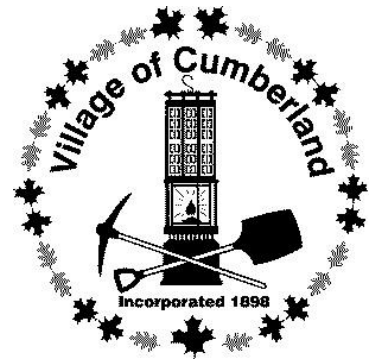


HERITAGE COMMITTEE AGENDA



**The Corporation of the Village of Cumberland
Heritage Committee Meeting
August 17, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

*We are honoured to gather on the unceded traditional territory
of the K'ómoks First Nation.*

- 1. Approval of the Agenda**
- 2. Minutes**
Adoption of Minutes of July 20, 2023
- 3. Unfinished Business**
None
- 4. New Business**
 - 4.1 OCP Review – Key questions for public engagement
 - 4.2 Statements of Significance – BC Heritage Legacy funding received
 - 4.3 Community Heritage Register project
- 5. Next Meeting**
The next meeting of the Heritage Committee will be held on Thursday, September 21, 2023 at 4:00 p.m.
- 6. Adjournment**

**The Corporation of the Village of Cumberland
Heritage Committee Minutes - DRAFT**



**July 20, 2023 at 4:00 p.m.
Council Chamber, 2675 Dunsmuir Avenue**

Members present:

Meaghan Cursons, Chair
Hugh McLean
Lois Harris
Neil Borecky

Regrets: Tanis Schulte

Staff: Karin Albert, Senior Planner

VIU Master of Community Planning students:

Illustrated guide project: Aidan McCulloch, Sam Gerrand, Haley Katan (other members of research team not able to attend: Aishwarya Thabitha, Riggs Abuloc and Leanna Favaro)

Design guidelines analysis project: Vidhi Kyada, Tharini Prakash, Niloofar Ferdosi, Kirsten Hogg, Milad Panahifar, and Carson Andreson

The chair called the meeting to order at 4:06 pm.

1. Approval of Agenda

Borecky/McLean: That the agenda for July 20, 2023 be adopted.

Carried Unanimously

2. Minutes

Harris/McLean: That the minutes of the March 16, 2023 meeting be adopted.

Carried Unanimously

3. Unfinished Business

None

4. New Business

4.1 OCP Review, Heritage Conservation Area – VIU Student Projects

a. A Guide to Building in Cumberland’s Heritage Conservation Area

- VIU Master of Community Planning students presented on the guide they developed to building in the Village’s Heritage Conservation Area

(HCA) (Attachment 1: Heritage Conservation Area Illustrated Design Guidelines). The guide makes the HCA guidelines easier to understand by providing more concise text, photographs of existing buildings, and illustrations (see July 20, 2023 agenda package for the guide).

Discussion

- Key questions - could the average person look at the guidelines document and understand what the Village is trying to do?
- Importance of images and illustrations to relay meaning,
- Challenge of preserving form and character through design guidelines.
- Importance of materials and colours, of public and private open spaces.

b. Cumberland Heritage Design Guideline Recommendations

- VIU Master of Community Planning presented their research on heritage design guidelines in four different BC communities (Rossland, Fernie, Victoria, Nanaimo) and their recommendations for Cumberland's heritage design guidelines (Attachment 2: Cumberland Heritage Design Guidelines - Analysis and Recommendations, also see July 20, 2023 agenda package for the complete report).

Discussion

- Cumberland heritage is eclectic. This could be highlighted more in the guidelines.
- The hodgepodge of different eras is part of the Village's feel and character.
- Importance of referencing the flourishing of different eras, their styles and markers.
- What elements do we want to bring in that speak to the history?
- Buildings can show a lifeline, time-related alteration.
- City of Nanaimo guidelines identify sympathetic relationships between old and new, emphasis on economic vitality, defined colours, historically "accurate" colours
- Social and communal potential is embedded in the text but this could be a separate heading
- Committee appreciated the 3-D map highlighting the buildings on the registry.
- Opportunities to represent the K'ómoks' history and presence through art

Cursons/McLean: That the Heritage Committee enthusiastically recommends that the Village take up any opportunities to work with the VIU MCP program on this file and other OCP topics.

Carried Unanimously

4.2 Community Heritage Register

- Developing SoS's for each heritage resource before adding it to the Heritage Inventory a very slow process. Village can add sites to the Register with short accompanying value statements.
- Establish a sub committee, with terms of reference and work plan.
- Do walking tours of potential heritage resources to be added to the Registry.

Cursons/McLean: That the Heritage Committee recommend that Council approve the establishment of a subcommittee to review criteria and make recommendations for additions to the Community Registry.

Carried Unanimously

Cursons/Harris: That the Heritage Committee recommend to Council to be the engagement link for art, culture and public space for the OCP Review. in addition to heritage.

5. Next Meeting

The next scheduled meeting of the Heritage Committee is Thursday, August 17, 2023 at 4:00 p.m.

6. Adjournment

The meeting was adjourned at 5:35 p.m.

Attachments to the Minutes

Attachment 1: Heritage Conservation Area Illustrated Design Guidelines

Attachment 2: Cumberland Heritage Design Guidelines - Analysis and Recommendations

VILLAGE OF CUMBERLAND

HERITAGE CONSERVATION
AREA ILLUSTRATED
DESIGN GUIDELINES



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

The Project

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



Interim to Final Product

February 22 table of contents

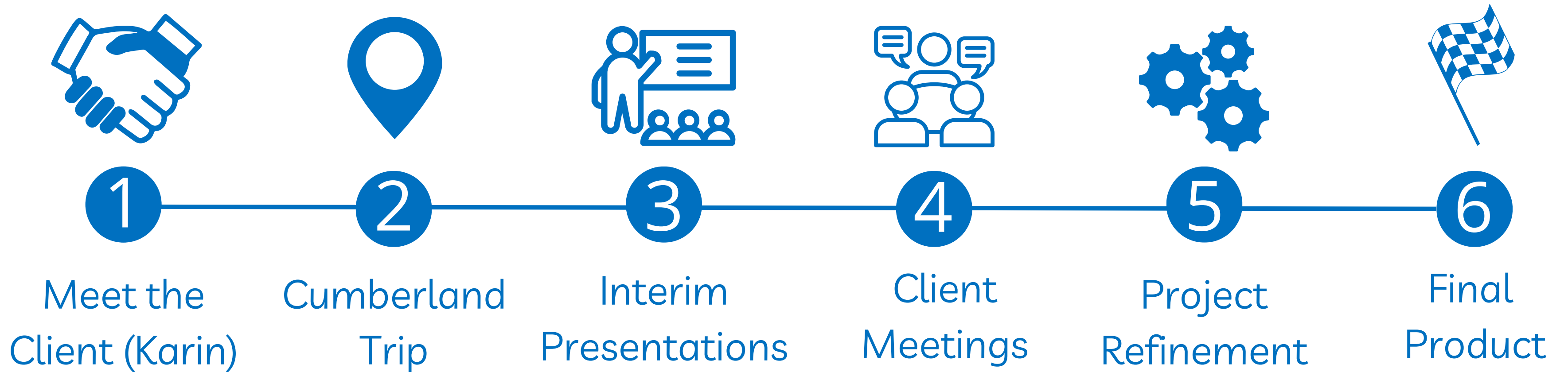
- **Overview**
 - Objectives of the heritage and commercial core area
 - Designated area
 - Important documents
- **Building in the HCA**
 - renovations and retrofits
 - new builds
 - parking requirements
- **Design Guidelines**
 - Character elements
 - Design Principles
 - Key Buildings (with pictures)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

Final table of contents

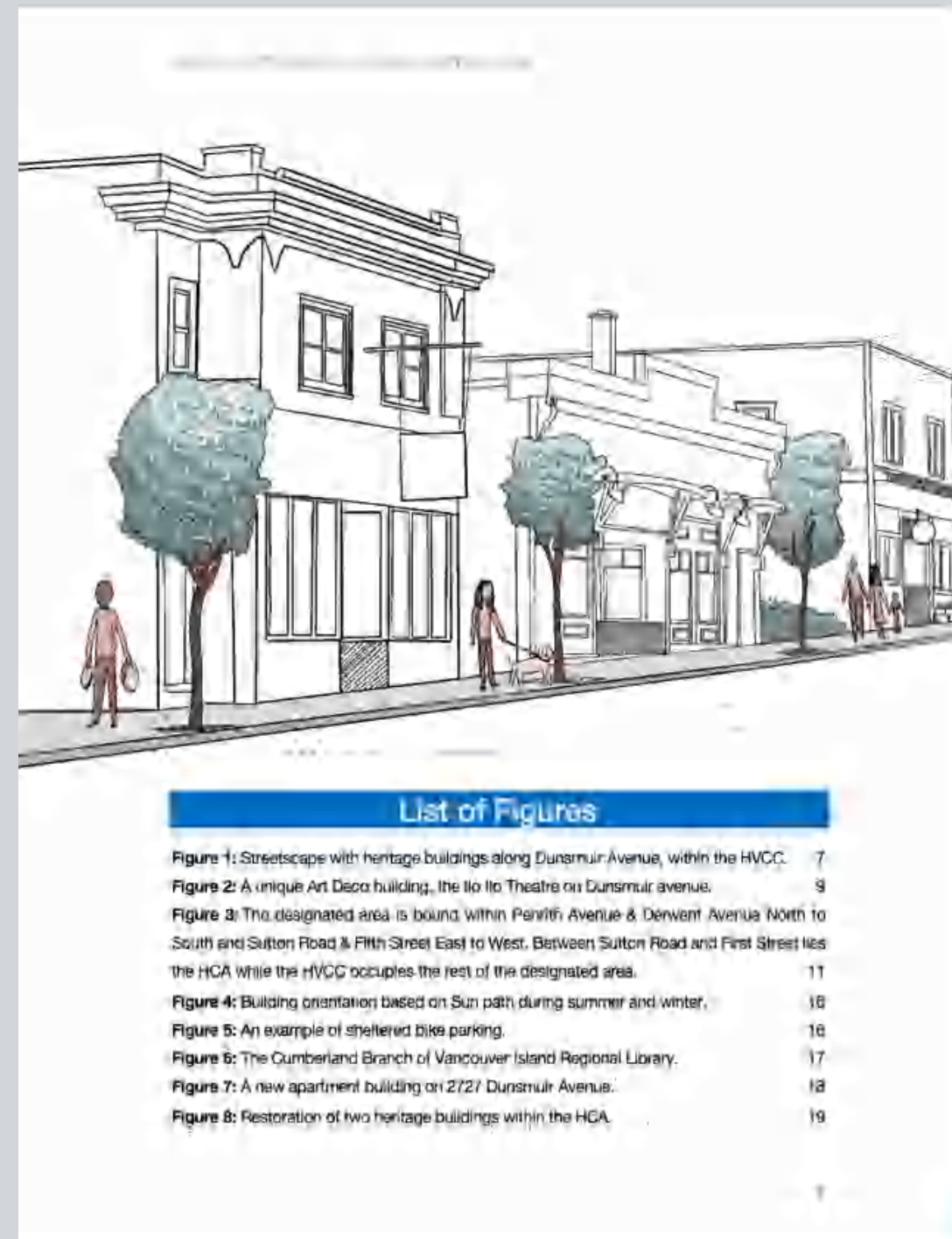
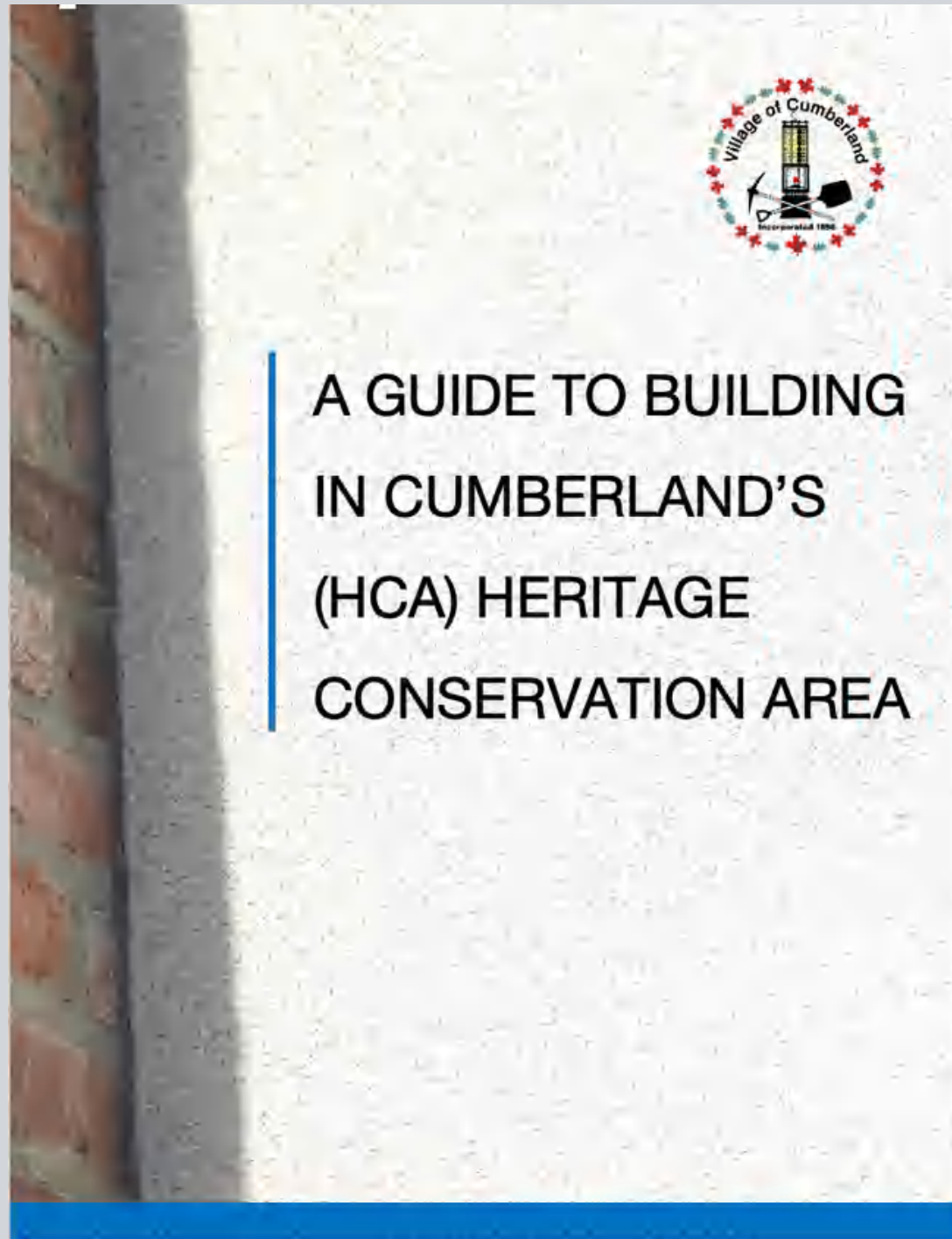
- **Overview**
 - Vision for the Heritage Conservation Area
 - Distinguishing Features of the HVCC
 - The Goals of Infill Development
 - The Goals of Restorations, Renovations, and Rehabilitations
- **Designated Heritage Conservation Area (HCA) Boundaries**
- **Permit and Application Processes**
 - What is the Process for Applying for a Heritage Alteration Permit?
 - What Needs to Be Included With My Application?
 - What Might be Required, at the Request of the Village?
- **HCA Guidelines**
 - Sustainable Building Practices for Existing Buildings
 - Sustainable Building Practices for New Developments
 - Building Form and Character
 - Accessibility
 - Site Design
 - Stormwater
 - Soil Erosion and Sediment Control
 - Access, Parking and Amenity Areas
 - Cash-In Lieu Parking Provisions
- **Design Guidelines**
 - Landscaping
 - Materials
 - Colour
 - Lighting
 - Signage
 - Architectural Detailing
 - Storefront design
 - Important Documents and Links



Timeline



Final Product



Final Product

Site Design



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

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

- a. Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting.
- b. Consider the preservation or enhancement of natural site features.

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Building in Unimproved Streets (Continued, Ar.)

c. Awnings:



Figure 28: An illustration depicting required awning dimensions.

