
- e. **Design in accordance with the *Accessibility for Ontarians with Disabilities Act* and other applicable provincial legislation.** Refer also to the recommendations provided by the *City of Kingston Facility Accessibility Design Standards (FADS)* for more information and ideas on creating a barrier-free building or space.



**Figure 3-3:** Public spaces and construction materials designed to be universally accessible.



**Figure 3-4:** These homes consider accessibility in design. (Top) Ramps are incorporated as part of the design of the home. (Bottom) This at-grade home has no steps to impede access

# Section 4

## Site Design and Building Orientation

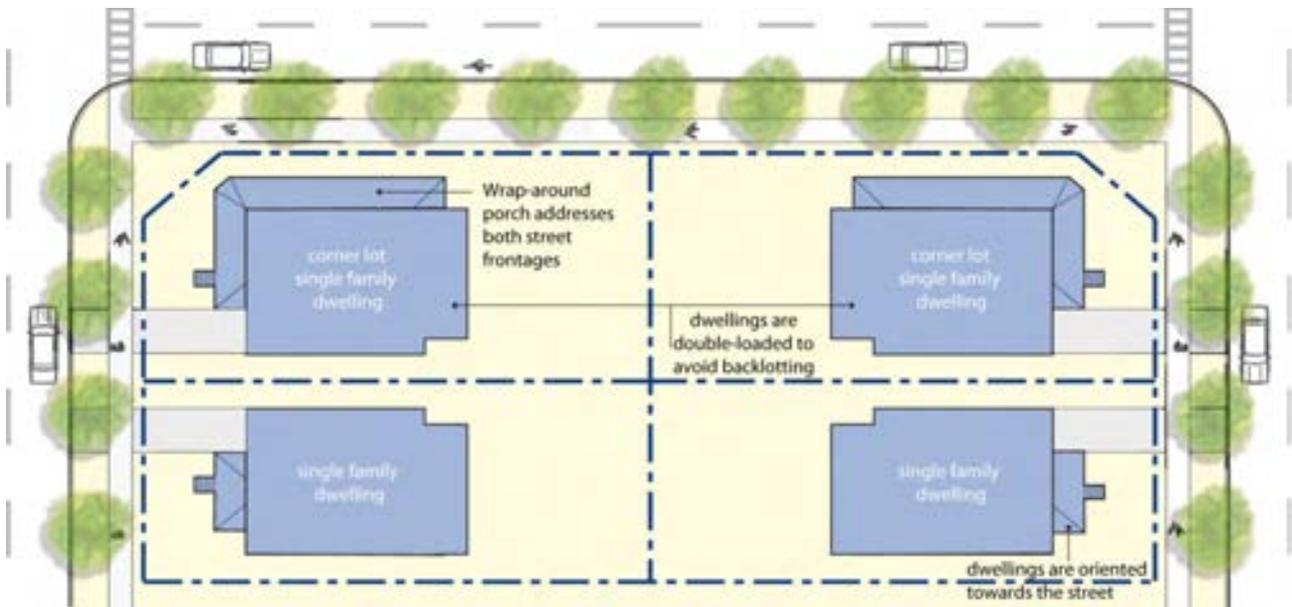
### 4.1 Building Orientation and Configuration

- a. **Orient all main building façades and entries towards streets** and/or open spaces. An entry should have a strong relationship with a corner, a fronting street or courtyard. Buildings oriented to the street provide a sense of enclosure and enhanced safety through “eyes on the street.” This can be further enhanced by maximizing the number of windows facing the street or open space.
- b. **Provide opportunities for active living spaces, such as living rooms, to face directly onto the street** to support a visual connection between the street and the residential population.
- c. **Maximize opportunities for solar gain and cross ventilation** for heating and cooling when designing the dwelling, wherever possible. Consider the use of vegetation and architectural detailing for shading and wind protection.



**Figure 4-1:** Orient buildings towards the road to promote a sense of enclosure and safety through “eyes on the street”.

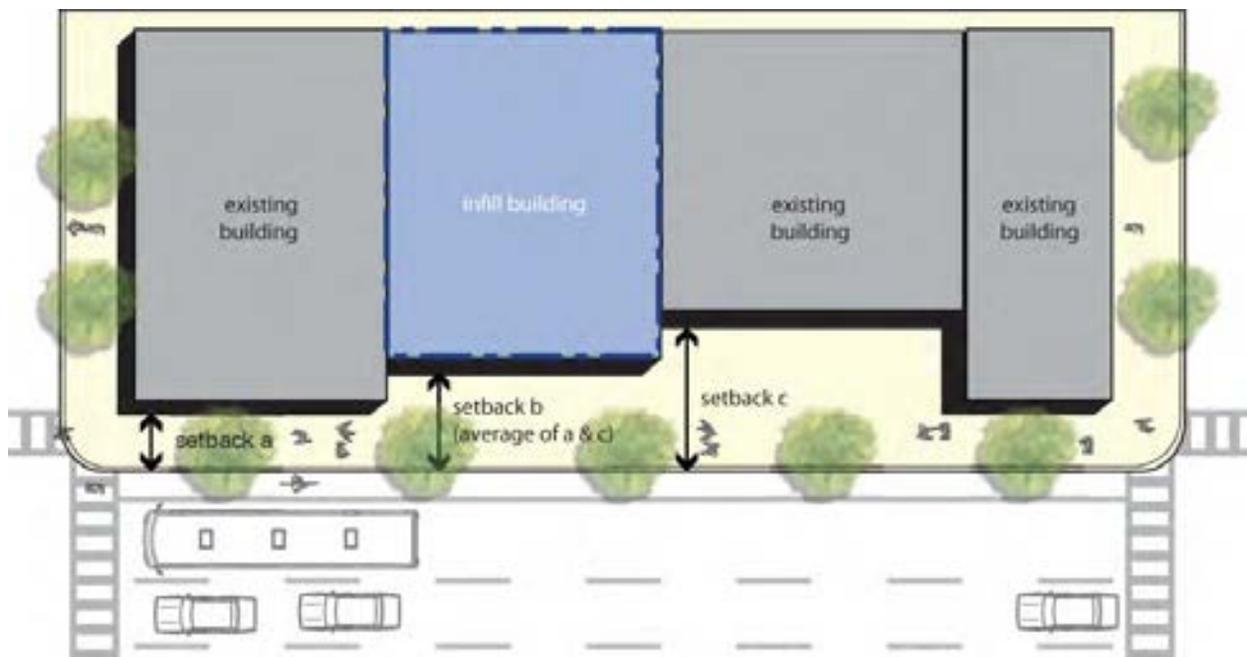
- d. **Design buildings on main streets with continuous façades** to create a continuous street edge. In multi-unit or mixed-use buildings, variations in setbacks may be used to incorporate opportunities for open space, mid-block pedestrian walkways and/or main entrance ways.
- e. **Configure multi-unit dwellings and mixed-use buildings to include gathering areas, courtyards, and open spaces** in the front or rear yards.
- f. **Preserve mature on-site trees**, wherever possible, by locating structures in areas where existing mature vegetation is not affected.



**Figure 4-2:** Site design should ensure that new buildings are oriented to face the street.

## 4.2 Front Yard Setbacks

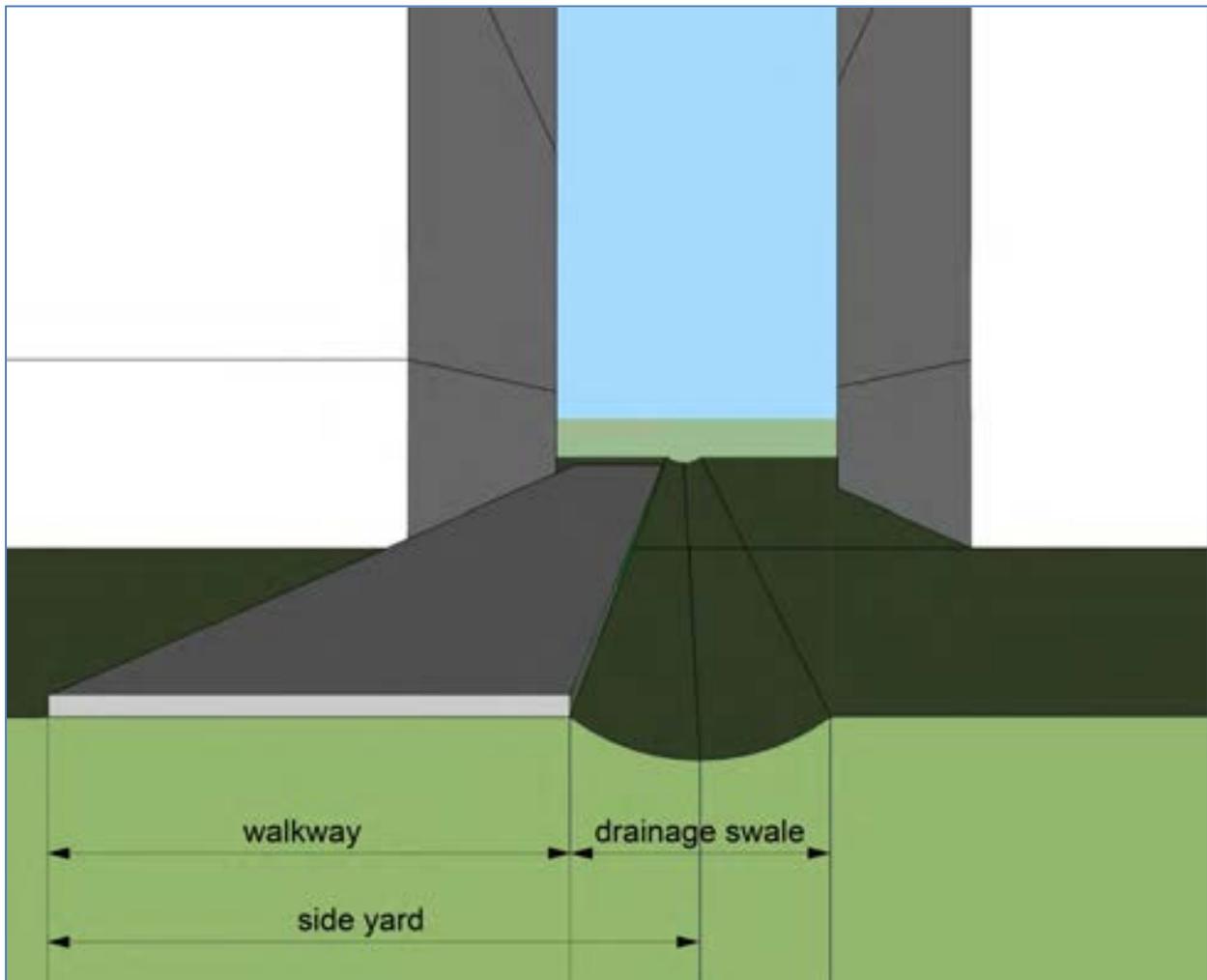
- a. **Use front yard setbacks to provide a transition** between the public right-of-way and private property. Respect minimum front yard setbacks to provide this transition. If present, a garage should not be the dominant feature of the front yard.
- b. **Ensure a portion of the setback from the front property line is a “no encroachment” zone.** The remaining setback may contain non-habitable building elements (e.g. porches, steps, roof elements, etc.).
- c. **Integrate new construction into existing neighbourhoods to maintain continuity in the ‘street wall’** and the existing rhythm of front yard setbacks with some slight variations in setback permitted to achieve diversity.
- d. **Use a front yard setback that places the proposed building in the range established by neighbouring buildings** when front yard setbacks vary on both sides of a proposed building.
- e. **Introduce slight variations in front yard setbacks** in new residential areas to provide more visual diversity and a more interesting streetscape and/or to integrate and preserve an existing natural feature (i.e. mature tree) or built heritage resource (i.e. protected heritage property).