- i. Awnings are recommended, where appropriate
- ii. The awning or canopy shall be well set back from the curb.
- iii. Awning and canopy dimensions shall be as follows:
 - (1) 2.8 metres minimum height from ground level to bottom of awning
 - (2) 1.8 metres maximum projection from building
 - (3) 45-degree awning or canopy angle
 - (4) 1.8 metres maximum frame height

40

Building in Unimproved Streets (Continued, Ar.)

Storefront design

a. Storefront design examples:



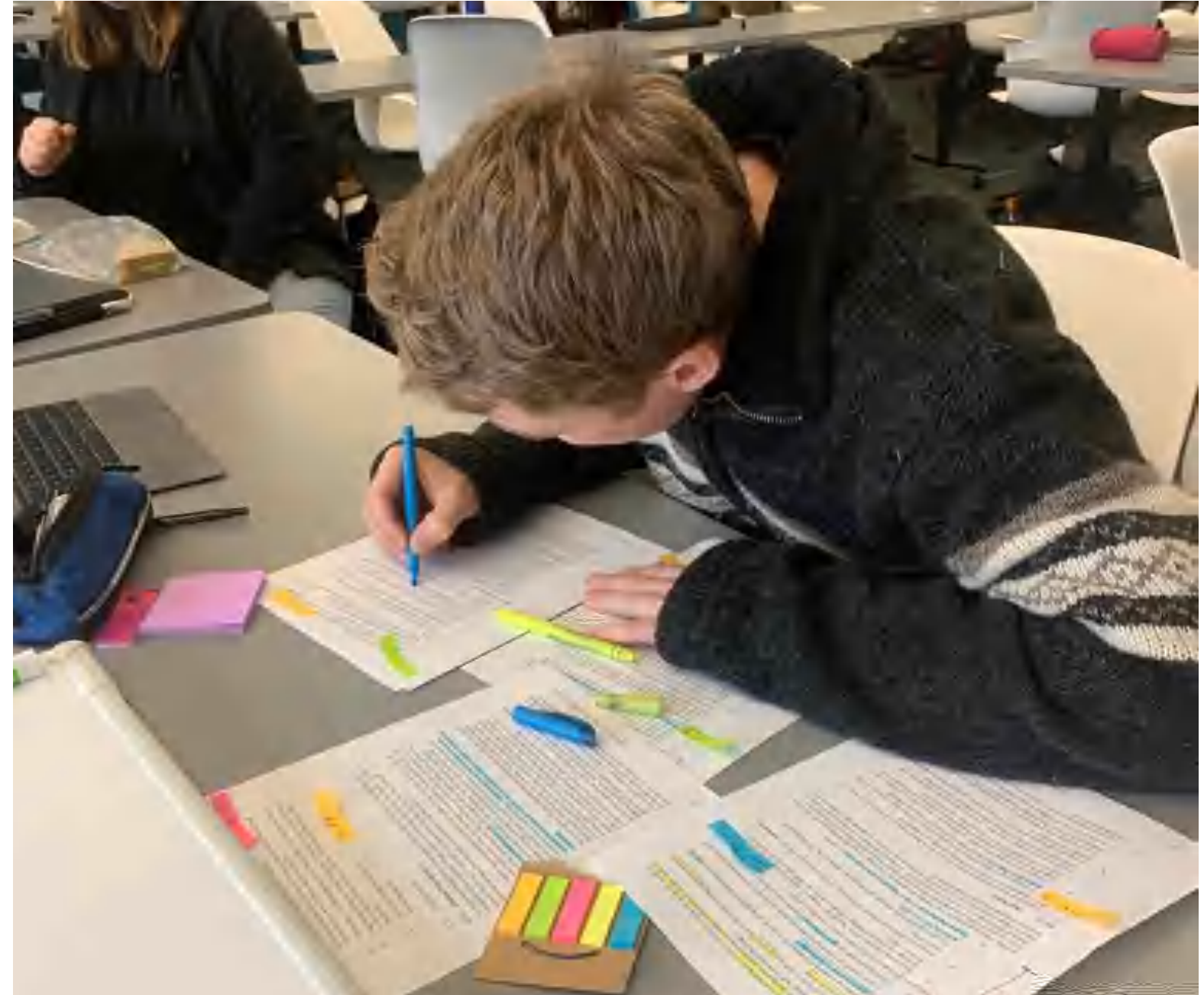
Figure 29: Illustrated storefront detailing large, glazed display frontage, brackets, wood siding and shingles, a pitched roof, wooden-sash windows, trim, and soffits. The illustration is based off the Old Tarbell's Building (now Dodge City Cycles and the Riding Fools Hostel).

- i. Incorporating large, glazed display frontage, awnings and signage indicative of the late 19th and early 20th century "Pioneer" style.
- ii. Historic architectural detailing and materials, such as brackets, wood siding.
- iii. The use of pitched roofs, porches, and verandahs; wood siding and wooden-sash windows; trim and soffits.
- iv. Punched window openings and projecting cornices at the rooflines.

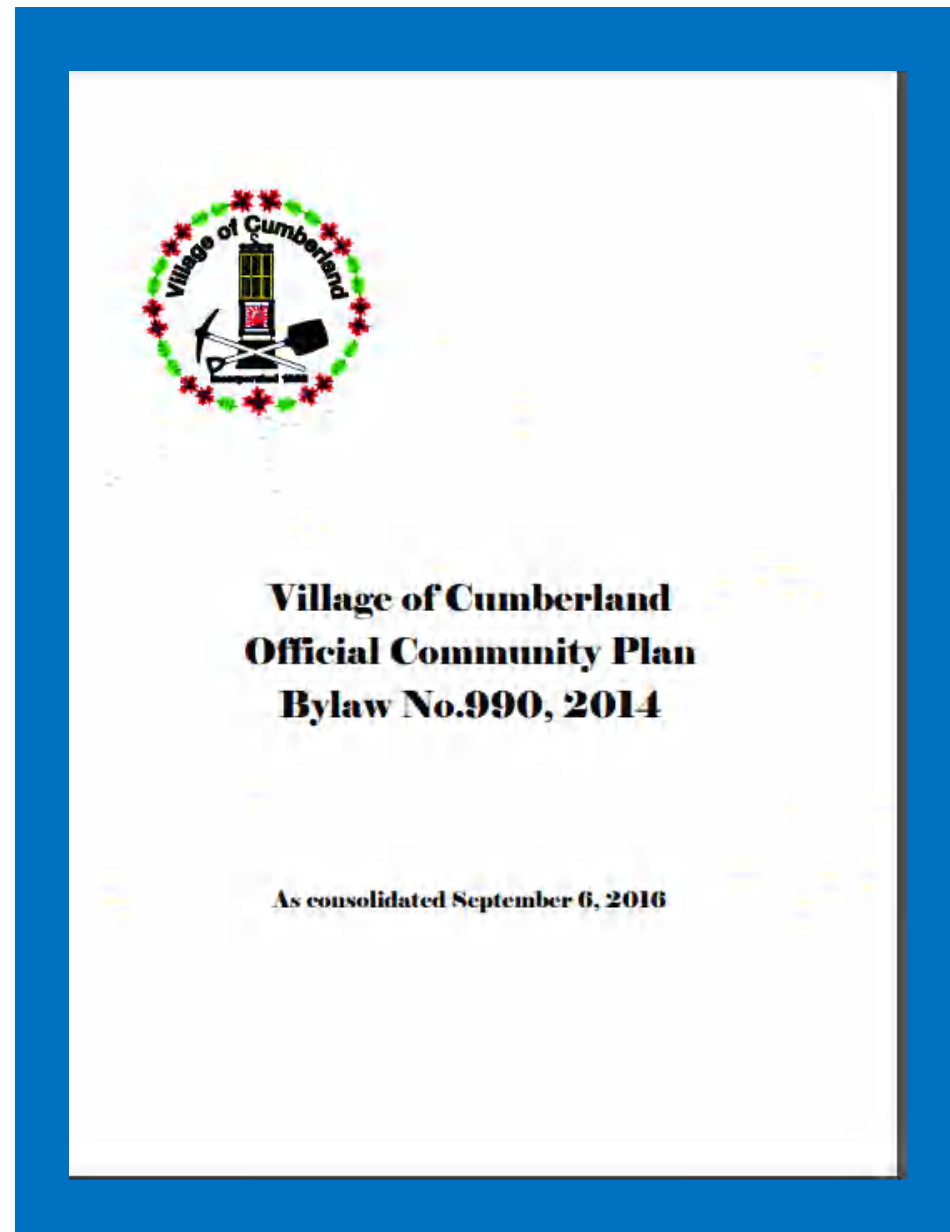
41



Tasks



Tasks



Editing



Examples of Illustrations:

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

Illustrating

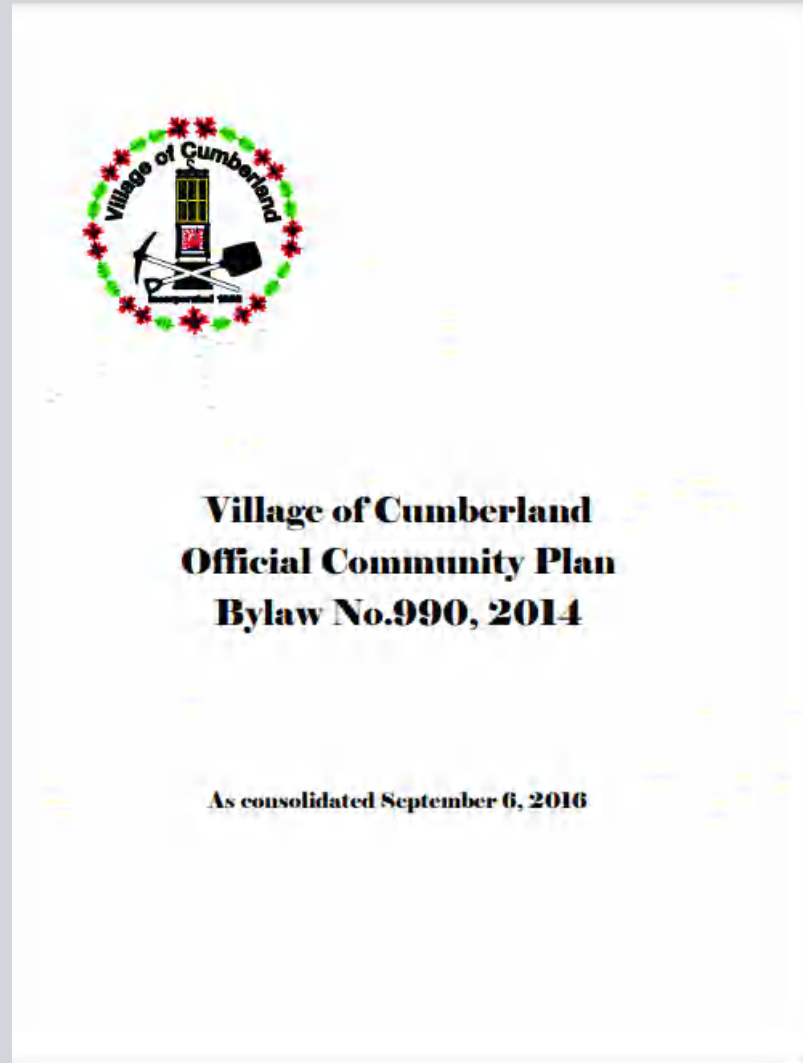


Tasks



Process: Writing

OCP



The core information



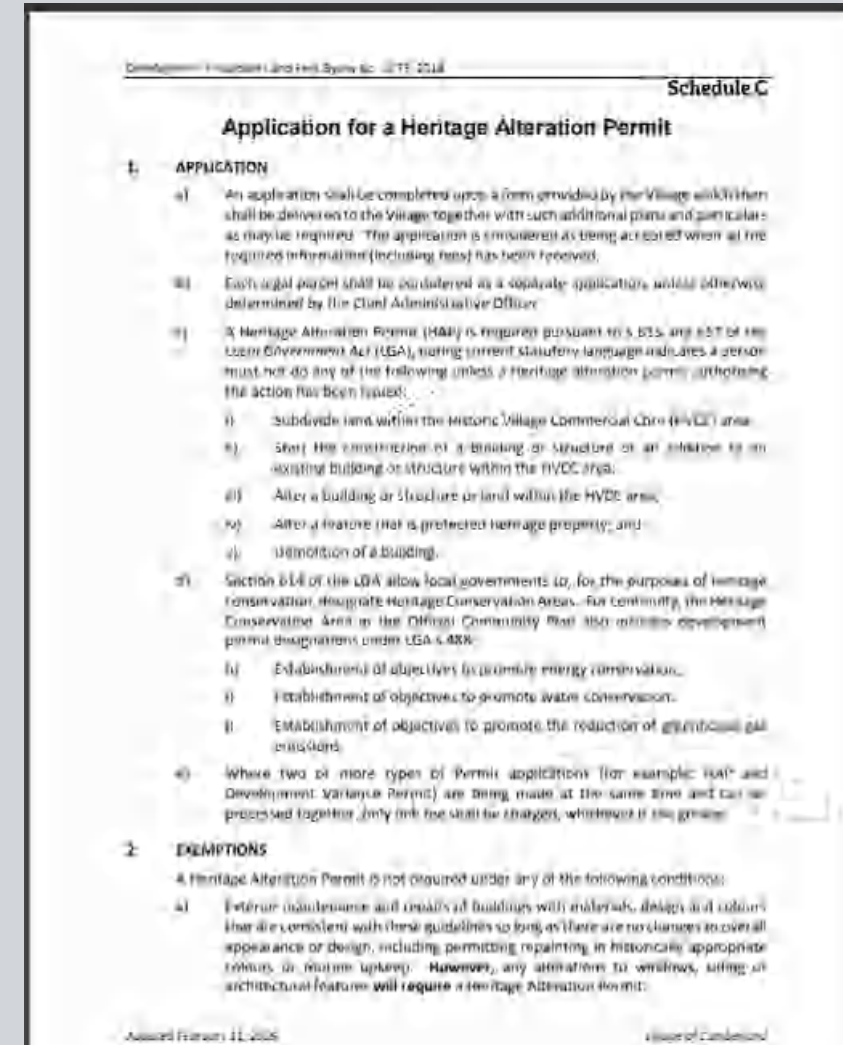
ADU Guide



An example of style



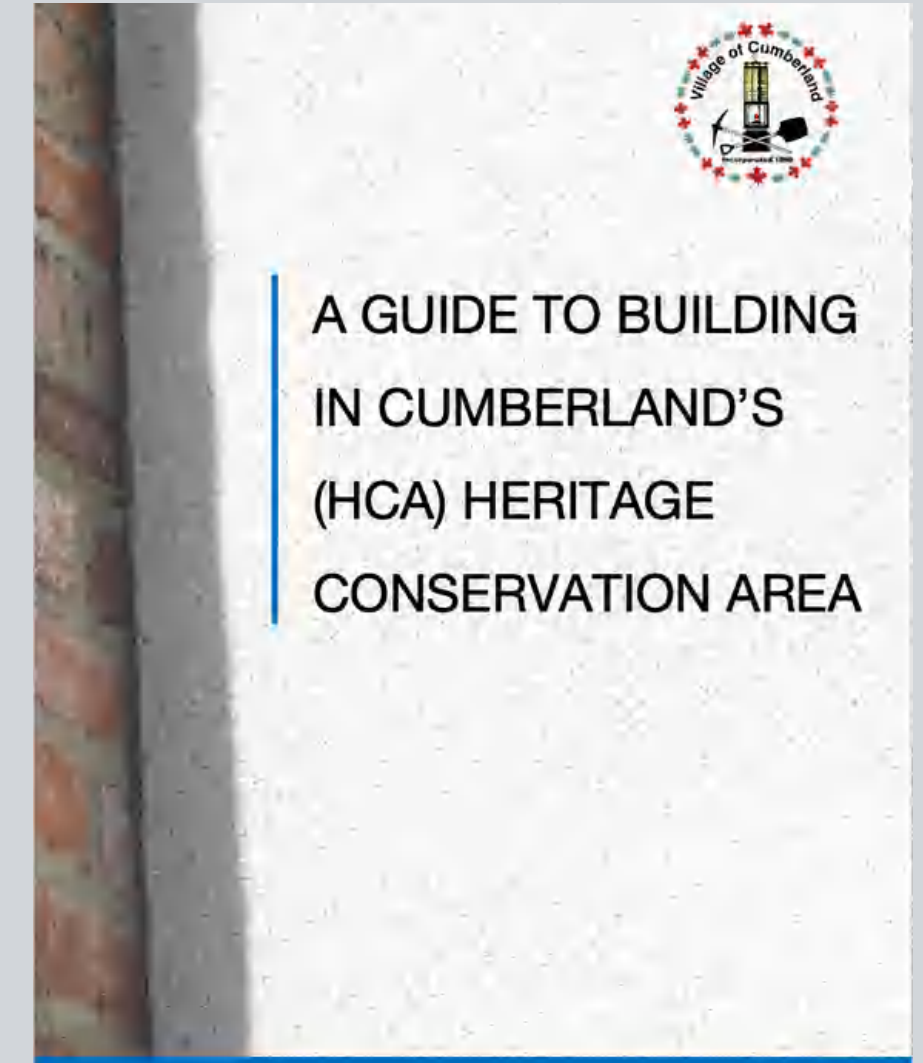
HAP Guide



An example of heritage guide



Heritage Guide



Our final product



Process: Writing

Significance

Flow

Clarity

Language

Redundancy

Building Form and Character

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

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

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

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

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

- ~~i. New buildings shall not be set back from the street or side property line, unless there are specific design reasons, such as the development of a garden for seating, built into the design. Parking shall not be permitted in front of a building which is set back from the street.~~
- ~~ii. New buildings shall respect the design of adjacent buildings. For example, new construction can carry through a cornice line in the new structure or repeat the window pattern of an adjacent building.~~
- ~~iii. All new buildings shall have large window openings onto the street. New buildings shall not be constructed with solid unbroken walls facing the street which will appear uninteresting and uninviting to the pedestrian.~~

Additionally, all expansions and renovations should

Comments:

- Aiden McCulloch (2/11/2024) Add: "cleaner"
- Aiden McCulloch (2/11/2024) Delete: "and noise"
- Aiden McCulloch (2/11/2024) Replace: "Additionally, all expansions and renovations should be designed to be consistent with the original proportions of the building."
- Samuel Gerrard (2/11/2024) Replace: "with the original proportions of the building"
- Samuel Gerrard (2/11/2024) Delete: "the original proportions"
- Samuel Gerrard (2/11/2024) Replace: "In a manner that is complementary to the original proportions"
- Samuel Gerrard (2/11/2024) Replace: "with it"



Example of Changes to Text

11.1.5.1 Heritage Alteration Permit

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

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

- a. Create a new a building or structure.
- b. Add an addition to an existing building.
- c. Alter a buildings structure or the surrounding land.
- d. Alter a feature that is protected heritage property.
- e. To subdivide property.
- f. Demolish a building.
- g. Alterations to windows, siding, or architectural features.

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



Process: Photos

Original materials:

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



Painted wall signs:

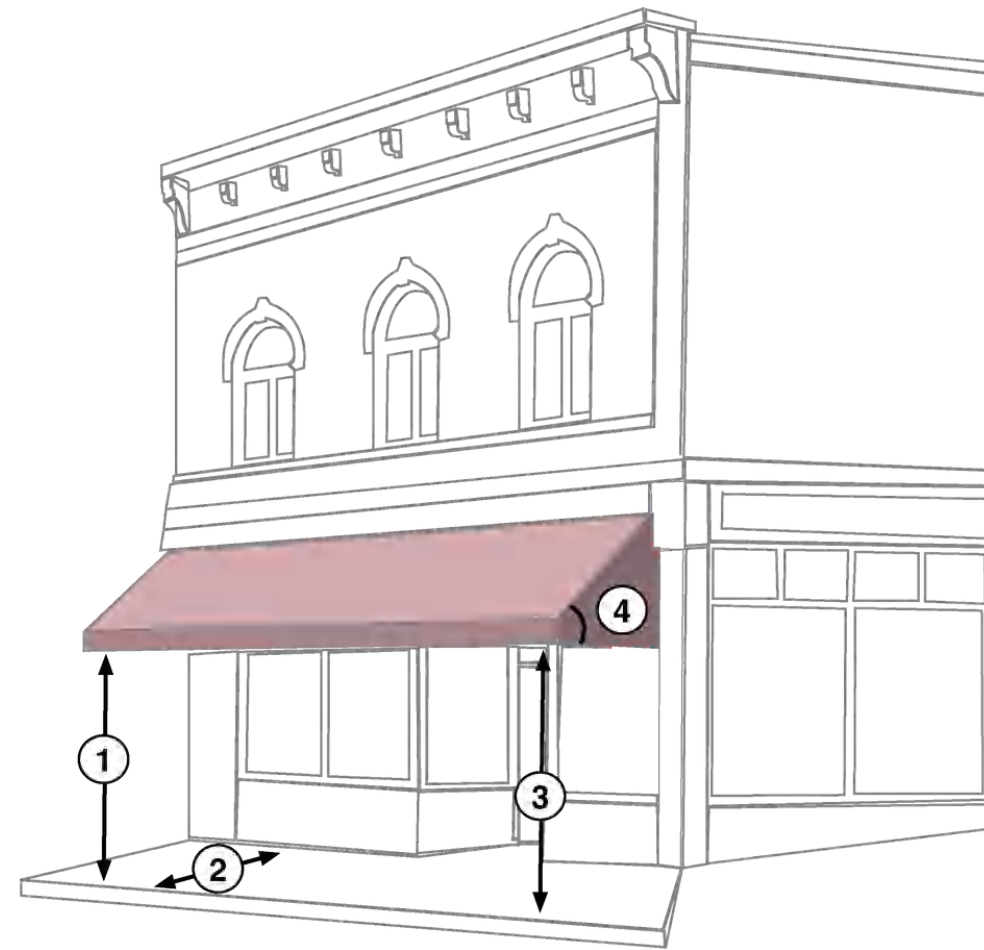
- a. These signs are **painted on the exterior walls** of buildings.
- b. Avoid large garish or brightly coloured wall signs that would be out of place in Cumberland





Process: Illustrations

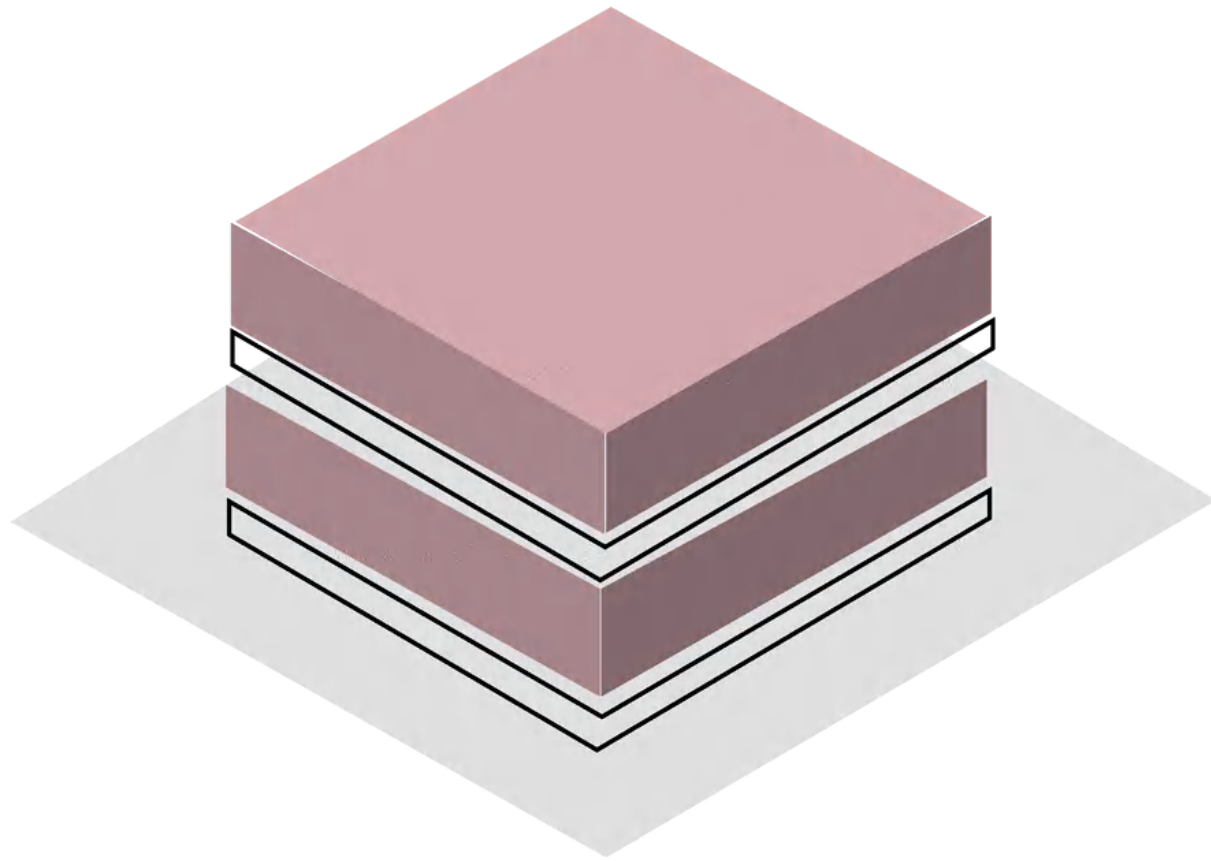
1. **Awnings are recommended**, where appropriate.
2. The awning or canopy shall be **well set back** from the curb
3. Awning and canopy **dimensions** shall be as follows:
 - a. **2.8 metres** minimum height from ground level to bottom of awning
 - b. **1.8 metres** maximum projection from building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