**Figure 4-3:** Where streets lack a continuous building frontage, and there is no negative impact on any identified heritage attributes of a property, new developments should have a setback which reflects an average between those of adjacent buildings.

## 4.3 Side Yard Setbacks

- a. **Ensure that side yards are properly sized for access and maintenance**, in accordance with the zoning by-law. A side yard may be required to accommodate a walkway, as well as half of a drainage swale shared with the adjacent property.
- b. **Use a wider minimum interior side yard setback and/or additional buffering** on a lot abutting a non-residential use, such as a commercial business. The wider side yard width may not be necessary where a residential use abuts an open space or pathway.



**Figure 4-4:** Ensure a side yard is wide enough for proper drainage and access.

## 4.4 Rear Yard Setbacks

- a. **Retain a functional rear yard which will serve as an amenity area** by ensuring that there is sufficient open space between any residential dwelling, including additions, and the rear lot line.
- b. **Provide a large rear yard setback** measured either to the rear property line or, in instances where a garage is present in the rear yard, to the wall of the garage that is closest to the residential dwelling.
- c. **Where a garage is present in the rear yard, provide a setback between the rear property line** and the wall of the garage closest to the rear property line, in order to allow enough space for access and maintenance.
- d. **Incorporate rear yard decks, porches, patios and other amenity area features in the rear yard.** The amount of amenity area in the rear yard available for the occupants of a dwelling should not include space allocated to garages that are attached to the dwelling or located at the rear of the property (lane or driveway access).



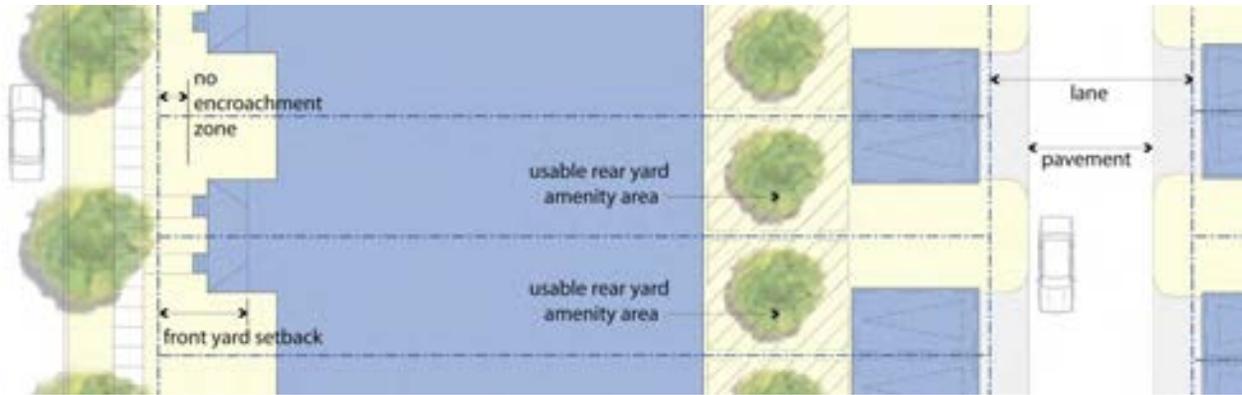
**Figure 4-5:** (Left) Provide rear yards that are large enough for functional space. (Right) In this instance, a single detached home with a secondary suite can accommodate a private amenity area for both dwelling units.

## 4.5 Yard Setbacks – Sample Illustrations

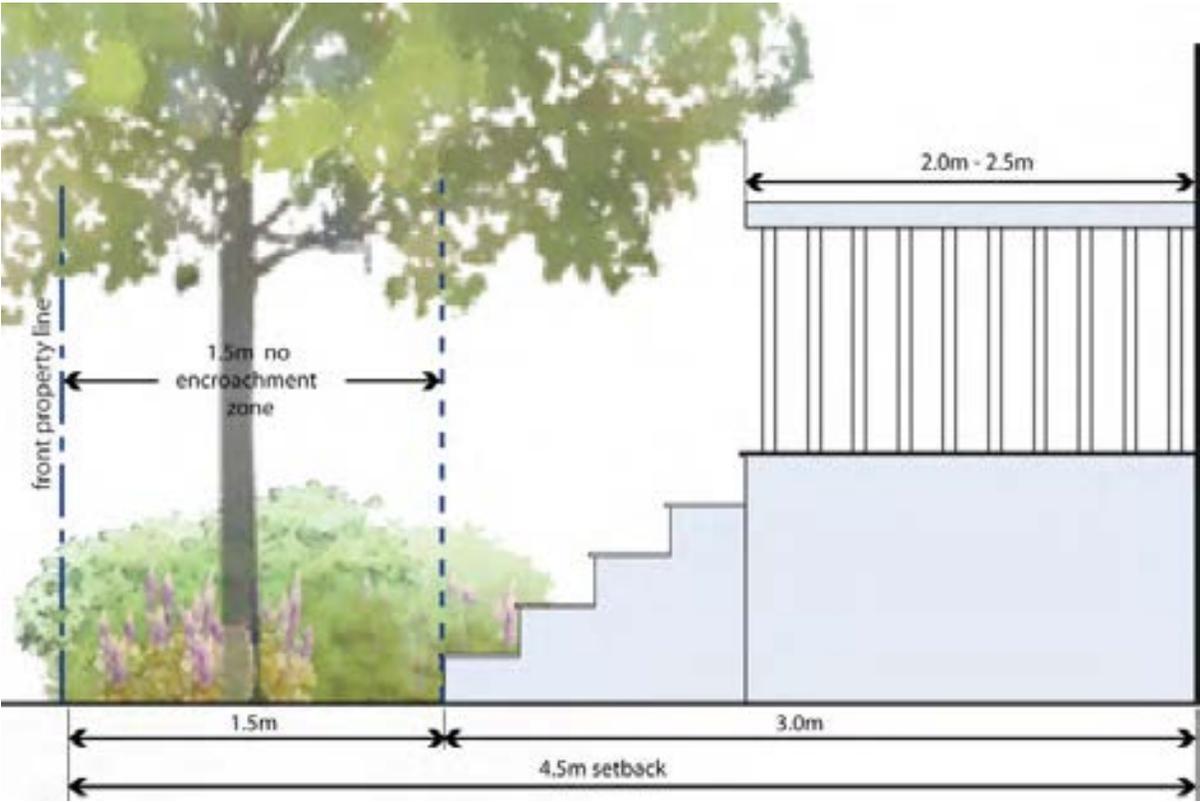
The illustrations in this section are intended to show ways in which the guidelines regarding yard setbacks in Sections 4.2 through 4.4 could be implemented. They are not intended to be the only way to interpret the guidelines, and the measurements used in the illustrations, while representative of best practices for urban residential development, will not necessarily work for all neighbourhoods or development proposals.



**Figure 4-6:** A range of front yard setbacks is recommended. Side yard setbacks should be properly sized for access and maintenance. Rear yard setbacks should be large enough to allow for functional amenity areas.



**Figure 4-7:** The front yard should include a no encroachment zone, and the rear yard should be large enough to accommodate a usable amount of amenity space.



**Figure 4-8:** The illustration above represents one way in which the front yard setback guidelines can be met.



# Section 5

## Built Form, Height and Massing

### 5.1 General Considerations

- a. **Determine context-sensitive height and massing** for residential development and redevelopment through careful site analysis, including consideration of adjacent properties, land use and transit access.
- b. **Avoid problems of overshadowing** by siting the development away from neighbouring boundaries, stepping back the upper storeys of the building, and/or altering rooflines.
- c. **Consider compatibility with local community character**, including building style, form, size, colour, material and roofline. Use similar but not identical architectural details to reinforce the streetscape.
- d. **Do not include blank walls** or prominent front-attached garages as part of the front façade.



**Figure 5-1:** New buildings should include setbacks and step-backs which are consistent with those of adjacent properties. New buildings should maintain appropriate window proportions and the rhythm of shop fronts.



**Figure 5-2:** New buildings in older built-up areas should create a consistent street wall. Step-backs on upper levels should be large enough to create usable amenity areas.



**Figure 5-3:** These developments demonstrate a context-sensitive response to form, height, and detail. While the design and materials used for the new buildings are not necessarily the same as the older buildings in the area, the overall developments are compatible in terms of rhythm and massing.

## 5.2 Single detached, Semi-detached and Rowhouses

- a. **Use a compatible height and mass to adjacent dwellings** for new residential buildings being developed in existing neighbourhoods to avoid appearing out of scale or visually dominating.
- b. **Consider a variety of building heights** up to 3 storeys in new neighbourhoods. Currently, the majority of new residential dwellings are between 1 and 2 storeys.
- c. **Create façades that address both streets on corner or flanking lots.** Use design elements such as wrap-around porches, sun rooms, bay windows and side entrances. Design should emphasize visibility and the potential role of corner buildings as landmark or orientation structures within the community.
- d. **Provide transitional areas** such as a porch or landscaped walkway from the public space or walkway to the building or unit entry. Use details such as recessed or bay windows, dormers, balconies and trim to add visual interest to façades.
- e. **Use a roofline consistent in mass and height to adjacent buildings.** Include elements such as dormers as distinct elements to differentiate dwellings. Incorporate roof overhangs to provide shading during the summer while still allowing light penetration in the winter. In a project with multiple residential units, façade and roof variety and articulation are encouraged.



**Figure 5-4:** New single detached homes should respect the existing context of the areas, reflecting existing setbacks, building heights, and orientation.



**Figure 5-5:** This residential infill development has complementary massing and detailing to the adjacent buildings.



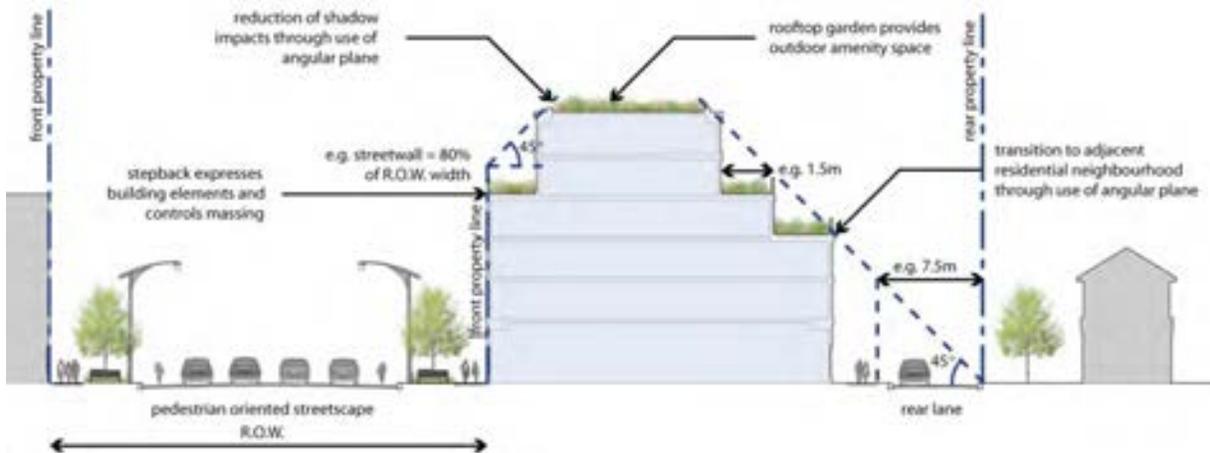
**Figure 5-6:** Porches and roof elements add visual interest, and they are used to address both streets on this corner lot.