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

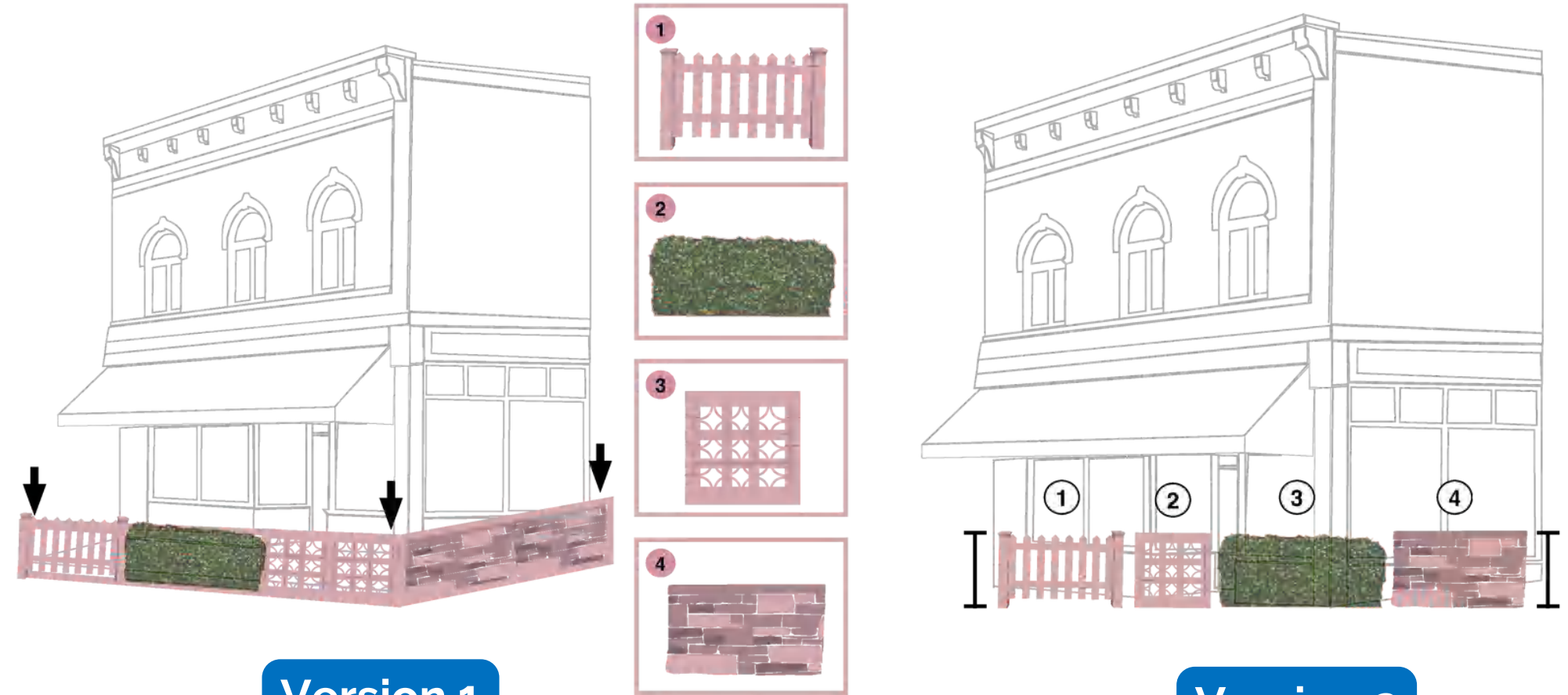


Process: Illustrations



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

What Didn't Work



Version 1

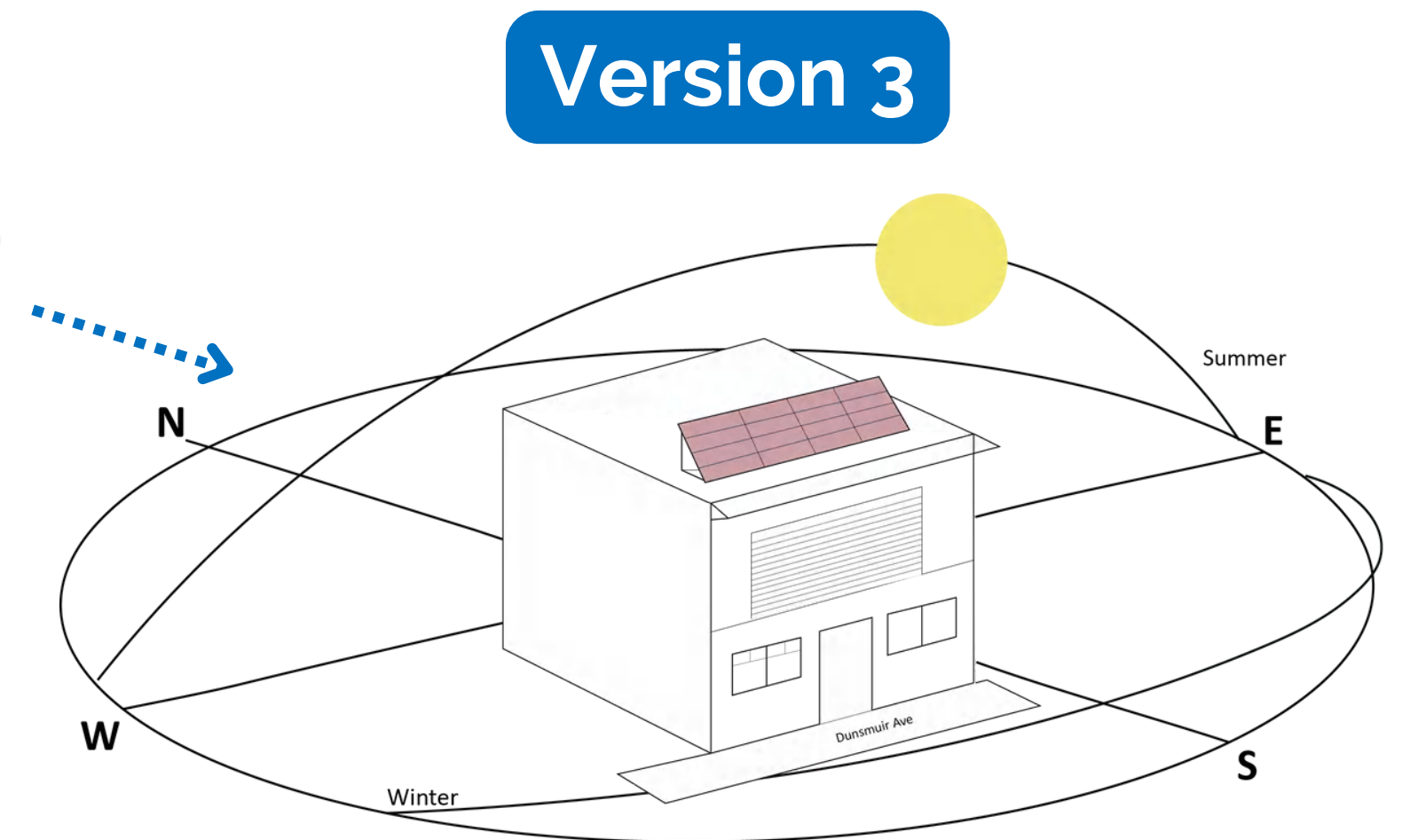
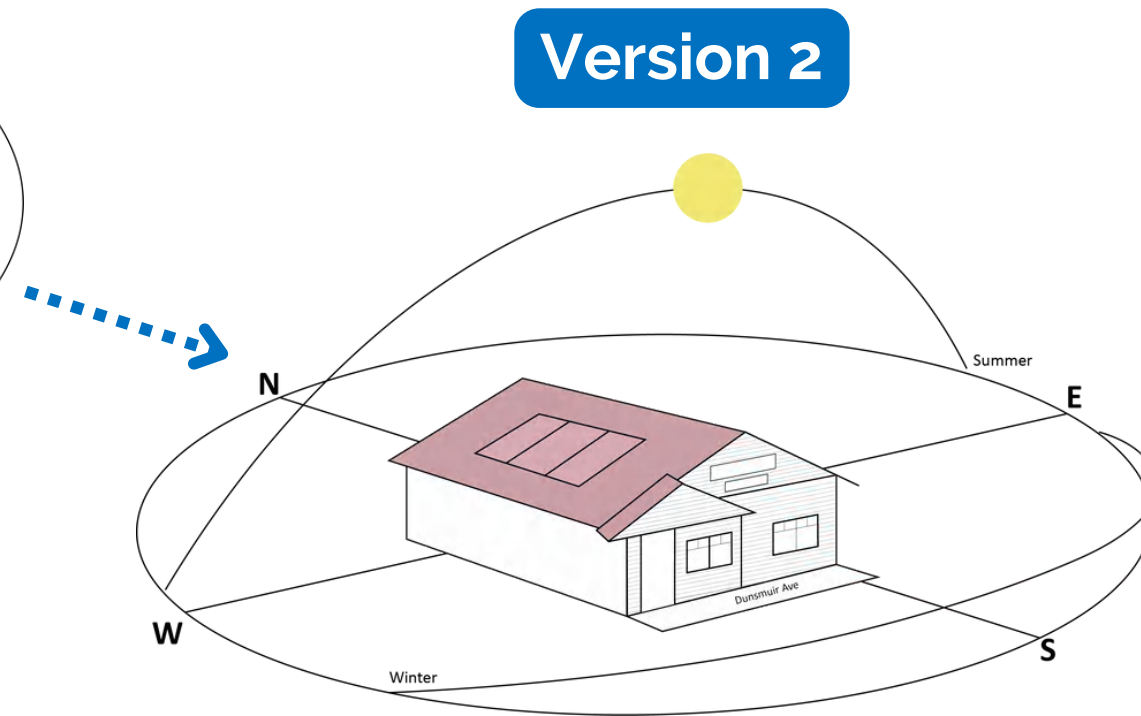
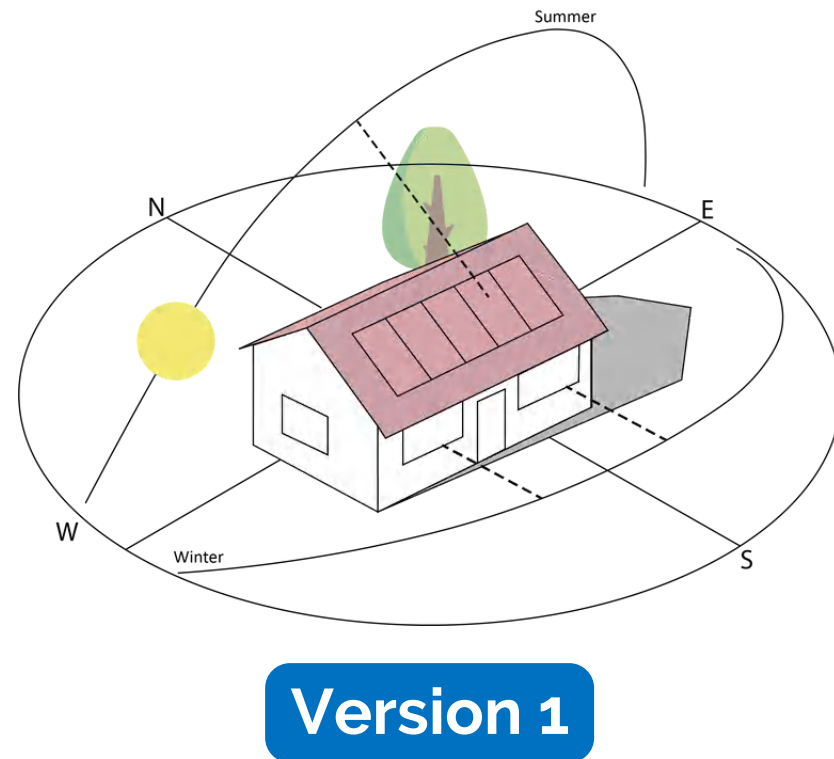
Version 2

1. Fencing & Hedges:

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

What Changed

Process: Illustrations



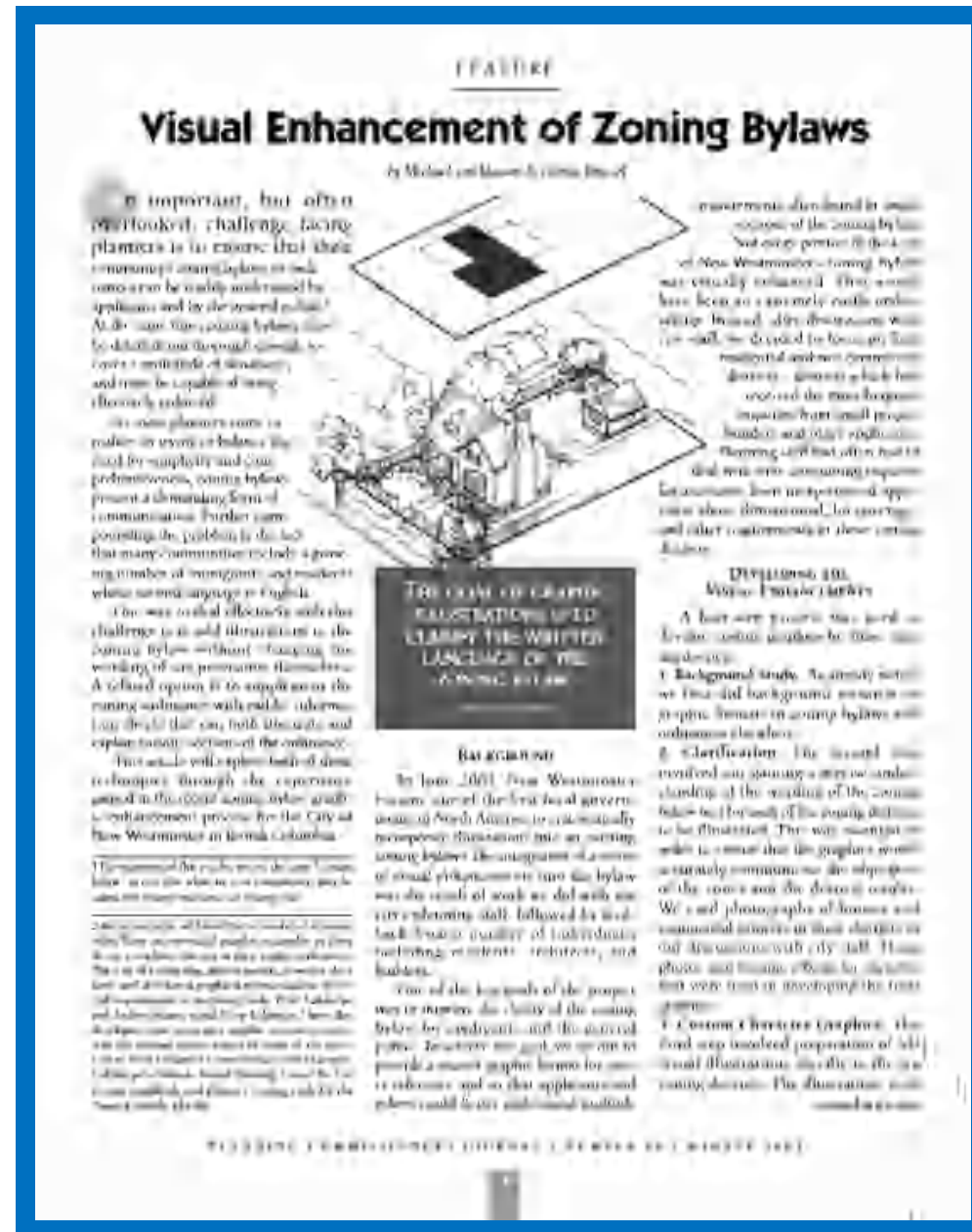
New Buildings within the Heritage Conservation Area:

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

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



Using the Assigned Readings



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

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



Process: Layout

Version 1

Smaller Photos

Borders

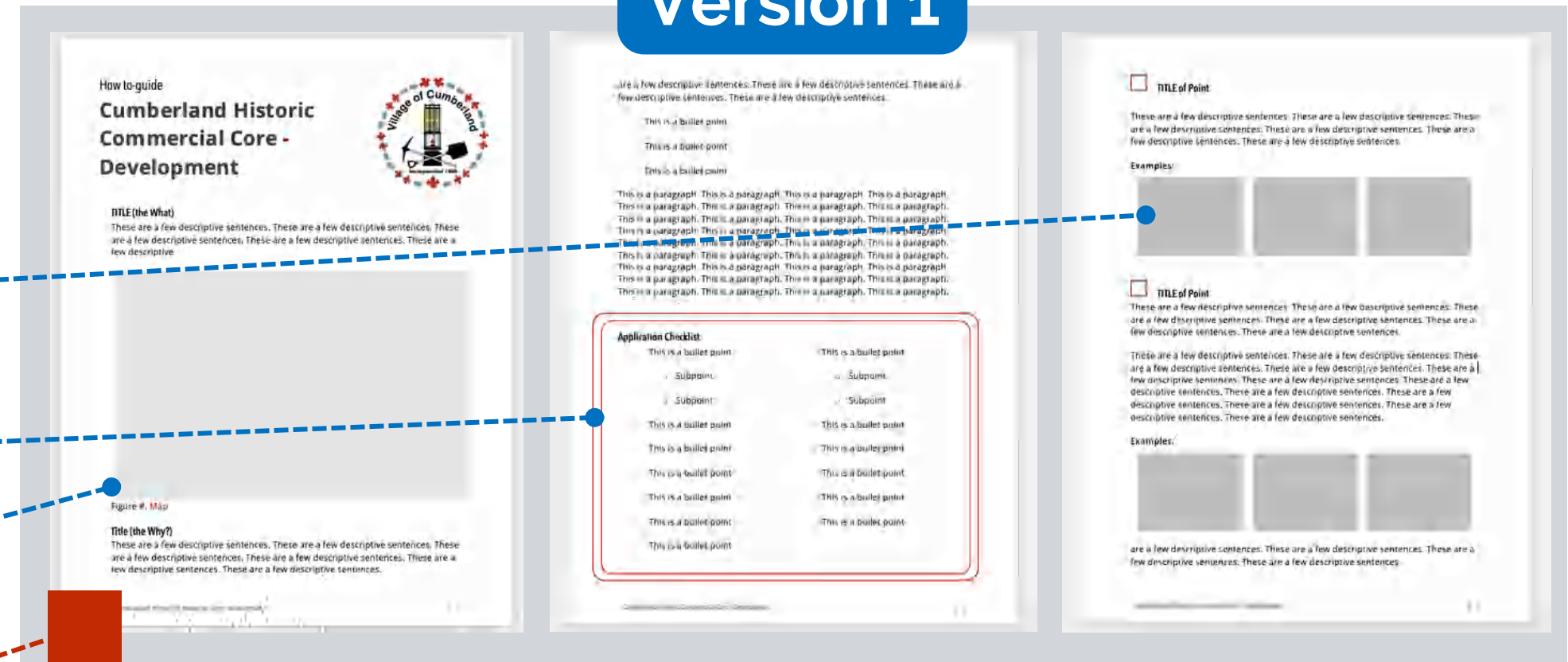
Wider Margins

Cumberland Red

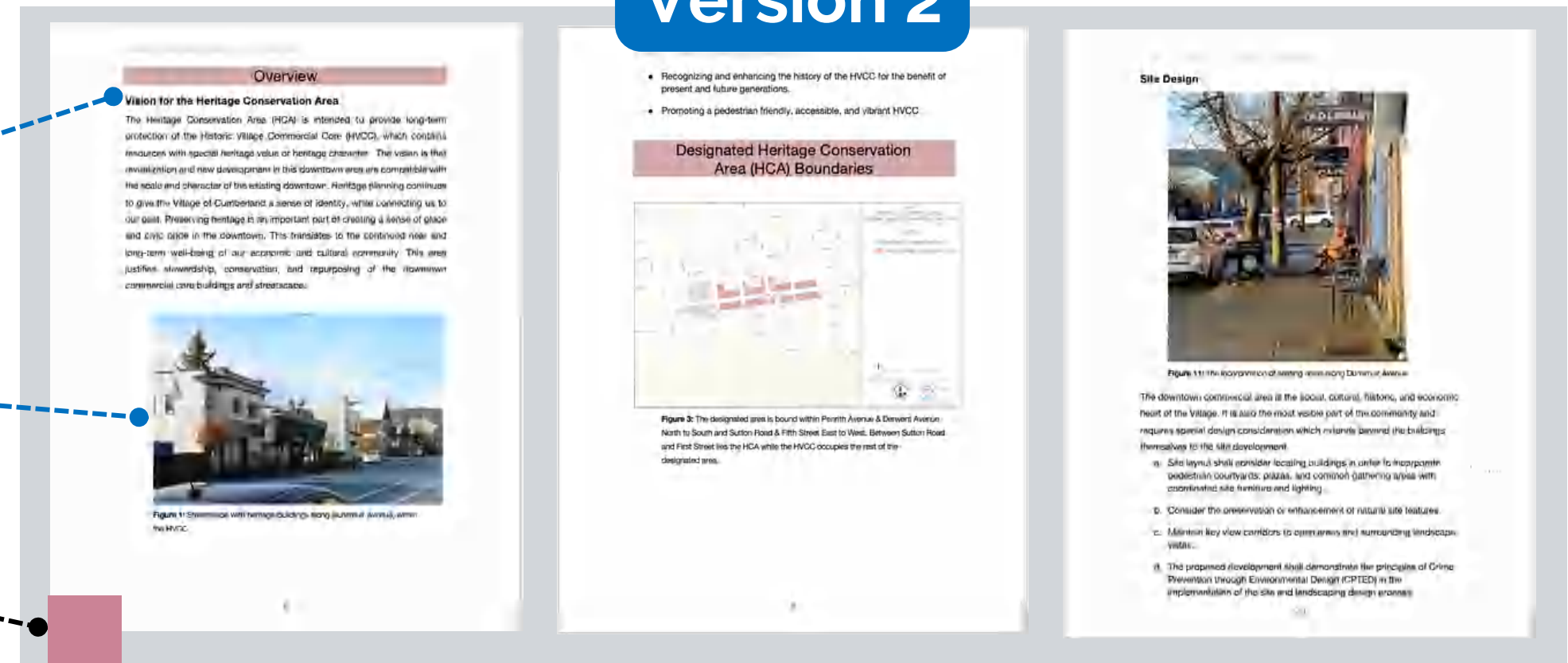
Heading Background Bar

Floating Photos

HCA Map Pink



Version 2



Final: Layout

Version 3

Justified Text

Different Categories on Different Pages

Large Photos Aligned to Text

Microsoft Blue

Lists a, b, c...

The image shows three page thumbnails from a document. The first page, titled 'Overview', features a blue header bar, justified text under 'Vision for the Heritage Conservation Area', and a large photograph of a street scene. The second page, titled 'Designated Heritage Conservation Area (HCA) Boundaries', includes a list of points (v and w), a map of the designated area, and a caption. The third page, titled 'Site Design', features a photograph of a street with seating areas and a list of design requirements (a and b). A blue square is visible at the bottom left of the first page thumbnail.



Lessons learned



As planners we have **two voices**:

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

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



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



Final Product: Reflections

Successes

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

Improvement

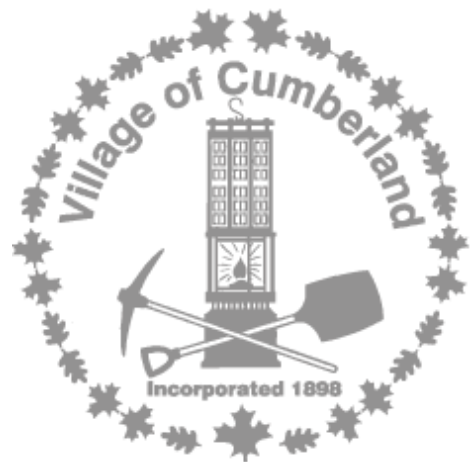
- Challenges with formatting in word
- Challenge with large amount of information
- Creating visuals is time consuming, had to optimize their effectiveness
- Must rely on words to some extent
- Battle between concise and clear
- Flexible vs consistent with OCP





THANK YOU!

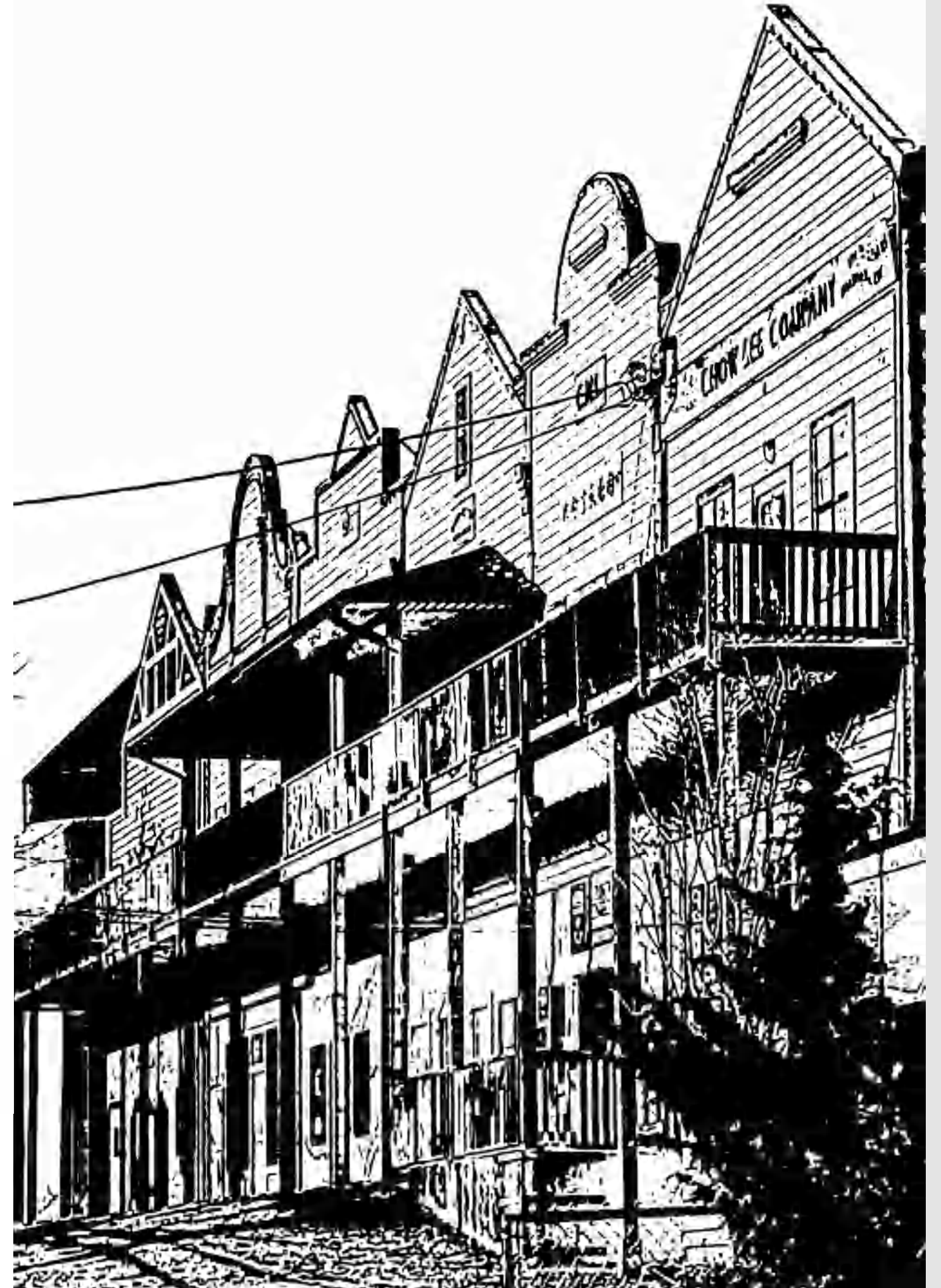
PLAN - 504
COMMUNITY
DESIGN



CUMBERLAND HERITAGE DESIGN GUIDELINES

ANALYSIS AND RECOMMENDATIONS

By Carson, Kirsten, Niloofer, Milad, Vidhi and Tharini.



INTRODUCTION

SUMMARY

- Analysis of Cumberland's current Heritage Design Guidelines
- Comparative case study of heritage design guidelines from at least two other communities:
 - Nanaimo
 - Fernie
 - Rosland
 - Victoria

DELIVERABLES

An illustrative report of recommendations for the Village of Cumberland's revised Heritage Design Guidelines

GUIDING QUESTIONS

1. How do you retain neighbourhood character?
2. What is Cumberland's community character?



01
INTRODUCTION

02
GUIDING PRINCIPLES

03
ANALYSIS OF GUIDELINES

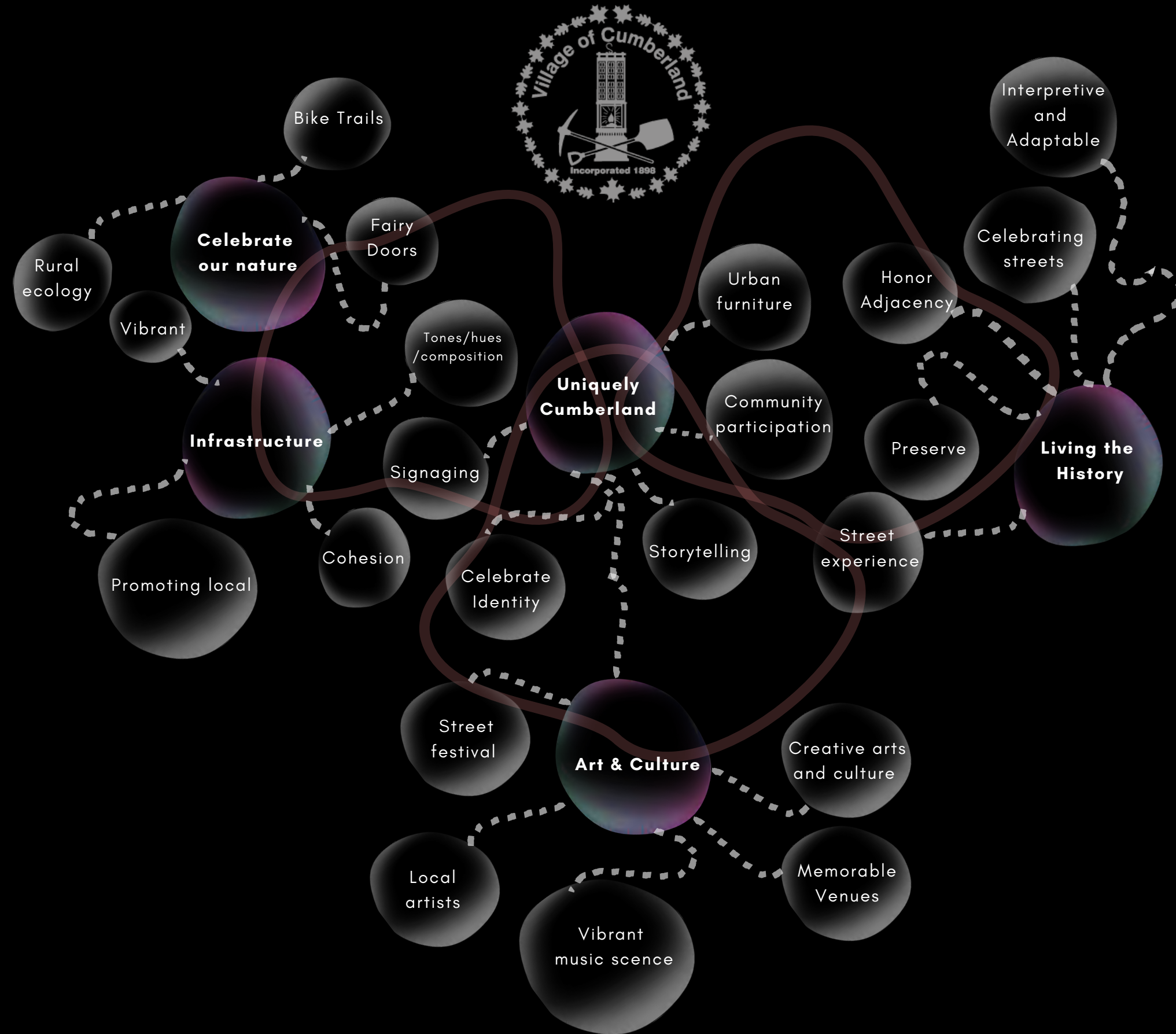
04
STRUCTURE

05
RECOMMENDATIONS

06
CONCLUSION

TABLE OF CONTENTS

Cumberland's Heritage



Reimagining Cumberland



Advantages



Diagrams and Legibility

Charts are an easy way to communicate.



Color Palette

Colour Palette reflects natural beauty



Social and Communal Potential

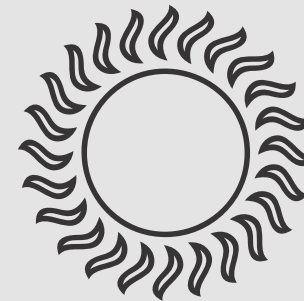
Exemplary resources and community engagement

Disadvantages



Text Heavy

Over reliance on charts and text reduces imagery



Indigenous Context

Not adequate



Rhythm

Need for in-depth development approval process due to lack of prescriptive language

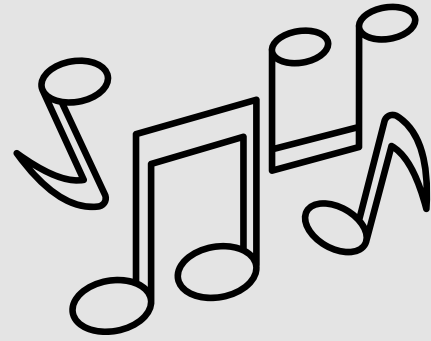


Rossland

Heritage Building Design Guidelines

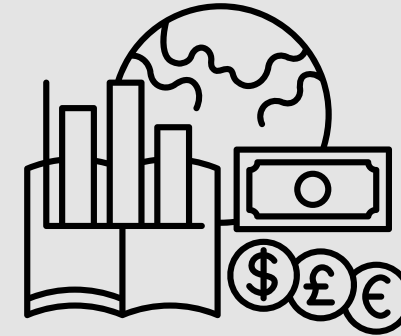


Advantages



Rhythm

A vaster range of concepts and ideas to choose from



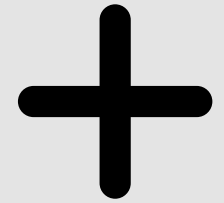
Economic Viability

Ensures a sustainable run for heritage buildings



Colours

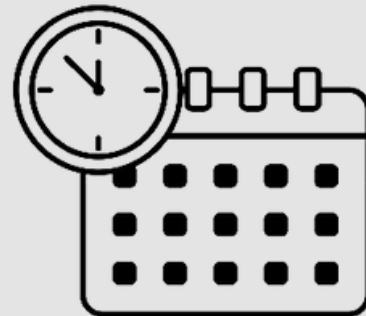
Colours such as earth tones and natural pigments + Natural colours of the materials



Additions

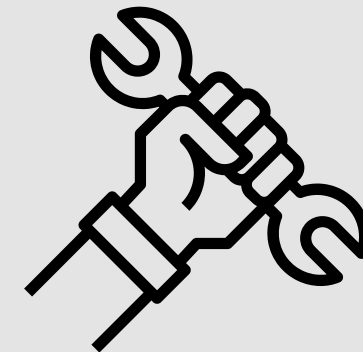
Minimize alterations, and maintain a distinct separation. support economic viability

Disadvantages



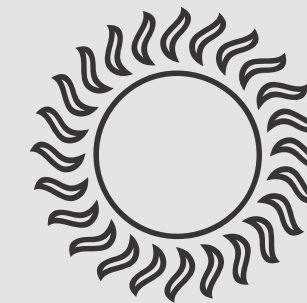
Time-Related Alteration

Impede the formation of heritages that showcase stories from various eras.



Mitigation Measures

Can facilitate a better understanding of methods for managing heritage structures



Indigenous Context

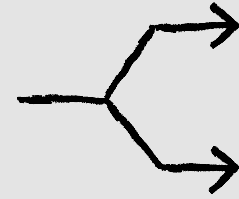
The document lacks consideration for indigenous perspectives.



Nanaimo

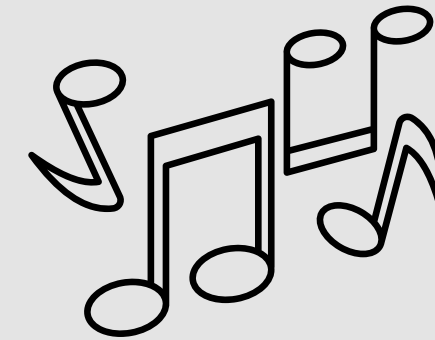
Heritage Building Design Guidelines

Advantages



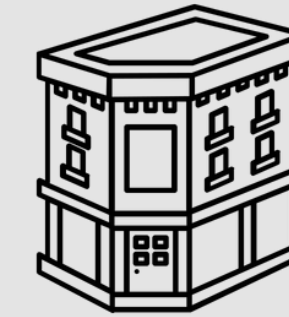
Diagrams and Legibility

Good diagrams and structure for the guideline



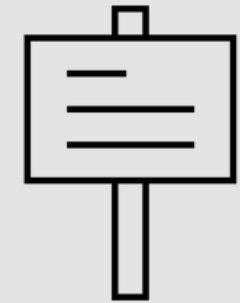
Rhythm

Incorporating proper spacing and recession in entryways. Same scale and proportion a for windows and doors



Facades

Blank walls avoided and if not screened and enhanced with proper design eleents



Signs

Simple design, natural materials, concealed and indirect lighting.

Disadvantages



Colors and Materials

No specific suggestion. Colors that reflect local heritage palettes, avoid painting masonry



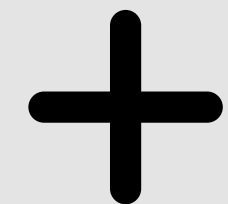
Social and Communal Potentials

Could be a separate heading. Create visual interest, support pedestrian activity, and achieve human scale



Lighting

Could be a separate heading. Use to highlight building features and illuminate the public realm while avoiding over illuminating



additions

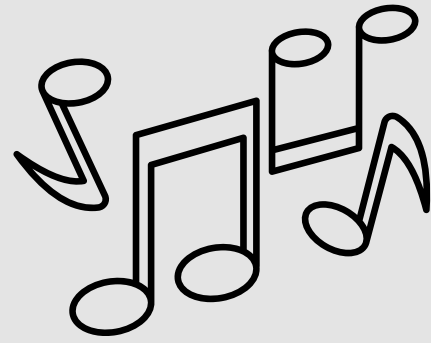
Just about rooftop additions. Has different sections for compatibility, hierarchy and Distinguishability



Victoria

Old Town Building Design Guidelines

Advantages



Rhythm

Simply illustrated with short description of preferred rhythm.