## 5.3 Mixed-use and Multi-unit Buildings

- a. **Incorporate appropriate height transitions**, especially when higher density areas are located next to low density areas. Mitigate potential negative impacts such as an overbearing visual presence, overshadowing and overlooking by using building form and appropriate setbacks such as stepping back upper floors of buildings over 4 storeys to maintain a human scale along the sidewalk and to reduce shadow and wind impacts on the public street.
- b. **Orient and design taller buildings (e.g. apartment buildings) to minimize shadows** cast on adjacent properties, especially other residential buildings and open spaces.
- c. **Place taller buildings adjacent to or near amenities or transit opportunities** such as commercial areas or centres, on the periphery of neighbourhoods, near parkland or open spaces, and on arterial and collector roads. Design taller buildings to reinforce the prominence of these locations through appropriate massing, building projections, recesses at-grade, lower storey design and open space treatments.
- d. **Perform a sun/shadow analysis** to identify potential impacts on adjacent public and private property where potential conflicts have been identified. Create design alternatives that demonstrate a reduction in the degree of impact.
- e. **Exclude access to green roofs from the overall building height.** Access to green roofs would be similar in size and function to the mechanical room.
- f. **Encourage the integration of a 3-4 storey building base with a step-back above** to control the overall massing of the building, minimize shadow impacts on adjacent properties, provide a transition to adjacent residential communities and create additional outside amenity areas (e.g. rooftop gardens). The building base should be highlighted by architectural elements such as entrances, awnings, large areas of glazing and retail opportunities, to create a pedestrian-scaled streetscape.
- g. **Design for a pedestrian-oriented streetscape**, giving careful consideration to the mass and building base.
- h. **Consider providing publicly-accessible mid-block connections** to enhance pedestrian circulation as part of larger developments.
- i. **Size the ground floor to allow for flexible commercial space** by constructing higher floor-to-ceiling height at-grade (e.g. approximately 4.5 m in height is encouraged to allow for use flexibility).
- j. **Determine the maximum height of the street wall** with consideration for sunlight penetration and shadowing on the street right-of-way and keep new buildings within this limit. A street wall refers to how the front faces of several buildings line up to define a walking environment. Buildings are set back an equal distance so that building faces are generally even.



**Figure 5-7:** Where appropriate, mixed-use buildings are encouraged to create a more urban streetscape. To accomplish this, mixed-use buildings are encouraged to have a higher ground floor height to allow for flexible commercial space at grade.



**Figure 5-8:** Mixed-use and multi-unit buildings can range in height, provided they incorporate appropriate setbacks and step-backs which reduce shadow impacts and create appropriate transitions to adjacent residential areas.

## 5.4 Heritage Considerations

- a. **Retain and restore protected heritage properties.** Their removal is contrary to the *Ontario Heritage Act*. Retaining only the façade is not an acceptable substitute to the retention of the whole structure.
- b. **Use a complementary scale, massing, and height** for the development of new buildings and renovations to protected heritage properties. Do not mimic adjacent protected heritage properties.
- c. **Limit protected heritage properties to their existing height**, not including rooftop architectural details, such as parapet walls, to encourage their retention and to highlight these key heritage attributes.
- d. **Use a height-to-width ratio for new buildings that is similar to existing buildings** on blocks with built heritage resources.
- e. **Enhance and maintain the continuity of the existing historic streetscape** when incorporating new development or redevelopment.
- f. **Match alterations of existing buildings to the pre-established setback of adjacent buildings** to ensure a continuous street wall. This is especially beneficial on sites where buildings are currently set back from the street or are missing altogether. It is important to not block or interfere with the view and prominence of adjacent built heritage resources.



**Figure 5-9:** (Left) New development in Barriefield Village that maintains and enhances the continuity of the existing historic streetscape. (Right) The new house in the centre has a similar size and front yard setback to the other homes adjacent to it in this older neighbourhood; however, its height is out of character with the adjoining buildings.

## 5.5 Renovations and Additions

- a. **Ensure that additions and renovations are context-sensitive.** Changes to existing buildings should create a final building that reflects the height, scale and massing that is sensitive to adjacent buildings.
- b. **Avoid overpowering additions to existing buildings.** Additions should increase the building size by no more than approximately one-third of the total building volume. Additions should be secondary, acting as a frame to highlight the existing structure, and they should be visually separate and distinct.



**Figure 5-10:** This addition has a poor relationship to the original building including form, massing, placement of windows, and materials.



**Figure 5-11:** This addition demonstrates a complementary form to the original dwelling. The colours and materials, while not identical, are high quality and demonstrate a positive relationship with the existing home.



# Section 6

## Building Features and Detailing

### 6.1 Access and Entrances

- a. **Face main entrances towards public streets** and make them well-lit and directly accessible from public sidewalks.
- b. **Design main entrances to provide weather protection** including features such as awnings, recessed entries, front porches, porticos and verandas. The front door should be the prominent feature of the front façade (as opposed to the garage being dominant).
- c. **Provide individual unit entrances on the ground floor** of apartments and multi-unit buildings, wherever possible, to create an active streetscape. All entrances and walkways to the entrances should be well-lit.



**Figure 6-1:** These units have street-oriented entrances on the ground floor.

- d. **Design secondary entrances so they are not dominant**, but are easily accessible and convenient to service, loading and parking areas. These criteria apply as well for entrances to second suites residential dwellings.
- e. **Design and locate building entrances according to the principles of Crime Prevention Through Environmental Design (CPTED)**. For example, building entrances should provide visibility between indoor and outdoor areas and near exposed communal areas and active living spaces to enhance opportunities for natural surveillance. See Section 3.2 for more information on CPTED principles.



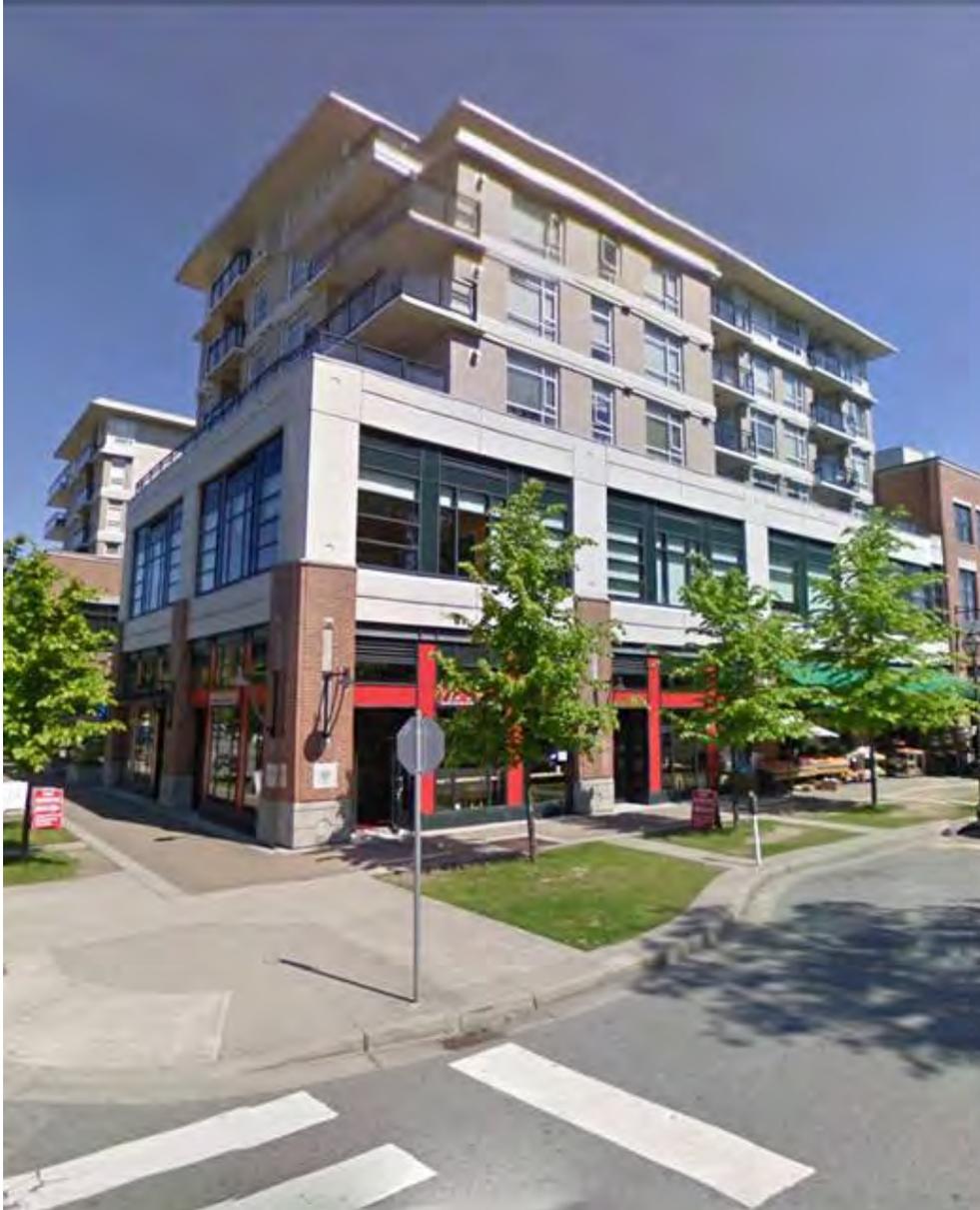
**Figure 6-2:** (Top) Main entrances should face public streets and be directly accessible from public sidewalks and provide visibility between indoor and outdoor areas for safety and convenience. (Bottom) Main entrance is well-lit, sheltered, visible, and incorporates both seating and landscaping.

## 6.2 Façade Design and Articulation

- a. **Ensure that design and construction reflect a high level of craftsmanship** and are of similar or superior quality to buildings in the immediate context. This can be achieved in a number of ways due to the variety of architectural styles in the City of Kingston.
- b. **Reinforce the continuity of the street** and create a strong community character by using consistent rhythms of similar pre-existing details and positive architectural elements.
- c. **Design buildings so there are no blank facades.** Side or rear facades that face streets or public spaces should have a design and materials standard equal to the front facade.
- d. **Exhibit increased architectural detailing for facades** at the base of the building, particularly those that face streets, parks, and other open spaces, to give attention to the prominence of these building faces.
- e. **Break up the facade of buildings by using a variety of materials and architectural details**, both vertical and horizontal. The base, middle and top of the building should be clearly defined.
- f. **Divide mixed-use or multi-unit buildings with wide frontages** into visually functional and visually smaller units through the use of facade articulation, internal courtyards, and networks of connected walkways and landscaping.
- g. **Use greater architectural expression on the dwelling facade than the garage facade** to ensure garages are not a dominant feature of the streetscape.



**Figure 6-3:** Design and construction quality should be consistent and reflect a high level of craftsmanship.



**Figure 6-4:** The base of the building frontage includes a significant amount of glass to allow views of the indoor uses and create visual interest for pedestrians.