Diagrams & Legibility

Clear definitions of terms used throughout document.



Colours & Materials

Colour scheme provided and encouraged to consider adjacent area



Social & Communal

Encourage creative use of building setbacks

Disadvantages



Prescriptive Details

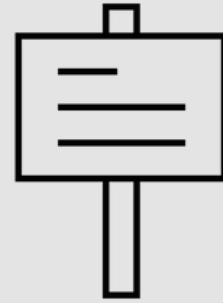
Details for building characteristics may be excessive for Cumberland's character



Fernie

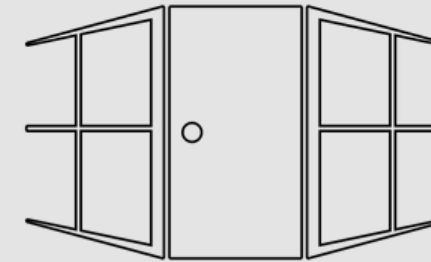
Heritage Building Design Guidelines

Advantages



Signs

Various ways to display the branding signage is mentioned



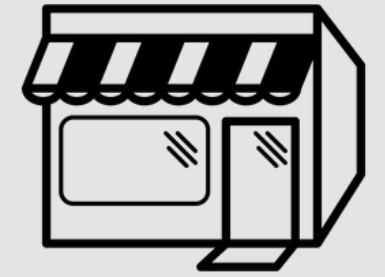
Windows & Doors

Provides the concept for each building



Colours & Materials

The material scheme provided and encouraged to consider the adjacent area



Awnings & Canopies

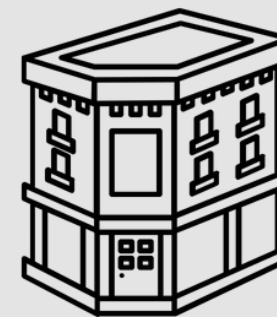
Describes the types, materials, colours, maintenance and construction too.

Disadvantages



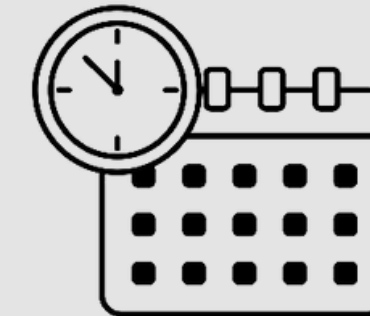
Diagrams & Legibility

No Clear definitions of terms are used throughout the document.



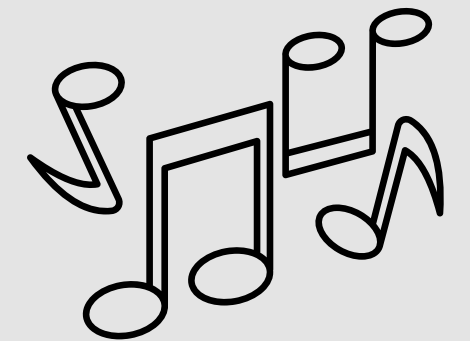
Facades

Description or guidelines for the facade renovation are not mentioned clearly



Time-Related Alteration

Impede the formation of heritages that showcase stories from various eras.



Rhythm

Rhythm is not clearly defined in the document



Cumberland

Heritage Design Guidelines

STRUCTURE

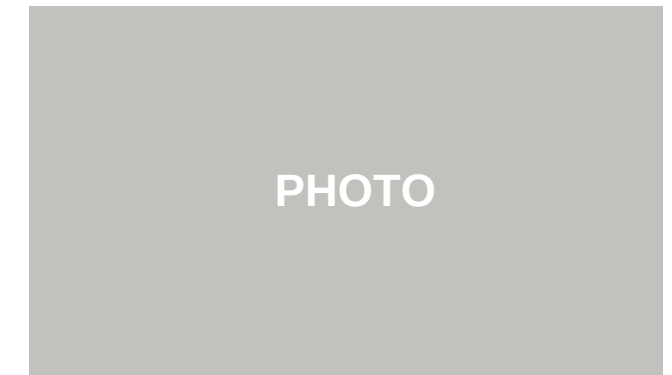
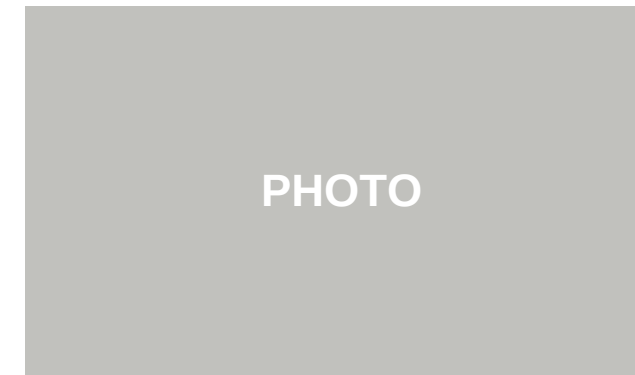
DESCRIPTIVE

PRESCRIPTIVE

Topic

Description

.....
.....
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.....



Objective

.....

Guideline

-
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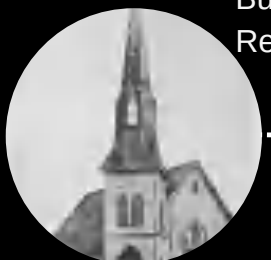
Waverley Hotel
2692 Dunsmuir Avenue
Built: 1894
Recognized: 2022



Holy Trinity Anglican Church/ Cumberland Community Church
2732 Penrith Avenue & 3287 Third Street
Built: 1895 & 1920
Recognized: 2022



Cumberland United Church
2688 Penrith Avenue
Built: 1895
Recognized: 2018



Memorial Arch
2770 Dunsmuir Avenue
Built: 1921
(Designated by bylaw in 2006)



Old Post Office
2739 Dunsmuir Avenue
Built: 1907
Recognized: 2017 (Designated by Bylaw in 2006)



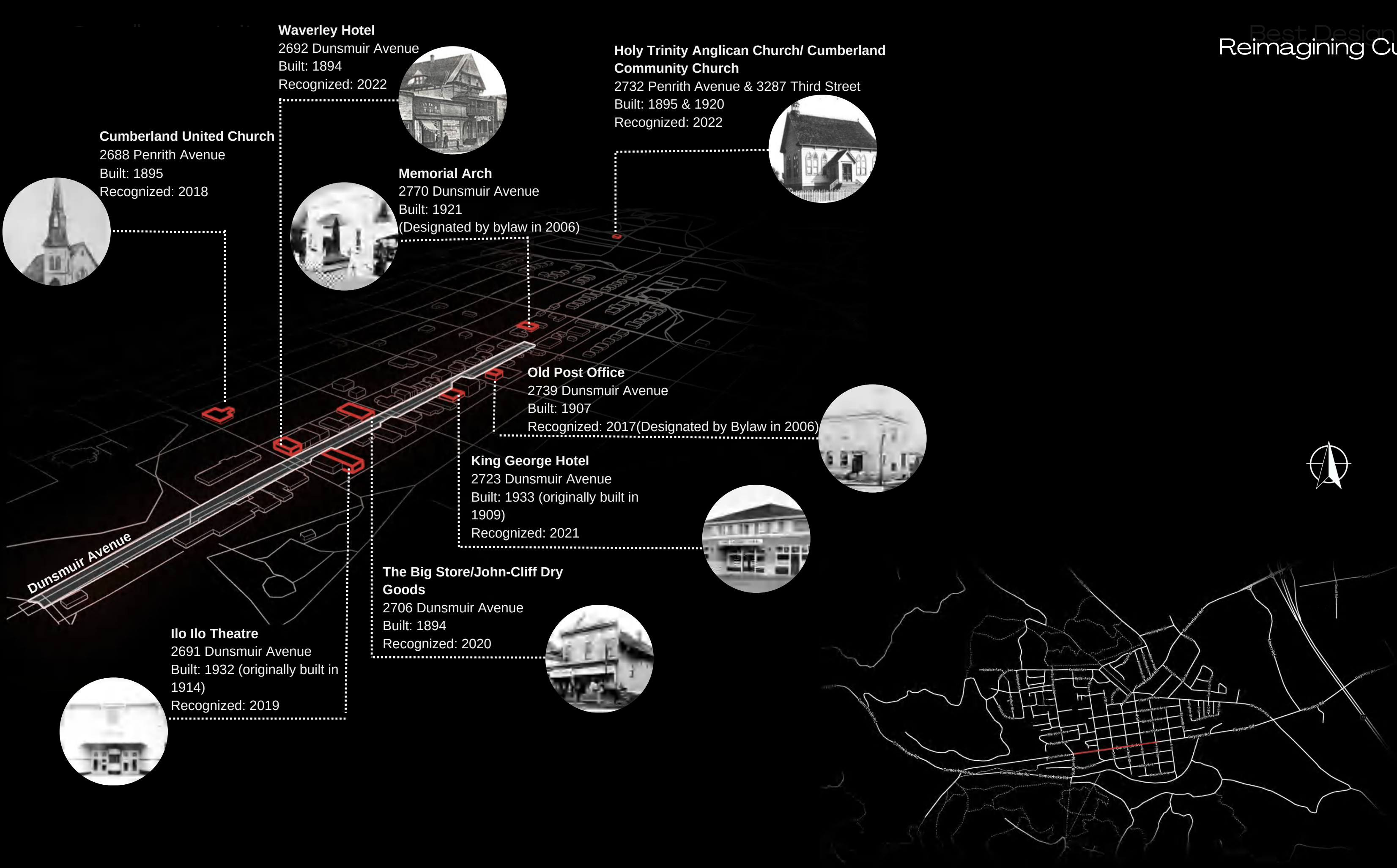
King George Hotel
2723 Dunsmuir Avenue
Built: 1933 (originally built in 1909)
Recognized: 2021



The Big Store/John-Cliff Dry Goods
2706 Dunsmuir Avenue
Built: 1894
Recognized: 2020



Ilo Ilo Theatre
2691 Dunsmuir Avenue
Built: 1932 (originally built in 1914)
Recognized: 2019



RECOGNITION

SOCIAL AND COMMUNAL POTENTIAL



OBJECTIVE

To continue to promote a pedestrian friendly, accessible, vibrant, and animated historic downtown Village core.



PUBLIC ART



OBJECTIVE

To continue to promote and expand the bustling musical and artisan culture in Cumberland

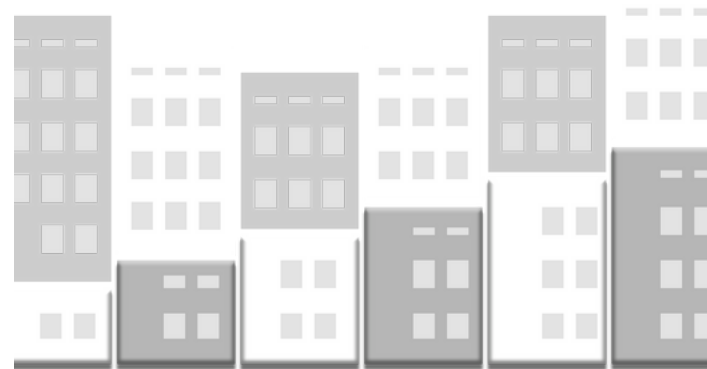


STREET RHYTHM



OBJECTIVE

Understanding Cumberland's rhythm in general provides developers with more options than dividing the idea into its defining components like scales, height, and ...



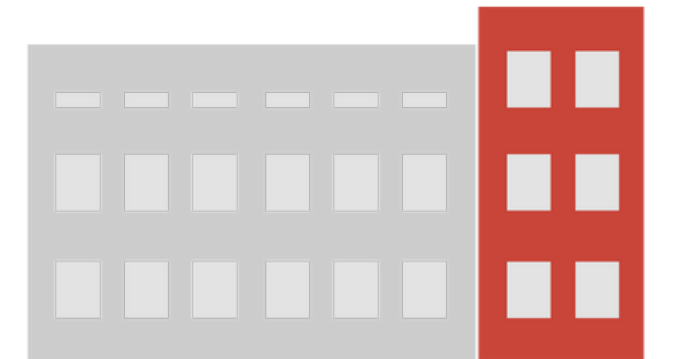
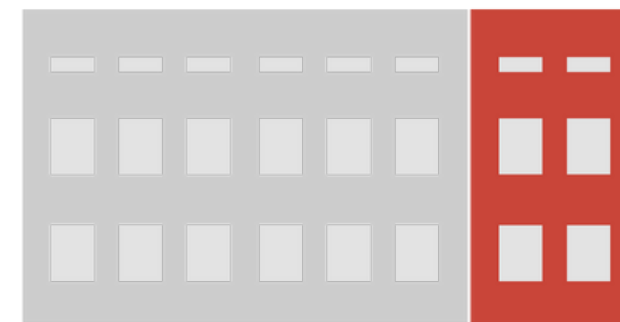
RECOMMENDATIONS

DOCUMENTING THE CHANGES



OBJECTIVE

Preventing any misinterpretation of the historical characteristics and styles

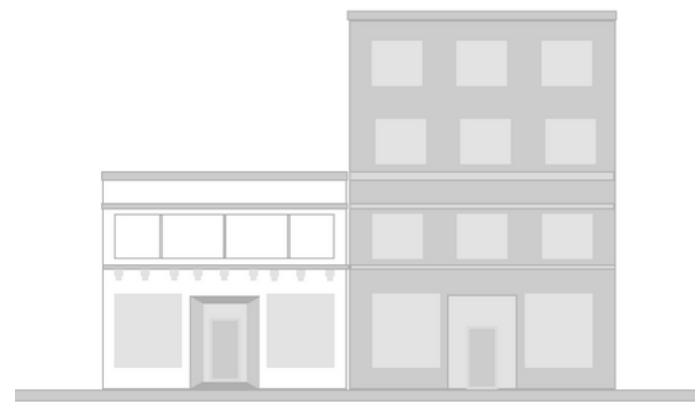
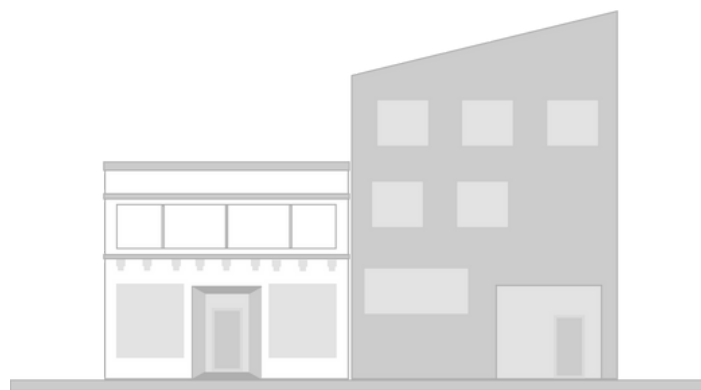


SCALE AND PROPORTION



OBJECTIVE

Help maintain a cohesive and visually pleasing urban landscape making sure that the new constructions and expansions harmonize with the elevation and street-facing facade of neighbouring historic edifices and the surroundings.



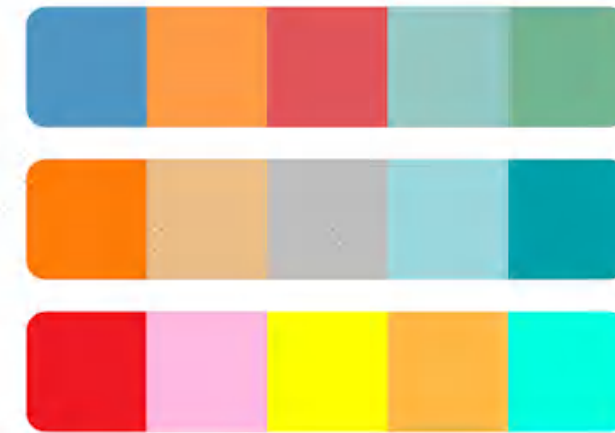
RECOMMENDATIONS

BUILDING COLOURS



OBJECTIVE

Help Cumberland have its own character and will also provide property owners and business people with a wide range of options.