## 6.3 Windows

- a. **Ensure windows are architecturally compatible** with building style and materials.
- b. **Proportion windows and doors to the size of the wall in which they appear**, with sufficient wall area and/or architectural features between them to set them apart.
- c. **Provide a generous amount of window openings** for buildings facing or flanking a street or open space. This will encourage strong visual connections between the building and the public space.
- d. **Design housing with habitable rooms facing the street** to enhance safety through “eyes on the street.” The façades of these rooms (e.g. living room, dining room, kitchen) should be comprised of a large percentage of surface window area.
- e. **Arrange windows to enhance views**, and provide natural ventilation and light, without sacrificing privacy to the primary or adjacent dwellings.



**Figure 6-5:** Ensure windows are architecturally compatible and well-proportioned.

## 6.4 Roofs

- a. **Use a variety of roof-lines and shapes** within each residential block.
- b. **Maintain a consistent scale and height** for roofs of new buildings/additions and those of adjacent buildings.
- c. **Apply roof materials/colours that complement the building materials**, the overall building design, and the neighbourhood context.
- d. **Showcase roof elements as design features.** These components (e.g. chimneys, dormers, pitches, vents, etc.) should be designed as distinct yet complementary elements used to provide variety of roof style from one dwelling to the next.
- e. **Encourage roof design oriented for solar installation** such as a south-facing pitch.
- f. **Consider the placement and size of skylights** visible on any roof slope where skylights are incorporated to enhance natural light. Roof slopes dominated by large skylights can be visually distracting.
- g. **Evaluate green roof potential** on a case by case basis.



**Figure 6-6:** Roof elements should be designed as distinct elements and should be used to provide variety between dwellings. Well-designed flat roofs and gable-end roofs can be adjacent to each other, adding variety to the streetscape.

## 6.5 Dormers

- a. **Consider both the internal and external implications of a dormer.** Dormer windows provide light, ventilation, and often additional living area to an upper storey of a building. When considering a dormer for additional living space, the focus is usually on maximizing internal accommodation. Unfortunately, in this case, dormers often become used to create a roof extension. This can have detrimental effects on the architectural design of the building itself, as well as the surrounding streetscape.
- b. **Retain and repair original or period dormers** wherever possible for older buildings that have a more traditional architectural character.
- c. **Remove inappropriate earlier dormers** or roof extensions and replace them with architecturally appropriate dormers.
- d. **Ensure new dormers reflect the architectural character of the house** and respect the scale of the building and roof so as not to dominate the roof.
- e. **Respect the scale of the building when incorporating dormers.** The aggregate area of all dormers should not dominate the roof (i.e. a substantial area of the roof should remain unaltered and clearly visible around and between dormers).
- f. **Incorporate dormers that are smaller in scale than the main roof.** Smaller, separate dormers often look better than one large one, as excessively wide dormers can often be out of proportion with the existing roof.
- g. **Relate dormers to the style and proportion of the windows below** and position them so as to respect the symmetry of existing openings of the building.



**Figure 6-7:** Well-proportioned dormers add visual interest to residences.

- h. Position the front face of the dormer so that it is back from the front edge of the roof, but not so far back that the dormer appears to be pushed unnaturally up the roof slope.**
- i. Large, box-like, flat-roof dormers (i.e. shed dormers) are discouraged.** They conflict in form with the roof of most houses and are unacceptable and discouraged, particularly on the most prominent roof slope (i.e. front and exterior side elevations). The use of smaller, pitched roof dormers is recommended (pitched roofs also require less maintenance than flat roofed dormers).
- j. Ensure that window area, including trim, accounts for a large proportion of the dormer's front wall face.** Windows should not be set into the side walls of dormers.
- k. Use finishes on dormers that are compatible with those of the original building.**
- l. Respect and conserve heritage attributes when planning a dormer on or adjacent to a protected heritage property.**



**Figure 6-8:** (Left) The shed dormer does not reflect the heritage character of the house in form, materials, or window size or placement. (Right) This rendering shows an improved dormer addition that better respects the original building character.

## 6.6 Porches and Building Projections

- a. **Include building projections as transitional elements.** Features such as porches, decks, canopies and stairs provide access, amenity area and weather protection.
- b. **Use generously proportioned porch steps** with a gentle rise and run to encourage safety and active use.
- c. **Design porches and decks to be large enough to accommodate furnishings** and ensure their active use. New porches and decks should be designed to complement the building's architecture including the use of appropriate materials.
- d. **Consider including wraparound porches/verandas on corner lots** or other locations where the side yard of the dwelling is visible.
- e. **Include slight design variations in building projections** to create distinction, but ensure overall continuity of scale and proportion between buildings.
- f. **Consider incorporating balconies as part of multi-unit buildings.** Provide them above the ground floor of low-rise buildings and above the second or third floor of taller buildings or buildings that face a commercial main street.



**Figure 6-9:** Building projections are encouraged for use as transitional elements that provide access, amenity area and weather protection.

## 6.7 Mixed-use Buildings

- a. **Create an active, attractive public realm** through mixed-use buildings with a distinct image and quality.
- b. **Design the façades of large mixed-use buildings to express individual commercial or residential units** through distinct architectural detailing, including entrance and window design.
- c. **Use a consistent quality of complementary materials and finishes.**
- d. **Incorporate a significant amount of glass in the building frontage** on the ground floor and for secondary street frontages for corner lots. This allows for views of the indoor uses and creates visual interest for pedestrians. Clear glass is preferred to promote the highest level of visibility.
- e. **Provide separate entrances for residential uses** where they are included above retail uses.
- f. **Detail building entrances to work in conjunction with retail uses.** These can be expressed in a variety of ways including large entry awnings, canopies or double-height glazing. Retractable awnings and canopies may encroach into the public right-of-way provided the required clearance is provided. Permanent awnings or canopies that encroach into the public right-of-way may require a permit.
- g. **Incorporate architectural details that provide weather protection** such as vestibules, recessed entrances, covered walkways, canopies and awnings to provide weather protection.



**Figure 6-10:** (Left) This mixed-use building demonstrates multiple guidelines including entrances, materials, and architectural details. (Right) Downtown Kingston offers many excellent examples of mixed-use buildings.

## 6.8 Renovations and Additions

- a. **Respect the existing context of the area** and the design of the existing building. Avoid producing negative impacts on adjacent buildings when constructing additions or making renovations to existing buildings. Material choices for additions/renovations should be consistent with those originally used in the construction of the existing building.
- b. **Ensure additions and renovations to existing buildings are consistent in character** and quality of detail with the original materials, windows and architectural details used to construct the principal dwelling.
- c. **Incorporate architectural features that are complementary to the existing building.** These features include windows, dormers, roofs, and other structural and decorative elements.
- d. **Use a character and quality of detail for living space above garages that is consistent with the principal dwelling.** This includes materials, windows and architectural detail.
- e. **Locate stairs to the upper levels internally.** When they are required to be external, they should be located at the side or rear of the structure.
- f. **Consider the reversibility and adaptability of intended changes for future use** when implementing additions or major alterations, especially to protected heritage properties.



**Figure 6-11:** The original building on the left has had two additions to it at different times. While both of the additions and the original building are all constructed of different materials, the materials and colours are complementary and the additions are in keeping with the scale of the original stone building.

## 6.9 Finish Materials

- a. **Select materials and colours that are compatible with the surrounding area.**
- b. **Use quality materials and detailed design on all sides of the building.**
- c. **Choose building materials for their functional and aesthetic quality** including their energy and maintenance efficiency.
- d. **While brick and stone are desirable cladding materials**, other materials, such as stucco, siding, decorative concrete or glass are acceptable based on design merit, especially when used in combination with other materials.
- e. **Design elements such as lintels, cornices and other details within brick and stone walls are encouraged** to minimize the strong visual effect of these materials.
- f. **Consider simulated materials only if they are durable and look authentic.**
- g. **Do not use large expanses of uninterrupted, single material exteriors** without window trim, accent features, or other detailing.
- h. **Use changes in building materials intentionally** for horizontal definition, for changes in building form, occurring at wall setbacks or projections, and to articulate the transition between the building base, middle and top.

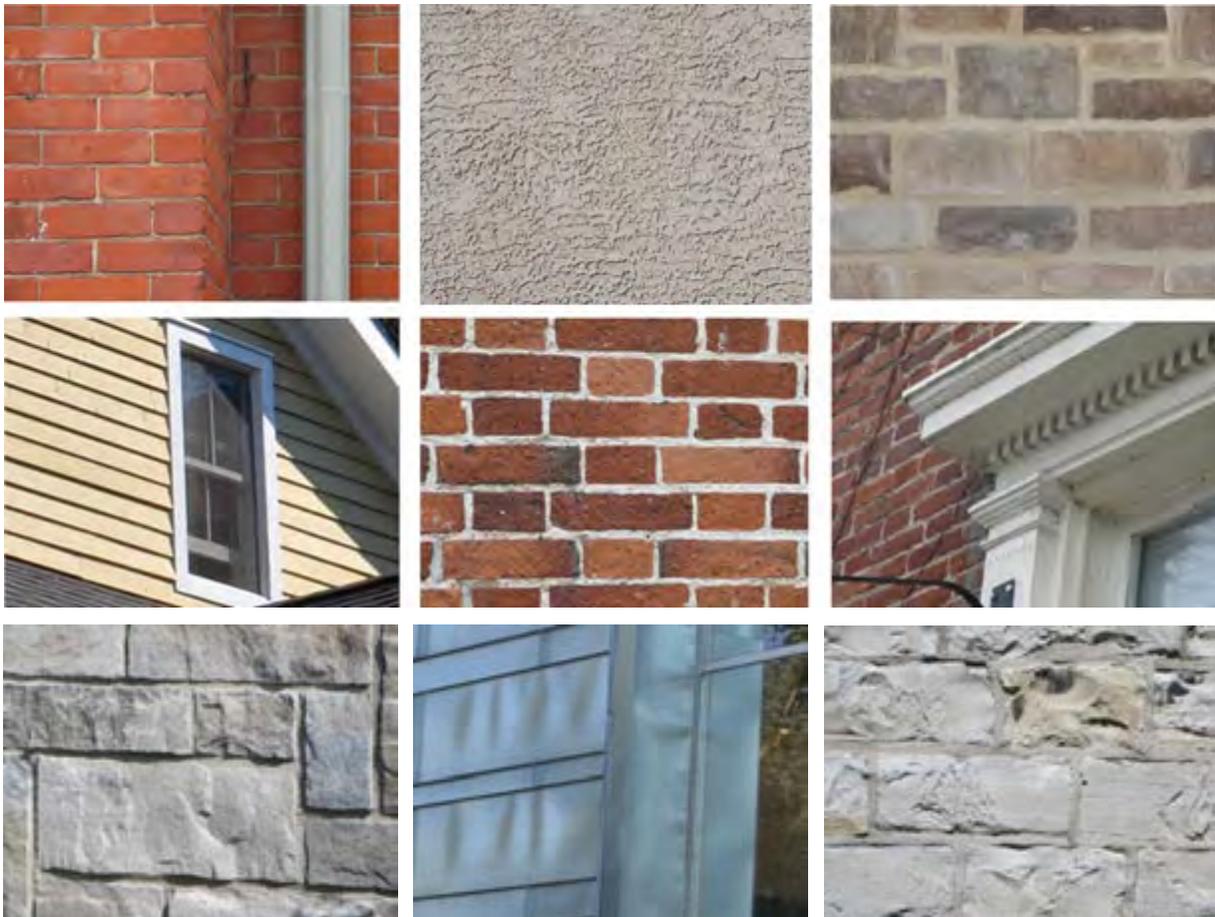


**Figure 6-12:** Quality finishes are extended around corners to all sides of the building.

**i. Select compatible building materials and colours for:**

- the local historical context, if the project is located within an area of heritage character, a Heritage Conservation District, or adjacent to a protected heritage property;
- the context of the immediate neighbourhood of adjacent and surrounding developments on the same block or street section; and/or,
- the architectural style or character that has been defined for a building, development or neighbourhood.

**j. Include some variation in colour and detailing to add interest to the streetscape if including a new home or homes as part of a multi-home development.**



**Figure 6-13:** Cladding materials can include brick, stone, metal, glass, siding, in-situ concrete, pre-cast concrete and stucco.

## 6.10 Heritage Considerations

- a. **The involvement of a heritage professional in any renovations/alterations to a protected heritage property is encouraged** to ensure that the most appropriate renovation techniques and materials are employed.
- b. **Retain the original facade materials** on protected heritage properties – do not change or cover them. Façade renovation should be in keeping with the heritage character of the building, using those elements that are intact and replacing those that are missing or damaged (i.e. columns, cornices, openings, windows, doors, etc.).
- c. **Do not alter the original stylistic intent of existing buildings** through embellishment or other decorative means (e.g. applying Italianate embellishment to a Victorian building's original character).
- d. **Use complementary architectural characteristics** such as window alignment, roof-lines, entrance location, ground floor treatment and materials for residential infill. Do not design new buildings to mimic adjacent built heritage resources in older built up areas; instead, create sympathetic design treatments using a common architectural vocabulary.
- e. **Use materials that complement the original structure** (e.g. colour, texture, scale, etc.) when carrying out additions or renovations to a protected heritage property.
- f. **Retain and repair heritage details and attributes** wherever possible.
- g. **Repair existing windows and doors** and make them energy efficient. Their replacement should be seen as a last resort. Changes to windows within older buildings should conform to the City's Policy on Window Renovations in Heritage Buildings.



**Figure 6-14:** New buildings in older built-up areas should strike a balance between heritage character and creative, context-sensitive architectural design. They should not mimic adjacent buildings, but should contain sympathetic design elements. (Left) The newer building on the left is similar in size and detailing to its neighbour. (Right) The original building on the right integrates seamlessly with the newer construction.

- h. Consider reintegrating key aspects of heritage design that have been lost.** Add these elements to additions or renovations in older built up areas where these features have been lost through degradation or previous renovation.
- i. Where appropriate, consider incorporating recessed entries and large bay windows** in storefront design for mixed-use buildings in older built-up areas in order to maintain a heritage rhythm and character.
- j. Protect site elements and features**, such as large mature trees, wrought-iron fencing, stone walls, and stone paving.
- k. Solar panels, skylights and green roofs** may be permitted provided their installation is reversible and done in a way that does not obstruct, damage or remove a heritage attribute of a protected property. Typically, such installations for heritage properties should not be visible from the street.



**Figure 6-15:** Consider reintegrating key aspects of heritage design that have been lost. Through a recent renovation and restoration project, this house in Barriefield Village reincorporated the front roofed verandah that had been lost through earlier changes to the building.

## 6.11 Sustainability Considerations

- a. **Practice adaptive re-use of materials** to reduce dependence on new materials. The energy efficiency of existing buildings should be carefully considered when assessing the potential for re-use. The choice of construction materials, in both the public and private realm, should minimize extraction and production costs.
- b. **Use durable construction materials** and consider life cycle costing to avoid premature replacement.
- c. **Use locally-sourced new construction materials** to reduce the impacts of transportation. Canadian products are generally designed to withstand our climate.
- d. **Recycle used and surplus construction materials** to reduce the environmental impacts of extracting and manufacturing new materials. Make efforts to purchase materials from demolition sales, salvage contractors and used materials dealers.



**Figure 6-16:** (Left) Separate and recycle used and surplus construction materials. (Right) Items such as windows and doors can be taken to, or purchased from, architectural salvage companies.

# Section 7

## Garages, Driveways, Parking and Loading

### 7.1 Garages

- a. **Design residential buildings so that garages do not dominate the width of the front façade.** This will reduce the dominance of the garage along streetscapes, and will achieve the principle of a balanced house façade to garage. Wide garages limit opportunities for 'active' design features such as front porches and windows, front facing rooms, and public safety through casual surveillance of the street from the house.
- b. **Do not project the garage from the front face of the house.** This will also reduce the dominance of the garage along the streetscape. Where front garages are permitted, recess garages behind the front façade wherever possible and make windows, projecting balconies, living spaces and landscaping the dominant elements facing the public streetscape.
- c. **The main wall of a garage addition should be differentiated** from the front face of the existing residential structure through a minor difference in front yard setback.



**Figure 7-1:** In these instances, carefully detailed garages are recessed and balanced by more prominent features on the house.

- d. **Design the garage to be complementary in character and quality** of detail to the principal dwelling, and include high quality construction materials, adequate windows and appropriate architectural details.
- e. **Place the garage such that the driveway length can fully accommodate vehicles** without disrupting the sidewalk by using an appropriate vehicle-length setback (e.g. 6 m) between the front of the garage and the front property line.
- f. **Do not add prominent attached garages on streetscapes where they did not previously exist.** This has the potential to drastically change the nature of the streetscape.
- g. **Consider a detached garage** as an option for maintaining the architectural integrity of an existing residential structure, provided that there is enough lot area to accommodate it. Locate the detached garage in a rear yard or side yard only, and do not locate it any further forward than the front façade of the residential structure.
- h. **Emphasize the main house** using the entry, windows, balconies and front yard planting. Adding windows, texture and some detail to garage doors can help them blend with the rest of the building.
- i. **Locate adjacent garages in pairs** to reduce the number of curb cuts and to increase the living area frontage and landscaping opportunities. Limiting curb cuts also preserves the number of potential on-street parking spaces.



**Figure 7-2:** (Left) In this instance, the house fronts onto an arterial road, and the garage is recessed off a rear lane. (Right) This one-car garage is carefully detailed and well-placed on this corner lot.



**Figure 7-3:** Garages should be carefully designed and located to ensure they are not a dominant feature of the property.



**Figure 7-4:** (Left) Emphasize the house, not the garage. In this instance, the homes are not actually visible due to the dominant garage. (Right) Prominent garages drastically alter and detract from streetscapes, especially where they did not previously exist.



**Figure 7-5:** Two examples of new homes that emphasize the house, not the garage. Front porch elements are prominent, and the garage plays a less central role.

## 7.2 Driveways

- a. **Limit the width of paved driveways** on private property, as well as driveway cuts at the curb. These should be as narrow as possible while meeting zoning requirements. In no case should they be wider than the width of their respective garage.
- b. **Reduce curb cuts along the street** to maximize opportunities for on-street parking, landscaping treatments and more continuous pedestrian access.
- c. **Limit the driveway space located between the house and adjacent street** to the length required (e.g. 6 metres) for access to a garage or other required parking spaces.
- d. **Share driveways where feasible.**
- e. **Consider permeable surfaces** for driveway paving.
- f. **Locate all parking and garages at the back in neighbourhoods with open rear lanes**, or corner lots. This will maximize the area of green front yards adjacent to the public sidewalk.
- g. **Provide driveway access from Local Roads** for homes on corner lots located at an intersection with Collector or Arterial Roads.
- h. **Make driveway locations and car storage as subtle as possible in multi-unit buildings** to allow for greater amounts of landscaped open space.
- i. **Coordinate service driveways with those of parking lots for multi-unit buildings.** Coordinate delivery, loading and refuse areas to be large enough to accommodate the needs of all users.



**Figure 7-6:** (Left) The driveway is no wider than the garage, leaving plenty of room in the front yard for landscaping and snow storage. (Right) These oversized driveways and minimal curbs prevent opportunities for on-street parking.

## 7.3 Surface Parking Lots

- a. **Design parking areas to minimize their visual impact** and to allow for redevelopment as future building sites. Locate surface parking areas at the side or rear of multi-unit buildings adjacent to areas that incorporate natural surveillance such as pathways, communal areas, and exercise and meeting rooms.
- b. **Preserve sight lines to surface parking areas**, but screen parking with softened views at sidewalk level by using landscaping such as trees and shrubs, or other interesting visual features.
- c. **Avoid constructing large areas of uninterrupted parking.** Limit individual parking aisles to approximately 30 spaces in length and use smaller groups of parking spaces. Configuring the parking this way will reduce the overall visual dominance of the surface parking area.
- d. **Minimize the total amount of parking provided** by exploring shared parking between adjacent properties, particularly in the evenings, weekends and other off-peak periods.
- e. **Plan for the long-term redevelopment of surface parking** by designing the layout of buildings to consider site access, landscaping and site servicing that will permit the intensification of the site.



**Figure 7-7:** The illustration above is one example that demonstrates appropriate design measures for surface parking areas.



**Figure 7-8:** (Left) Landscaped islands delineate the parking areas, and trees provide shade and reduce heat island effects. (Right) Permeable surface treatments, including permeable pavers or asphalt, should be considered to promote on-site water retention, thus reducing dependency on the City's storm sewer and combined sewer system.

- f. **Provide adequate buffers between parked vehicles and the sidewalk** where parking areas are adjacent to a public sidewalk. Landscaping, bollards, and other positive features can be used to create this separation from a sidewalk. This buffer should be located within the private realm to not reduce the total sidewalk width.
- g. **Use landscaping within the parking area to provide buffers and clearly define boundaries.** Planting strips, landscaped traffic islands and/or paving articulation can be used to separate adjoining uses, define vehicle routes, site boundaries and define smaller parking 'courts'. These, in turn, provide pedestrian walkways, improve edge conditions and minimize the aesthetic impact of surface parking. Landscaping also minimizes surface water runoff and heat island effects. Use plant materials with appropriate size, year-round appearance, hardiness, and maintenance requirements.
- h. **Provide tree landscaping that is proportionate** to the overall parking lot size, with generally 1 tree for every 8 parking spaces.
- i. **Locate pedestrian entry paths adjacent to entry drives.** Minimize cross circulation between vehicles and pedestrians.
- j. **Provide a continuous, clearly marked walkway** to enable safe and direct pedestrian movement from parking areas to main entrances of buildings. Use distinctive pavement and/or markings to indicate pedestrian crossings.
- k. **Provide pedestrian-scaled lighting** along pathways to enhance visibility and security. Adjust the height and intensity of light to be sensitive to adjacent land uses.
- l. **Consider providing preferential parking for bicycles, energy efficient vehicles and car-share services.** Ensure the provision of secure sheltered bicycle storage which is easily accessible in well lit, highly visible locations on or near the building entrance to encourage use.

- m. **Consider permeable paving** to promote drainage and provide areas for snow storage.
- n. **Limit the amount of parking area in a rear yard** to a maximum of 40% for single detached, semi-detached and row dwelling development, unless otherwise specified in the zoning by-law.



**Figure 7-9:** Parking can be provided in many forms, including on-street parking, surface parking, structured parking, and private driveways. Decorative stone is used as a permeable surface treatment. Trees are used to shade vehicles and pedestrians. They also break up the continuity of the surface parking area.

## 7.4 Servicing and Loading

- a. **Incorporate servicing areas into multi-unit building design** rather than as stand-alone structures so that they are not visible from the street or adjacent public spaces. This includes utility cabinets, transformer vaults, hydro meters and gas meters.
- b. **Place utilities and service facilities in discrete locations** and screen them from public view where it is not feasible to incorporate them into multi-unit buildings. Conceal these elements using a variety of methods, such as location, containment, berms, landscaping, and/or decorative walls and fences, without unduly limiting access, safe operations and maintenance.
- c. **Ensure the safe movement of pedestrians and vehicles** by preventing interference from utility location and screening.
- d. **Respect safety clearances and setbacks** from both overhead and underground services and utilities. Creative solutions may include architectural elements that respond to setbacks and clearances (e.g. stepping back upper storeys), coordinating landscaping and site features, and streamlining services to reduce the setbacks and clearances.
- e. **Construct servicing enclosures that complement the main building** (e.g. no chain link fencing) using materials similar to those of nearby exterior finishes.