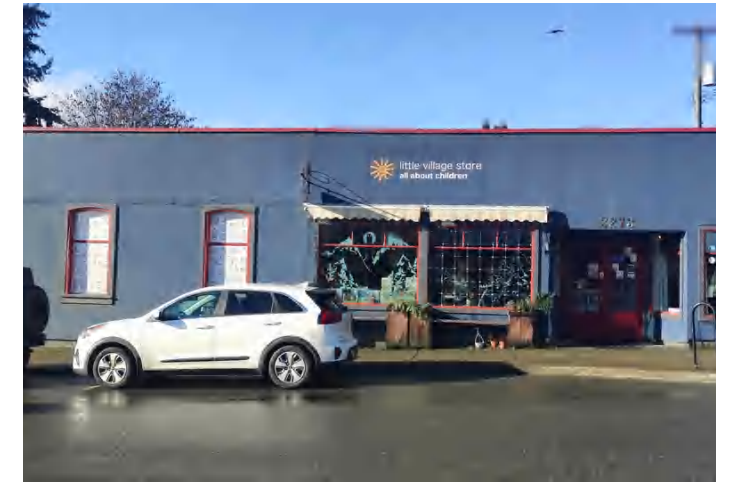


SIGNS



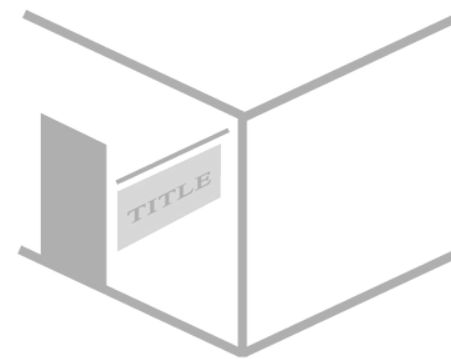
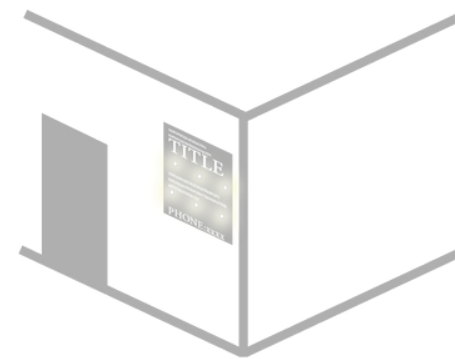
RECOMMENDATIONS

AWNINGS



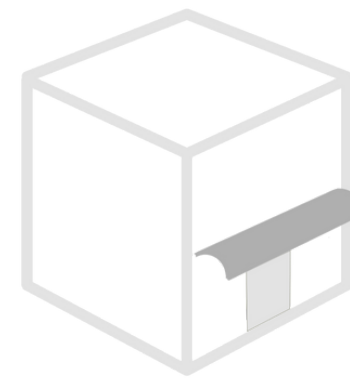
OBJECTIVE

Signs should acknowledge the integrity of the general characteristics of the heritage area



OBJECTIVE

Awnings should acknowledge the integrity of the general characteristics of the heritage area

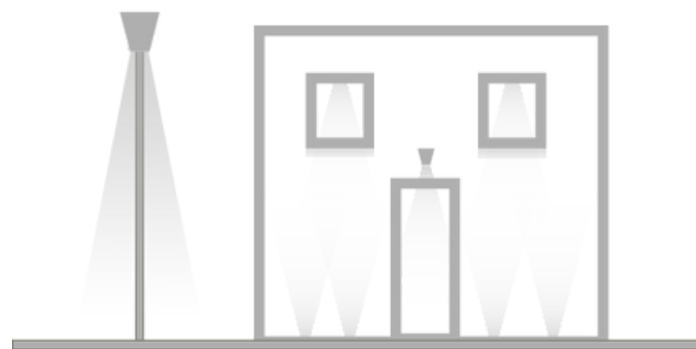
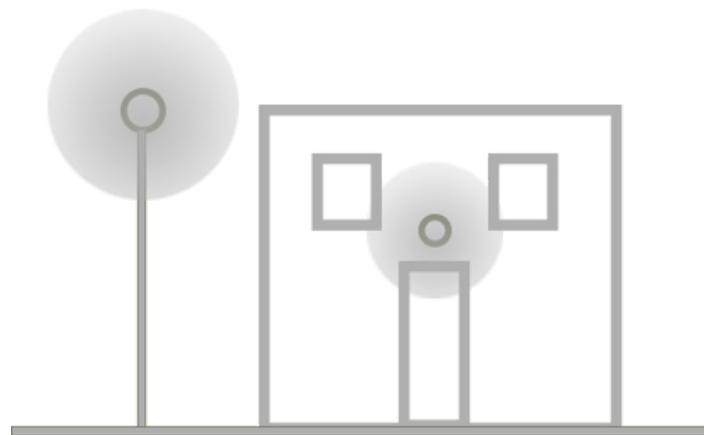


LIGHTING



OBJECTIVE

Lighting can serve to highlight and promote the distinctive architectural qualities of buildings.



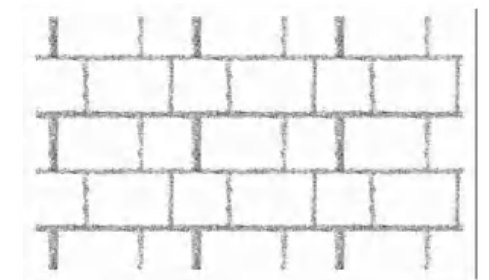
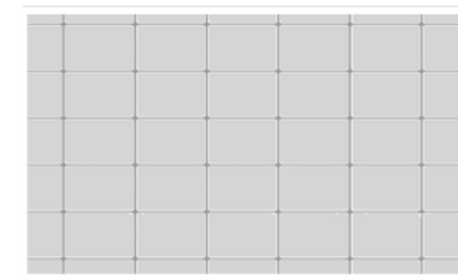
RECOMMENDATIONS

PAVEMENTS



OBJECTIVE

Pavements could promote the historic characteristics and walkability in the public realm.

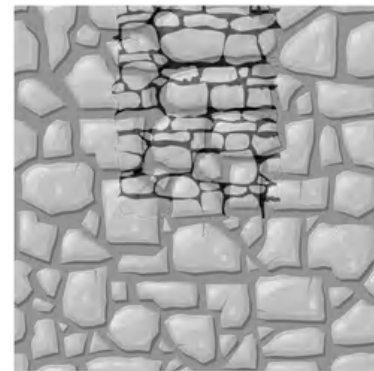
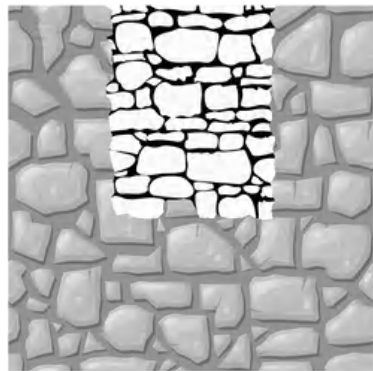


MATERIAL



OBJECTIVE

Preserving the primary heritage characteristics and carefully accounting for minimal intervention.



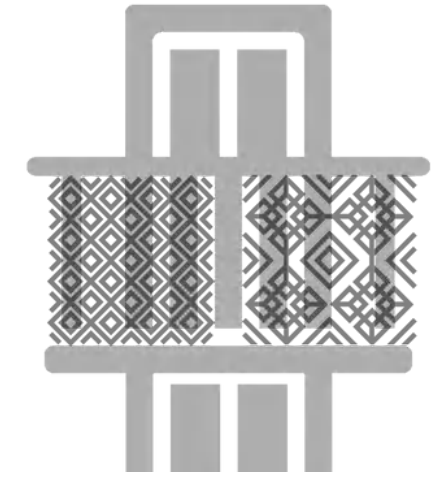
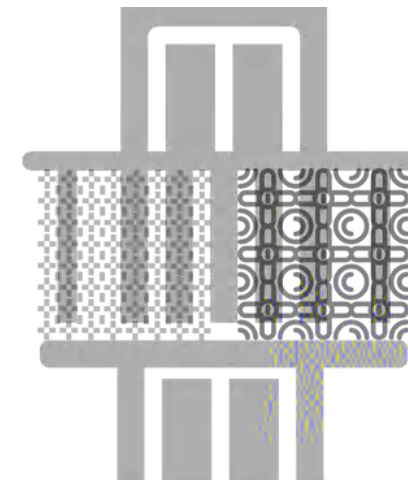
RECOMMENDATIONS

MODIFICATIONS



OBJECTIVE

Ensuring the range and the quality of modifications encompass careful thought on the overall perception of the designation.



The K'ómoks Peoples

Cumberland is located on the traditional and unceded territory of the K'ómoks first nations people. The Ko'moks of today refer to themselves as the Sahloot, Sasitla, Leeksun, and Puntledge. Living up and down the Island the K'ómoks peoples have an existing oral history still alive today. According to the K'ómoks nations website, the people were seafaring in nature.

Pre-colonial K'ómoks celebrated song, dance, and craftsmanship throughout the region. Some of these songs and dances still survive today. Post-colonial history shows the people of the k'ómoks region endured hardship. They lost land, resources, and their connection to their own culture. Modern K'ómoks are striving to reclaim the cultural expression and relationship that was lost during colonization.

The K'ómoks First Nations ask that “in the spirit of reconciliation, it is encouraged and appreciated that our local organizations show acknowledgment of the K'ómoks First Nation Unceded Traditional Territory at their public and internal gatherings when appropriate.”

Objective

To acknowledge and celebrate the pre-colonial history of the traditional keepers of the land.

Guidelines

- Ask the K'ómoks First Nation organization how to best work toward truth and reconciliation
- The K'ómoks First Nation organization recommends using the following statement to begin public and internal gatherings when appropriate:
“we/I respectfully acknowledge that the land we gather on is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land”.
- Enquire with the K'ómoks First Nation organization regarding how to best represent Cumberlands' pre-colonial history.
- Offer the opportunity to the K'ómoks First Nations to provide thoughts regarding public gathering, form and character, and art.



Changes since interim presentation based on clarification of scope



Outdoor Spaces

Determined to be out of scope but broader context OK ex: setbacks



Incentives and Collaboration

Determined to be out of scope.



Building Profiles

Determined to be out of scope.

How do you retain neighbourhood character?

- Prescriptive versus descriptive design guidelines depending on desired outcomes and character of community
- Emphasis on public realm and the relationship between buildings and the street, for example:
 - Social and Communal Potential
 - Lighting
 - Street Rhythm



Conclusion

PLAN - 504
COMMUNITY
DESIGN



THANK YOU !!

**CUMBERLAND
HERITAGE DESIGN
GUIDELINES**
ANALYSIS AND RECOMMENDATIONS

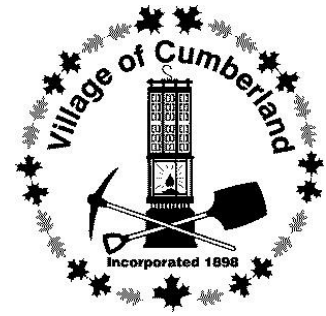
Happy to answer all yours questions
Reach out to our team if you have any further questions

Carson Andreson, Vidhi Kyada, Milad Panifar,
Niloofer Ferdosi, Tharini Prakash, Kirsten Hogg

MEMO

HERITAGE COMMITTEE

COMMITTEE



REPORT DATE: 8/14/2023
MEETING DATE: 8/17/2023

File No. 0540 Council Committees

TO: Committee members
FROM: Karin Albert, Senior Planner
SUBJECT: OCP Review– Public Engagement on Heritage

Earlier this year, the Village initiated its OCP Review process. At their April 11, 2023 meeting Village Council endorsed the [Official Community Plan Review Process and Community Engagement Plan 2023-2024](#) (agenda item 7.5, p. 79-92). Activities to engage the public in developing a community vision and goals for the new OCP were held this spring. Information about the OCP Review process and a report on the first phase of public engagement is available at: <https://connectcumberland.ca/official-community-plan-review>.

The before-mentioned Community Engagement Plan outlines the OCP review process, including the public engagement phases. As part of the engagement activities, Council Select Committees are asked to provide input on their topic areas. To support those discussions, the Committee received presentations from VIU Master of Community Planning students on the Village’s Heritage Conservation Area Guidelines at the July 20, 2023 meeting. The presentations are provided as part of the minutes of that meeting. The students’ full reports were attached to the July 20, 2023 Committee meeting agenda package.

This memo presents the existing heritage policies in the Official Community Plan (Attachment 1: OCP Heritage Policies) to help identify needed updates. The memo also provides a draft outline of background information on heritage initiatives in the Village and discussion questions to support public engagement on heritage as part of the OCP Review.

The Committee is invited to comment on opportunities for OCP policy updates and the background information and discussion questions.

1. Background Information for Public Engagement

Existing initiatives

- a. Heritage Management Plan
- b. Heritage Committee
- c. Heritage Conservation Area (HCA) over downtown core and heritage alteration permit requirements

- d. Community Heritage Register and Statements of Significance
- e. Community Heritage Register additions project (in progress)
- f. Interpretive signs (Downtown core, Japanese No. 1 town, China town)
- g. Significant tree inventory – tree protection bylaw (in progress)

Heritage tools available to municipalities and examples

- a. Heritage designation
- b. Heritage revitalization agreements/heritage conservation covenants
- c. Heritage conservation area
- d. Heritage register
- e. Heritage inventory
- f. Heritage incentives

The background information to be provided to the public will be supported by photos and illustrations and will be available both in print and online at connectcumberland.ca

2. Discussion Questions

- a. What should be the main goal(s) for heritage conservation in the Village?**
- b. What should be the main goal(s) for heritage conservation in the downtown core ?**
- c. What is your level of support for including the following policies and actions on heritage in the new OCP?**
 - ii. Review zoning to encourage conservation of heritage resources (e.g. review changing the minimum required setbacks in areas of the Village where heritage buildings are located closer to the road than the setback).
 - iii. Explore creating heritage conservation areas over other neighbourhoods in the Village aside from the downtown core.
 - iiii. Provide incentives for the restoration of heritage buildings (e.g. municipal property tax exemption over increased value of additions/renovations to existing commercial heritage buildings within the HCA for a period of 5 years, exemptions have to be linked to cost of seismic, building code, sprinkler and façade upgrades – requires a heritage conservation covenant)
 - iiv. Develop a nomination process and form for additions to the Community Heritage Register.
- d. What additional policies and actions could the Village include in the OCP to encourage and support heritage conservation?**
- e. Are there any sites, buildings or structures that you would like to nominate for the Community Heritage Register? Please provide the name and/or address and a short rationale for addition to the Register.**

The Heritage Committee may, but is not required, to make recommendations on public engagement on heritage during the OCP Review at this meeting. The discussions at the August 17 meeting will be captured in minutes and inform next steps in the OCP review process.

ATTACHMENTS

1. OCP Heritage Policies

Respectfully submitted,

Karin Albert

Karin Albert
Senior Planner

OCP Heritage Policies

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

OCP Vision (p. 19)

The Village is a unique community. Its rich coal mining history is visible everywhere—from the **heritage** homes in the historic core, to the abandoned mine sites scattered throughout the surrounding forests. [...]

3.4 A Resilient and Healthy Community (p. 20)

[...] From Cumberland’s historic Village Core, trails will take hikers, bikers, and birders alike around the Village and beyond. The unique opportunities afforded by historical industrial mining artifacts and the **heritage character** of the historic Village add a strong cultural dimension to ecotourism interest and viability.

3.6 First Nations (p. 21)

We continue to respect and honour our commitments, open relationship, and collaboration with all local and regional First Nations’ communities. We will strive to identify opportunities that will benefit all peoples, as well our land, air, and water. We recognize that the Village is within the Traditional Territory of the K’ómoks First Nation: the people of this Nation have been sustained by the lands and waters since time immemorial and shall continue to live on these lands forever. K’ómoks First Nation are Kwakwaka’wakw and Northern Coast Salish people who assert their heritage, history, and culture within this Traditional Territory through their language, spiritual practices, and everyday lives.

Goals

Goal 3—Heritage Preservation (p. 22)

The Village will protect the heritage resources and heritage values of the community.