**Figure 7-10:** (Left) The utility meter is accessible, but screened from view. (Right) Servicing enclosures should be constructed of materials that complement the main building.

- f. **Identify an accessible and suitably located waste area** of sufficient size to store garbage containers, recycling bins, and composting bins for each residential development, even low density developments.
- g. **Do not allow service and refuse areas to encroach** into the exterior side or front yard setback.
- h. **Provide extensive rear yard landscape edge and buffer treatments** to screen loading and service areas.
- i. **Locate ventilation out-takes appropriately** to minimize their visual impacts and so that odours do not spill into public areas or private residential spaces.
- j. **Pave service and refuse areas** with an impervious surface of asphalt or concrete to minimize the potential for infiltration of harmful materials.
- k. **Screen rooftop equipment from view** using the façade/roof, rather than independent equipment screens.

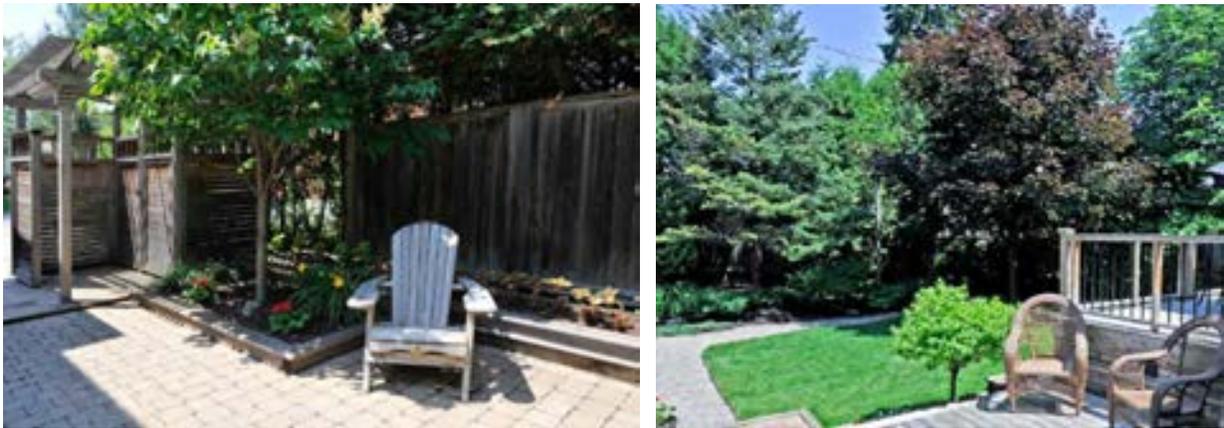
# Section 8

## Amenity Area

### 8.1 General Considerations

- a. **Ensure an appropriate amount of useable amenity area is available.** Amenity area must be located on site and is generally considered to constitute rear yards, front yards, large side yards, and areas of enclosed communal space available to residents only. It excludes pathways, driveways, and parking areas, as well as narrow side yards. Rear yards are most often the best location for this amenity area. Proposed development and additions within existing residential areas are often problematic if designed to occupy too much space in the rear yards of existing dwellings. Amenity areas are extremely important to meet the requirements of residents for both functional and recreational space. Amenity areas provide spaces for play, rest, and entertaining, as well as other purposes including gardening and other personal hobbies.
- b. **Ensure all indoor and outdoor amenity areas are sufficiently sized and proportioned to create useable spaces.**
- c. **Maximize privacy** through the careful design of buildings and their relationship to features such as trees, hedges, public spaces, sidewalks, pathways, screening walls and fences. Use changes in level to provide privacy, as well as visual amenity, by using the natural contours of the site.
- d. **Avoid views directly into other residential units or rear yards** through the careful positioning of windows, roof terraces and balconies. Design new residential developments to respect the privacy of surrounding properties. In order to achieve this objective, consider the use of alternative arrangements of windows, such as skylights, high level windows and obscure glazing.
- e. **Shelter outdoor amenity areas from the noise and traffic** of adjacent streets or other incompatible uses. Outdoor space should be placed with consideration to prevailing winds and sun orientation to provide a comfortable environment.
- f. **Design outdoor amenity areas for maximum human comfort and enjoyment.** These should be located in areas with some sun exposure, but should also include shade cover, especially during peak sun exposure times. Outdoor seating areas should be provided, along with other landscape elements and structures, such as pergolas and gazebos.

- g. Carefully incorporate amenity areas where higher densities are proposed.** High quality design and landscaping standards are particularly important to enable higher density developments to fit into existing residential developments. The cumulative effects of development or redevelopment, including conversions and additions, should not be allowed to adversely affect an area's character. This includes impacts on neighbouring dwellings, such as loss of privacy or overshadowing, as well as loss of amenity area on the subject site.
- h. Design new development and redevelopment to minimize its impact upon both the amenity areas of the surrounding properties and the streetscape.** New development should be designed to respect the form of existing housing. Consideration should be given to issues such as density, rear and front yard size and the orientation and siting of buildings.



**Figure 8-1:** Maximize privacy and locate the majority of amenity area in the rear yard, wherever possible.



**Figure 8-2:** These private balconies avoid views directly into habitable rooms of other dwellings, and provide sufficient distance from other amenity areas to ensure privacy.

## 8.2 Single, Semi-detached and Rowhouse Amenity Area

- a. **Provide an appropriate amount of amenity area** relative to the gross floor area of the dwelling.
- b. **Use the rear yard** to accommodate the majority of amenity area.
- c. **Design rear yards so that they are of a useable size and shape**; long thin yards or ones with acute angles should be avoided.
- d. **Provide rear yard or ground-level amenity area** for occupants with direct access to it from the dwelling unit.
- e. **Provide upper level dwelling units with an outdoor amenity area**, wherever possible. Such space may be in the form of a roof terrace or balcony, but its position will have to ensure that the amenity area of neighbouring properties is adequately protected.
- f. **Ensure that development does not result in an unacceptable loss of outdoor amenity area.** Avoid the loss of functional outdoor amenity areas when renovating or redeveloping residential properties. Residential buildings often include rear additions to the existing building to provide additional accommodations, but such extensions can result in a loss of amenity space below acceptable levels.



**Figure 8-3:** Ensure adequate amenity area per unit, preferably in the rear yard. Provide direct access from dwelling units.

## 8.3 Multi-unit Building Amenity Area

- a. **Provide different types of amenity area** for multi-unit residential developments. These may include:
  - Private outdoor amenity areas – a private yard, balcony or terrace.
  - Communal outdoor amenity areas – large, communal yards or courtyards to accommodate social gatherings and recreation;
  - Communal indoor amenity areas – an indoor area to accommodate social gatherings, meetings, recreational activities, and play space; and,
  - Play space for children – a separate communal play space for children with formal play equipment and some seating for adults (generally provided with high density residential developments).
- b. **Ensure that residents of multiple unit buildings have access to useable private and/or communal outdoor space** for recreation and social activities. Communal outdoor spaces should be conveniently located for the majority of units.
- c. **Create private and/or semi-private outdoor space for residential units on the ground floor** with direct access from the street. Balconies should be located above the second or third floor for security and privacy reasons.
- d. **For multi-unit buildings, provide a mix of indoor and outdoor amenity areas, where possible.** Outdoor amenity areas can include a mix of private and communal spaces



**Figure 8-4:** Semi-private open spaces should be in view of occupied indoor areas and should maximize exposure to natural light through the massing and location of tall building elements.

- e. **Provide communal amenity areas** when providing a private outdoor amenity area per residential unit in an apartment building is not appropriate or feasible. Communal amenity areas should be clearly defined, controlled, and accessible to all occupants.
- f. **Ensure high quality communal outdoor amenity areas** that comply with the following standards:
- Receive sunlight, even in the winter, but offer shaded areas for peak sun exposure times;
  - Screened from parking areas;
  - Easily accessible to all occupants;
  - Visible from common rooms and other habitable spaces to ensure safety and surveillance; and
  - If a rooftop or terrace, not overlooking the amenity area of neighbours.
- g. **Ensure communal indoor amenity areas** that comply with the following standards:
- Views the public street and/or outdoor communal amenity area;
  - Screened from parking areas;
  - Easily accessible to all occupants; and,
  - Located in a well-used area of the building to ensure safety and surveillance.



**Figure 8-5:** Ensure residents of multi-unit buildings have access to private and/or communal outdoor space.

- h. Design and locate balconies and terraces carefully** so that they do not result in the unacceptable loss of privacy to adjacent residential properties. They should be designed as an integrated part of the building's architecture.
- i. Design interior courtyards of buildings to receive as much light as possible** through the massing and location of tall building elements.
- j. Use durable site furnishings** (e.g. play structure equipment, public art, shelters, signage, fencing, etc.) that are manufactured from high quality, durable materials.
- k. Provide shade over play spaces for children**, including formal play equipment and seating for adults.



**Figure 8-6:** Ensure that communal outdoor amenity areas receive light, are easily accessible, are well-landscaped, and are secure.



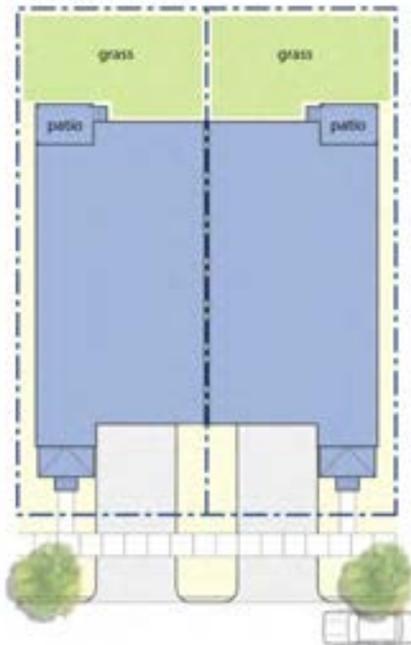
**Figure 8-7:** Use durable material when providing site furnishings, including play structure equipment and shelters.

## Sample amenity areas: single and semi-detached units

### detached with second suite

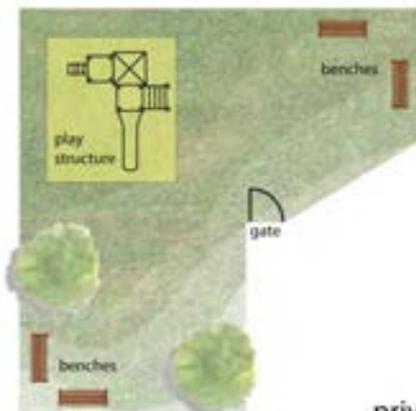


### semi-detached

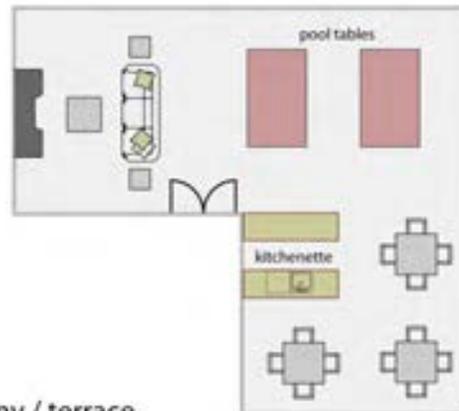


## Sample amenity areas: multi-unit buildings

### communal outdoor amenity area



### communal indoor amenity area



### private balcony / terrace



**Figure 8-8:** Sample configurations of different types of amenity areas. Note: These illustrations only show potential configurations and are not intended to show specific size requirements. Refer to the applicable zoning by-law for specific amenity area requirements.



# Section 9

## Landscaping and Stormwater Management

### 9.1 Landscaping

- a. **Ensure that new developments contain appropriate landscaping** that is also used to minimize the impact of the development on adjacent properties.
- b. **Create sensitive and imaginative landscape plans** by coordinating natural features such as vegetation and landforms, together with paving, walls, lighting and other landscaping elements.
- c. **Use low-maintenance native plant materials** in landscaping. These landscaping materials should be non-invasive, pest, disease and drought resistant and placed to ensure clear views into and out of amenity areas. They should require minimal maintenance and also have the ability to retain and absorb stormwater.



**Figure 9-1:** These photos show examples of plants and other landscaping materials that help absorb stormwater and require minimal maintenance.

- d. **Assess and retain existing landscape features** of environmental and ecological value. Protect and incorporate existing trees, tree stands, and vegetation. Where trees are to be removed, it should be shown that alternative measures such as pruning are impractical, and suitable replacement trees should be planted and maintained elsewhere on the site, wherever possible.
- e. **Plant new trees** to contribute to the City's existing tree canopy. Plant new trees where the rhythm of existing trees is interrupted to infill and maintain a continuous canopy. Incorporate a variety of tree types to protect against major deforestation in the event of a species-specific affliction.
- f. **Use trees to create canopy and shade** especially in parking areas and passive open space areas. Trees should be spaced to allow 'filtered' views for security purposes.
- g. **Locate deciduous trees to shade windows** of dwellings to reduce cooling costs in the summer. Locate coniferous trees to create barriers protecting structures from prevailing winter winds.
- h. **Minimize water consumption** by incorporating landscape design strategies such as use of mulches and compost, alternatives to grass, and rainwater collection systems (e.g. rain barrels) to trap stormwater runoff.

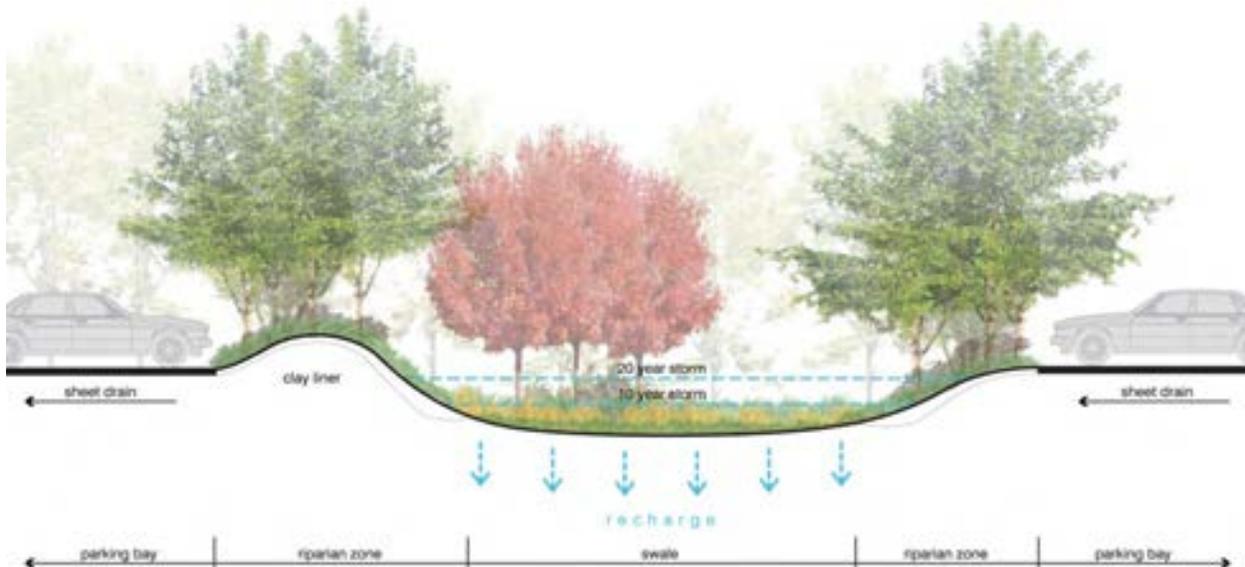


**Figure 9-2:** New trees should be planted to contribute to the City's existing tree canopy, which helps reduce the urban heat island effect.

- i. **Choose surface materials that allow water to infiltrate** through the soil and use native, non-invasive species of plants as alternatives to grass.
- j. **Explore opportunities for urban agriculture**, such as rooftop gardens or space for community gardens.
- k. **Create an attractive sidewalk edge** by planting trees, shrubs, hedges, ornamental plantings and groundcover adjacent to the street and sidewalk, but not within the municipal right-of-way. Select hardy, salt-tolerant, native plant material that can thrive in stringent urban conditions. Position and maintain landscaping such that pedestrian passageways, sight-triangles and entrances are clear of obstacles.
- l. **Use landscaping to define specific areas** of multi-unit buildings such as building and parking lot entrances, main walkways to facilities, and edges between public and private space.
- m. **Plant extensive landscaping** including trees, hedges, and groundcover in the front yards of new residences. Incorporate species that have low water usage. Encourage landscaping at the edge of yards, outside of the municipal right-of-way, in addition to around unit foundations to help create a natural edge.
- n. **Consult the respective designation by-law and/or Heritage Conservation District plan** when designing landscape strategies on a protected heritage property. Some tall or climbing vegetation and landscape structures (i.e. fences, gazebos, etc.) can adversely impact the appearance of some heritage attributes and should be avoided.

## 9.2 Stormwater Management

- a. **Find ways to reduce impacts on existing stormwater management infrastructure.**
- b. **Reduce impervious hard surfaces** wherever possible in site designs. The surface area of driveways and parking areas should be as small as possible within allowable standards.
- c. **Maximize porous pavement and landscaped areas** with adequate size and soil conditions to capture drainage and increase the total amount of water run-off absorbed through infiltration.
- d. **Consider incorporating grey water** irrigation into new buildings and include rain barrels or cisterns.
- e. **Consider incorporating vegetated or “green” roofs**, especially in areas with minimal landscaping, to minimize water runoff, improve building insulation, and provide additional outdoor amenity areas.
- f. **Include vegetative or grassy swales on the perimeter of larger parking areas** to catch storm water. These drainage basins should be planted with native plant materials that thrive in wet conditions or left to naturally re-vegetate.
- g. **Provide well-drained snow storage areas** on site in locations that enable melting snow to enter a water filtration feature (such as a pond or planted area) prior to being released into the storm water drainage system.



**Figure 9-3:** An illustration of a swale located within a surface parking lot

# List of Figures

The photos and figures shown in the document are either from the original report entitled *Kingston Residential Intensification/New Community Design Guidelines* that were prepared by Brook McIlroy Planning and Urban Design/Pace Architects, or they have been provided by City of Kingston staff. The exceptions to this are those figures listed below:

- a) Figure 3-2: sourced on-line from [Metrolinx](#); accessed July 8, 2015.
- b) Figure 3-3, top right: sourced on-line from [Interaction Design Foundation](#); accessed July 8, 2015.
- c) Figure 3-4, top: sourced on-line from [Google Images](#); accessed July 8, 2015.
- d) Figure 3-4, bottom; sourced on-line from [VisitAble Housing Canada](#); accessed July 8, 2015.
- e) Figure 6-16, left: sourced on-line from [A Better City](#); accessed July 9, 2015.
- f) Figure 6-16, right: sourced on-line from [Architectural Salvage of San Diego](#); accessed July 10, 2015.
- g) Figure 7-10, left: sourced on-line from [City of Ottawa](#), “Urban Design Guidelines for Low-rise Infill Housing”; accessed July 8, 2015.
- h) Figure 7-10, right: sourced on-line from [GSM Landscape Architects Inc.](#); accessed July 9, 2015.
- i) Figure 8-2, left: sourced on-line from [duProprio](#); accessed July 9, 2015.
- j) Figure 8-2, right: sourced on-line from [BBCanada.com](#); accessed July 9, 2015.
- k) Figure 8-5, left: sourced on-line from [Skyline Living](#); accessed July 10, 2015.
- l) Figure 8-5, right: sourced on-line from [Rent Cafe](#); accessed July 10, 2015.
- m) Figure 8-6, left: sourced on-line from [ShadeFX Retractable Canopies](#); accessed July 10, 2015.
- n) Figure 8-6, right: sourced on-line from [Quinn Design Associates](#); accessed July 10, 2015.
- o) Figure 8-7, left: sourced on-line from [Greenroofs.com](#); accessed July 10, 2015.
- p) Figure 8-7, right: sourced on-line from [Google Images](#); accessed July 10, 2015.



# Appendix

## Checklist: Design Guidelines for Residential Lots

The following checklist is a condensed version of the guidelines for ease of reference. For the full guideline, please refer to the appropriate section in the document. Use the checklist to identify if the proposed project meets the following criteria:

### Section 3: General Design Considerations

#### 3.1 Sustainable Building Design

	Yes	No	Not Applicable
a. Consider constructing new buildings for sustainability certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Design mixed-use and multi-unit buildings to accommodate a variety of uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Explore innovative techniques for waste management, water use reduction and waste water technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Prepare a waste reduction plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Explore options for incorporating green technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 3.2 Crime Prevention Through Environmental Design

	Yes	No	Not Applicable
a. Use appropriate features that express ownership and boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Integrate informal surveillance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Incorporate appropriate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provide clear signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Design the building and site to encourage legitimate activity in public spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 3.3 Universal (Barrier-Free) Design

	Yes	No	Not Applicable
a. Ensure that all public spaces are barrier-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Integrate access structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Use curb ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Integrate multi-sensory indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Design in accordance with the AODA and other applicable provincial legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 4: Site Design and Building Orientation

### 4.1 Building Orientation and Configuration

	Yes	No	Not Applicable
a. Orient all main building facades and entries towards streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide opportunities for active living spaces to face directly onto the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maximize opportunities for solar gain and cross ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Design buildings on main streets with continuous facades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Configure multi-unit dwellings and mixed-use buildings to include gathering areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Preserve mature on-site trees, wherever possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4.2 Front Yard Setbacks

	Yes	No	Not Applicable
a. Use front yard setbacks to provide a transition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Ensure a portion of the setback from the front property line is a “no encroachment” zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Integrate new construction into existing neighbourhoods to maintain continuity in the ‘streetwall’	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Use a front yard setback that places the proposed building in the range established by neighbouring buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Introduce slight variations in front yard setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4.3 Side Yard Setbacks</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Ensure that side yards are properly sized for access and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use a wider minimum interior side yard setback and/or additional buffering on a lot abutting a non-residential use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>4.4 Rear Yard Setbacks</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Retain a functional rear-yard which will serve as an amenity area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide a large rear yard setback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Where a garage is present in the rear yard, provide a setback between the rear property line and the wall of the garage that is closest to the rear property line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Incorporate rear yard decks, porches, patios and other amenity area features in the rear yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **Section 5: Built Form, Height, and Massing**

<b>5.1 General Considerations</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Determine context-sensitive height and massing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Avoid problems of overshadowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Consider compatibility with local community character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Do not include blank walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5.2 Single detached, Semi-detached and Rowhouses</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Use a compatible height and mass to adjacent dwellings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consider a variety of building heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Create facades that address both streets on corner or flanking lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provide transitional areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Use a roofline consistent in mass and height to adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5.3 Mixed-use and Multi-unit Buildings

Yes No Not Applicable

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| a. Incorporate appropriate height transitions  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Orient and design taller buildings to minimize shadows  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Place taller buildings adjacent to or near amenities or transit opportunities                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Perform a sun/shadow analysis   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Exclude access to green roofs from the overall building height  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Encourage the integration of a 3-4 storey building base with a step-back above                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Design for a pedestrian-oriented streetscape  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Consider providing publicly-accessible mid-block connections  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Size the ground floor to allow for flexible commercial space  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Determine the maximum height of the street wall with consideration for sunlight penetration and shadowing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 5.4 Heritage Considerations

Yes No Not Applicable

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. Retain and restore protected heritage properties   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Use a complementary scale, massing, and height   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Limit protected heritage properties to their existing height                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Use a height-to-width ratio for new buildings that is similar to existing buildings          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Enhance and maintain the continuity of the existing historic streetscape                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Match alterations of existing buildings to the pre-established setback of adjacent buildings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 5.5 Renovations and Additions

Yes No Not Applicable

- a. Ensure that additions and renovations are context-sensitive
- b. Avoid overpowering additions to existing buildings

## Section 6: Building Features and Detailing

### 6.1 Access and Entrances

Yes No Not Applicable

- a. Face main entrances towards public streets
- b. Design main entrances to provide weather protection
- c. Provide individual unit entrances on the ground floor
- d. Design secondary entrances so they are not dominant
- e. Design and locate building entrances according to the principles of Crime Prevention Through Environmental Design

### 6.2 Façade Design and Articulation

Yes No Not Applicable

- a. Ensure that design and construction reflect a high level of craftsmanship
- b. Reinforce the continuity of the street
- c. Design buildings so there are no blank facades
- d. Exhibit increased architectural detailing for facades
- e. Break up the façade of buildings by using a variety of materials and architectural details
- f. Divide mixed-use or multi-unit buildings with wide frontages into visually smaller units
- g. Use greater architectural expression on the dwelling façade than the garage façade

### 6.3 Windows

Yes No Not Applicable

- a. Ensure windows are architecturally compatible
- b. Proportion windows and doors to the size of the wall in which they appear

### 6.3 Windows (Continued)

- |  | Yes                      | No                       | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|
| c. Provide a generous amount of window openings          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Design housing with habitable rooms facing the street | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Arrange windows to enhance views                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 6.4 Roofs

- |  | Yes                      | No                       | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|
| a. Use a variety of roof-lines and shapes                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Maintain a consistent scale and height                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Apply roof materials/colours that complement the building materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Showcase roof elements as design features                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Encourage roof design oriented for solar installation               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Consider the placement and size of skylights                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Evaluate green roof potential                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 6.5 Dormers

- |   | Yes                      | No                       | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|
| a. Consider both the internal and external implications of a dormer                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Retain and repair original or period dormers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Remove inappropriate earlier dormers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Ensure new dormers reflect the architectural character of the house                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Respect the scale of the building when incorporating dormers                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Incorporate dormers that are smaller in scale than the main roof                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Relate dormers to the style and proportion of the windows below                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Position the front face of the dormer so that it is back from the front edge of the roof | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 6.5 Dormers (Continued)

	Yes	No	Not Applicable
i. Large, box-like, flat-roof dormers (i.e. shed dormers) are discouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Ensure that window area, including trim, accounts for a large proportion of the dormer's front wall face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Use finishes on dormers that are compatible with those of the original building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Respect and conserve heritage attributes when planning a dormer on or adjacent to a protected heritage property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 6.6 Porches and Building Projections

	Yes	No	Not Applicable
a. Include building projections as transitional elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use generously proportioned porch steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Design porches and decks to be large enough to accommodate furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Consider including wraparound porches/verandas on corner lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Include slight design variations in building projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Consider incorporating balconies as integral parts of multi-unit buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Create private and / or semi-private outdoor space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 6.7 Mixed-use Buildings

	Yes	No	Not Applicable
a. Create an active, attractive public realm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Design the facades of large mixed-use buildings to express individual commercial or residential units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Use a consistent quality of complementary materials and finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6.7 Mixed Use Buildings (Continued)** **Yes** **No** **Not Applicable**

- d. Incorporate a significant amount of glass in the building frontage
- e. Provide separate entrances for residential uses
- f. Detail building entrances to work in conjunction with retail uses
- g. Incorporate architectural details that provide weather protection

**6.8 Renovations and Additions** **Yes** **No** **Not Applicable**

- a. Respect the existing context of the area
- b. Ensure additions and renovations to existing buildings are consistent in character
- c. Incorporate architectural features that are complementary to the existing building
- d. Use a character and quality of detail for living space above garages that is consistent with the principal dwelling
- e. Locate stairs to the upper levels internally
- f. Consider the reversibility and adaptability of intended changes for future use

**6.9 Finish Materials** **Yes** **No** **Not Applicable**

- a. Select materials and colours that are compatible with the surrounding area
- b. Use quality materials and detailed design on all sides of the building
- c. Choose building materials for their functional and aesthetic quality
- d. While brick and stone are desirable cladding materials, other materials are acceptable based on design merit
- e. Design elements such as lintels, cornices and other details within brick and stone walls are encouraged

<b>6.9 Finish Materials (Continued)</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
f. Consider simulated materials only if they are durable and look authentic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Do not use large expanses of uninterrupted, single material exteriors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Use changes in building materials intentionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Select compatible building materials and colours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Include some variation in colour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.10 Heritage Considerations</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. The involvement of a heritage professional in any renovations/ alterations to a protected heritage property is encouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Retain the original façade materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Do not alter the original stylistic intent of existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Use complementary architectural characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Use materials that complement the original structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Retain and repair heritage attributes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Repair existing windows and doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Consider reintegrating key aspects of heritage design that have been lost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Where appropriate, consider incorporating recessed entries and large bay windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Protect site elements and features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Solar panels, skylights and green roofs may be permitted provided the installation is reversible and done appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.11 Sustainability Considerations</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Practice adaptive re-use of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Use durable construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 6.11 Sustainability Considerations (Continued)

	Yes	No	Not Applicable
c. Use locally-sourced new construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Recycle used and surplus construction materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 7: Garages, Driveway, Parking and Loading

### 7.1 Garages

	Yes	No	Not Applicable
a. Design residential buildings so that garages do not dominate the width of the front façade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Do not project the garage from the front face of the house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The main wall of a garage addition should be differentiated from the front face of the existing residential structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Design the garage to be complementary in character and quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Place the garage such that the driveway length can fully accommodate vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Do not add prominent attached garages on streetscapes where they did not previously exist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Consider a detached garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Emphasize the main house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Locate adjacent garages in pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 7.2 Driveways

	Yes	No	Not Applicable
a. Limit the width of paved driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reduce curb cuts along the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Limit the driveway space located between the house and adjacent street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Share driveways where feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Consider permeable surfaces for driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Locate all parking and garages at the back in neighbourhoods with open rear lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7.2 Driveways (Continued)

	Yes	No	Not Applicable
g. Provide driveway access from Local Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Make driveway locations and car storage as subtle as possible in multi-unit buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Coordinate service driveways with those of parking lots for multi-unit buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7.3 Surface Parking Lots

	Yes	No	Not Applicable
a. Design parking areas to minimize their visual impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Preserve sight lines to surface parking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Avoid constructing large areas of uninterrupted parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Minimize the total amount of parking provided by exploring shared parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Plan for the long-term redevelopment of surface parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Provide adequate buffers between parked vehicles and the sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Use landscaping within the parking area to provide buffers and clearly define boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Provide tree landscaping that is proportionate to the size of the parking lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Locate pedestrian entry paths adjacent to entry drives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Provide a continuous, clearly marked walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Provide pedestrian-scaled lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Consider providing preferential parking for bicycles, energy efficient vehicles and car shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Consider permeable paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Limit the amount of parking area in a rear yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7.4 Servicing and Loading

**Yes No Not Applicable**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. Incorporate servicing areas into multi-unit building design      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Place utilities and service facilities in discrete locations     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Ensure the safe movement of pedestrians and vehicles             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Respect safety clearances and setbacks                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Construct servicing enclosures that complement the main building | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Identify an accessible and suitably located waste area           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Do not allow service and refuse areas to encroach                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Provide extensive rear yard landscape edge and buffer treatments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Locate ventilation out-takes appropriately                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Pave service and refuse areas                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k. Screen rooftop equipment from view                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Section 8: Amenity Area

### 8.1 General Considerations

**Yes No Not Applicable**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a. Ensure an appropriate amount of useable amenity area is available  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Ensure all indoor and outdoor amenity areas are sufficiently sized and proportioned to create useable spaces | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Maximize privacy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Avoid views directly into other residential units or rear yards  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Shelter outdoor amenity areas from noise and traffic   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Design outdoor amenity areas for maximum human comfort and enjoyment   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Carefully incorporate amenity areas where higher densities are proposed                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**8.1 General Considerations (Continued)** **Yes** **No** **Not Applicable**

h. Design new development and redevelopment to minimize its impact on surrounding amenity areas and the streetscape

**8.2 Single, Semi-detached and Rowhouse Amenity Area** **Yes** **No** **Not Applicable**

a. Provide an appropriate amount of amenity area relative to the gross floor area of the dwelling

b. Use the rear yard to accommodate the majority of amenity area

c. Design rear yards so that they are of a useable size and shape

d. Provide rear yard or ground-level amenity area

e. Provide upper level dwelling units with an outdoor amenity area, where possible

f. Ensure that development does not result in an unacceptable loss of outdoor amenity area

**8.3 Multi-unit Building Amenity Area** **Yes** **No** **Not Applicable**

a. Provide different types of amenity areas

b. Ensure that residents of multiple unit buildings have access to useable private outdoor space

c. Create private and/or semi-private outdoor space for residential units on the ground floor

d. For multi-unit buildings, provide a mix of indoor and outdoor amenity areas, where possible

e. Provide communal amenity areas

f. Ensure high quality communal outdoor amenity areas

g. Ensure high quality communal indoor amenity areas

h. Design and locate balconies and terraces carefully

i. Design interior courtyards of buildings receive as much natural light as possible

j. Use durable site furnishings

k. Provide shade over play spaces for children

## Section 9: Landscaping and Stormwater Management

<b>9.1 Landscaping</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Ensure that new developments contain appropriate landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Create sensitive and imaginative landscape plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Use low-maintenance native plant materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assess and retain existing landscape features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Plant new trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Use trees to create canopy and shade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Locate deciduous trees to shade windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Minimize water consumption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Choose surface materials that allow water to infiltrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Explore opportunities for urban agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Create an attractive sidewalk edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Use landscaping to define specific areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Plant extensive landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Consult the respective designation by-law and/or Heritage Conservation District plan when landscaping a protected heritage property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.2 Stormwater Management</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
a. Find ways to reduce impacts on existing stormwater management infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Reduce impervious hard surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maximize porous pavement and landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Consider incorporating grey water irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Consider incorporating vegetated or “green” roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9.2 Stormwater Management (Continued)**

**Yes No Not Applicable**

f. Include vegetative or grassy swales on the perimeter of larger parking areas

g. Provide well-drained snow storage areas