Goal 7—Tourism (p. 22)

The Village will become a year round destination of choice providing tourism experience based on community strengths primarily focused on:

- Ecotourism
- Cycling Culture
- Adventure Tourism
- Arts
- **Heritage and Cultural Assets**

Goal 7—Tourism

The Village will become a year round destination of choice providing tourism experience based on community strengths primarily focused on:

- Ecotourism

- Cycling Culture
- Adventure Tourism
- Arts
- **Heritage and Cultural Assets**

Table 1: Land Use Summary

OCP Land Use Designation	Approximate Area (ha)	Development Intent
Commercial Mixed Use	3.7	<p>This designation is intended for development in the Historic Village Commercial Core to accommodate:</p> <p>Mixed-use buildings with retail, service, and other uses on the ground floor and residential units above the non-residential space, as well as free-standing commercial units;</p> <ul style="list-style-type: none"> • Encourage development that exhibits the physical design characteristics of the Historic Village Commercial Core as outlined in the Heritage Conservation Area Guidelines, • Maintain pedestrian-oriented, storefront-style shopping streets.
Residential Infill	59	<p>This land use is intended to accommodate ground orientated medium density housing within a 10-minute walk of the Historic Village Commercial Core. The area is envisioned as primarily single and two-family dwellings in a more compact arrangement with densities ranging from 25 to 37 units per hectare (10 to 15 units per acre).</p> <p>The renovation of heritage homes to include multiple rental suites is also envisioned within this area. Typical ground oriented medium density development includes the following densification scenarios:</p> <ul style="list-style-type: none"> • Narrow lot single family dwellings • Single Family with and accessory dwelling unit (garage apartment, coach house, laneway house) Duplex dwelling units • Townhouse dwelling units • Rowhouse dwelling units <p>[...]</p>

5.3.6 Growth Management Policies

- 12) The majority of new growth, particularly higher density residential uses, shall be located in close proximity to the Historic Village Commercial Core (HVCC) as shown on **Map A, B and D**. This is intended to:
- Reinforce the role of the HVCC as the preferred focus for business, cultural, recreation, and tourism services for Cumberland
 - Promote walkable, pedestrian friendly neighbourhoods

- c. Encourage entrepreneurial and business friendly climate for future investment
- d. Reinforce and promote the **heritage values and character of the downtown area** and the Village centre as a whole, accommodate appropriate infill and development in this area.

5.4 HERITAGE PRESERVATION (p. 42-44)

5.4.1 OVERVIEW

[historical summary that starts with Town of Union]

To maintain and support the cultural heritage of the community and assist in the revitalization of the downtown area, a Heritage Conservation Area has been established for the Historic Village Commercial Core and is described in Section 11. This, however, does not preclude future preservation of the diverse heritage residential building stock located throughout the Village, which will be considered a major asset and necessary part of the Village’s character.

5.4.3 HERITAGE PRESERVATION POLICIES

- 13) Prepare an information pamphlet for the public outlining the process and requirements for development within the designated HCA.
- 14) Work in a collaborative and transparent process with property owners, occupiers, and those with registered interest within the designated Heritage Conservation Area.
- 15) The Village should establish **Community Heritage Register** of properties for the Historic Village Commercial Core Heritage Conservation Area for their heritage value on the basis of:
 - a. Historical and Social Significance
 - b. Cultural Significance
 - c. Architectural and Artistic Significance
 - d. Group and Setting Significance
 - e. Landmark Significance
 - f. Archaeological Significance
- 16) The Village should explore the adoption of a Heritage **Site Maintenance Standards Bylaw** for affected properties listed in a Community Heritage Register.
- 17) Where opportunity and funds are available, acquire lands and structures of cultural and historic significance within the Village for the purposes of conservation, preservation and redevelopment of the Village’s historic character.
- 18) Work with private landowners to retain appropriate public access to the existing system of logging roads, artifacts and rail beds as part of the Village’s broader heritage infrastructure.

- 19) Strengthen heritage preservation initiatives through the implementation of incentives obtained through:
 - a. Tax exemption
 - b. Grants and non-monetary incentives
 - c. Creation of a Business Improvement Area (BIA) within the Historic Village Commercial Core
- 20) Prevent the demolition or unauthorized alteration of heritage buildings or structures.
- 21) Employ, where appropriate, temporary heritage protection initiatives that shall include:
 - a. Heritage Inspections
 - b. Heritage Impact Assessments
 - c. Temporary Heritage Protection
 - d. Heritage Conservation Covenants
 - e. Heritage Revitalization Agreements
 - f. Heritage Designations
 - g. Heritage Compensations
 - h. Heritage Conservation Areas
 - i. Heritage Alteration Permits
 - j. Heritage Site Maintenance Standards
 - k. Tree Protection
 - l. Reservation and Dedication of Heritage Property
- 22) Existing buildings will only meet sustainability objectives, if best practice and energy and water efficient technologies are considered in the upgrade of their performance characteristics. Heritage conservation is inherently sustainable, as it minimizes:
 - a. The need to destroy building materials and retains established land use situations and infrastructure
 - b. Conserves embodied energy
 - c. Reduces pressure on landfill sites
 - d. Avoids impacts of new construction and minimizes the need for new building materials
 - e. The loss of cultural and economic opportunities that support a healthy livable community
- 23) The Village encourages innovation and application of these practices and technologies in which this can be undertaken without destroying heritage character defining elements, and consideration should be given as to how to balance heritage and upgrading requirements. Energy upgrading measures for heritage buildings should be assessed against the Standards and Guidelines.

6.2.3 TOURISM POLICIES (P.58)

- 1) Encourage and support multi-season sustainable and authentic nature, adventure, **heritage**, and ecotourism development as part of a key economic development strategy.
- 3)g. Work with the tourism industry, K'ómoks First Nation, and other partners to encourage the development and provision of a diverse supply of visitor experiences, including attractions and activities which feature the Village's natural and **heritage resources** and K'ómoks First Nation culture

- 3)h. Work with the development community and partners to market and promote nature, adventure, and heritage and ecotourism development opportunities to developers and to promote the Village as a year-round nature-based, adventure, *heritage*, and ecotourism destination to target markets.

8.1.3 HEALTH AND WELLNESS POLICIES (P.70)

- 6) The Village should continue to support where possible collaborative efforts within community to strengthen the Village’s arts, culture, and **heritage**.
- 7) The Village should help promote arts, culture and **heritage programming** and venues to enhance tourism and recreational uses.

8.2.7 PARKS AND GREENWAYS USE POLICIES (P. 74)

- 1) In accordance with the park classification and priorities as shown on **Map J**, and as appropriate, parks may:
 - a. Support nature, adventure, and **heritage**, and ecotourism development
 - b. Accommodate festivals, celebrations, and other special events that will not damage environmental values, ecosystem services or the enjoyment of the park by others
 - c. Provide opportunities to enhance play through natural playgrounds
 - d. Consider the inclusion of community gardens
 - e. Support public art

PART D | IMPLEMENTATION

11.0 HCA1 - HISTORIC VILLAGE COMMERCIAL CORE (P.156)

11.1.1 JUSTIFICATION

Pursuant to *Local Government Act* s.970.1, s.971, s.972, a heritage conservation area (HCA) is a distinct district identified for heritage conservation purposes in an official community plan. The HCA is intended to provide long-term protection of the Historic Village Commercial Core (HVCC), which contains resources with special heritage value or heritage character. The HVCC, (**Map D**) is located along Dunsmuir Avenue between First and Fifth Street, and stands as one of few surviving early mining town commercial areas on Vancouver Island. The historic form and scale of commercial buildings in the downtown area of Cumberland are integral to the appearance, feeling, and ambience of this predominately commercial area. The objective of this designation is to ensure that revitalization or new development in the downtown area is compatible with the scale and character of the existing downtown heritage character.

The heritage features and characteristics of the HVCC form a direct link with Cumberland’s historic past. As typical with prosperous resource driven towns, a mix of businesses, institutions, and residences evolved to support a rapidly growing population. Even with economic depressions throughout the mining era, the Village boasted significant cultural, institutional, and business amenities. The outcome of this growth legacy is a high level of civic pride, community voice coupled with a strong sense of place. This has attracted businesses, visitors, and residents alike. The past 120 years has seen changes to the downtown commercial core either through fires, demolition or remodeling. Despite this, the core

heritage character of buildings and streetscape has remained mostly uniform along Dunsmuir Avenue. This is a significant asset and opportunity for the Village. The value and character of this area provides the potential to greatly contribute to the near and long term economic and cultural well-being of the community. Subsequently, this area justifies stewardship, conservation, and repurposing of the downtown commercial core buildings and streetscape.

The earlier company town of Union was built in 1888 by coal baron, Robert Dunsmuir and Union Camp in 1889. The town of Cumberland was built further east in 1893. The current Cumberland Village site began development in 1893, with the layout of streets and blocks from First to Fifth Street and between Allen to Windermere Avenue, by the Union Colliery Company Surveyor Frank B. Smith¹. Many residents of Union moved into Cumberland, leaving Union to the various ethnic communities. Cumberland was named after the county in England, known for its coal mining and beautiful lake country. The two towns were amalgamated in 1967.

Many of the Union Camp houses still remain on Camp Road, nowadays officially called Dunsmuir Avenue. Some homes in the black and Japanese sections of Union are still lived in to the west of Cumberland. This settlement started with the building of the Down Camp, as well as areas populated by Chinese and Japanese migrant labourers, who helped with the opening of mines, 1, 2, and 3².

Notable Character defining elements of this area include:

- a. A generally intact and unified streetscape of commercial and some residential buildings that illustrate the development period of the late 19th and first half of the 20th century, including buildings built to the street frontages
- b. Architectural features such as cubic massing and dense site coverage, generally limited to one or two stories
- c. Continuing commercial viability with a variety of independent businesses, and a mix of institutional and residential uses
- d. Typical wood-frame construction for both early residential and commercial architecture
- e. Street façades that are more elaborate than the more utilitarian rear façades

Additional notable features and characteristics of this area include:

- a. Remaining examples of the “storefront” design incorporating large glazed display frontage, awnings and signage indicative of the late 19th and early 20th century “Pioneer” style
- b. Remaining examples of historic architectural detailing and materials, such as brackets, wood siding
- c. The use of pitched roofs, porches and verandahs; wood siding and wooden-sash windows; trim and soffits
- d. Punched window openings and projecting cornices at the rooflines

¹ Jennifer Nell Barr, *Cumberland Heritage: A Selected History of People, Buildings, Institutions and Sites 1888-1950*, p.37-38

² *Cumberland Heritage Walks Brochure, The Corporation of the Village of Cumberland*, p.3-4

In 1993, the Village prepared the “Village of Cumberland Heritage Conservation Management Plan”, and more recently in 2008, a “Cumberland Enhancement Study” that identified Dunsmuir Avenue between First and Fifth Street as a ‘Historic Commercial Core’. Creating a Heritage Conservation Area for the Historic Village Commercial Core is a critical foundation towards achieving appropriate, consistent, and sensitive revitalization of this designated area.

11.1.2 OBJECTIVES

- 2) In alignment with objectives and policies outlined in **Part C** Section 5.0 Built Environment, this HCA is designated to achieve the following specific core objectives:
- a. To recognize and enhance the historic nature of the Historic Village Commercial Core designated on **Map D** for the benefit of present and future generations
 - b. To ensure that building restorations, rehabilitations, renovations or alterations, and Property development or redevelopment within the HCA respects the history and enhances the heritage character and heritage value of the HVCC
 - c. To promote conservation, restoration, and heritage sensitive rehabilitation and renovation of the heritage buildings in the HCA, where such are listed
 - d. To regulate subdivision within the HCA, in a manner consistent with the guidelines and heritage scale of the area
 - e. To accommodate infill development that is consistent with the existing heritage buildings and enhances the heritage character of the HVCC
 - f. To promote appropriate adaptive reuse of existing buildings
 - g. To support densification of the surrounding residential area designated under *DPA 6 Residential Infill*
 - h. To continue to promote a pedestrian friendly, accessible, vibrant, and animated historic downtown Village core
 - i. For greater certainty, to accommodate, encourage and manage infill development on existing vacant lots to ensure that new buildings constructed within this HCA are designed and maintained so as not to detract from the overall effect and character of the surrounding original structures, and therefore, all new construction built on vacant properties located within the boundaries of the Heritage Conservation Area must be consistent with the Guidelines

11.1.3 CATEGORY

Sections 970 and 971 of the LGA allow local governments to, for the purposes of heritage conservation, designate Heritage Conservation Areas. Pursuant to s970.1 (1) of the LGA, the area that is hatched and circumscribed by solid lines on **Error! Reference source not found.** is designated as Heritage Conservation Area HCA 1, Historic Village Commercial Core (HVCC). For continuity, this also includes development permit designations under LGA s.919.1(1):

- h) Establishment of objectives to promote energy conservation
- i) Establishment of objectives to promote water conservation
- j) Establishment of objectives to promote the reduction of greenhouse gas emissions.

11.1.4 DESIGNATED AREAS

The area shown on **Error! Reference source not found.** is designated as Heritage Conservation Area No.1 (HCA-1)

11.1.5 APPLICATION

11.1.5.1 Heritage Alteration Permit

- 1) A Heritage Alteration Permit (HAP) is required pursuant to s.971 to 973 of the LGA, noting current statutory language indicates a person must not do any of the following unless a heritage alteration permit authorizing the action has been issued:
 - a) Subdivide land within the area
 - b) Start the construction of a building or structure or an addition to an existing building or structure within the area
 - c) Alter a building or structure or land within the area
 - d) Alter a feature that is protected heritage property, and for greater certainty
 - e) A Heritage Alteration Permit is required for the demolition of a building
- 2) In those cases where zoning requirements are considered for variance, the heritage character of the area will remain the primary concern.

11.5.2 EXEMPTIONS

- 1) In accordance with section 970.1(3)(a) of the *Local Government Act*, a heritage alteration permit is not required under any of the following conditions:
 - a) Exterior maintenance and repairs of buildings with materials, design and colours that are consistent with these guidelines so long as there are no changes to overall appearance or design, including permitting repainting in historically appropriate colours or routine upkeep. **However**, any alterations to windows, siding or architectural features **will require** a Heritage Alteration Permit
 - b) Alterations or repairs to existing single family residences
 - c) Soft Landscaping that does not affect the heritage character of the Historic Village Commercial Core or the heritage value of the property
 - d) Construction and maintenance activities carried out by, or on behalf of, the Village
 - e) Regular and emergency Village maintenance of municipal infrastructure conducted in a manner that is consistent with the objectives of the Heritage Conservation Area designation
 - f) Public art as approved by Council
 - g) Interior renovations

11.2 GUIDELINES (P. 159)

11.2.1 GENERAL REQUIREMENTS

The Guidelines provide for the conservation of the character of the HVCC by managing change that complements the established Village commercial streetscape and maintains the integrity of the historic architectural forms. It is essential to the integrity of a Heritage Conservation Area to have the established heritage character serve as inspiration for new development.

- 1) Property owners proposing to construct new buildings in the HCA shall look to the unique and special characteristics of the HVCC for design cues and guidance. Most important of these is the scale of the commercial area. The existing Downtown Commercial Core in Cumberland is a pedestrian scaled environment, with a range of with one and two storey commercial buildings built from the late 19th century to the present day. This does not however, preclude an increase in storeys within the HCA, to encourage densification and multiple uses. New construction shall enhance this quality of the historic downtown core, as well as respect the scale and massing of adjacent buildings. Stepping back storeys from the setback line above commercial floors, allows for balconies and reduced impact of taller buildings in the pedestrian streetscape.
- 2) The current edition of Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada shall be used as the basis for review. The Standards and Guidelines outline principles and procedures for the appropriate treatment of historic buildings and structures, including different levels of intervention. Research is central to guiding proper conservation. Historic photos, archival records, and a careful examination of the building itself often yield clues as to what was located where, what materials were used, original colours, etc. This is especially true for windows and doors, signature elements of every building.
- 3) Owners of heritage buildings are encouraged to gather as much information as possible before undertaking any alterations. The following HVCC Conservation Area Guidelines provide additional area-specific guidance for appropriate interventions.
- 4) These Guidelines are based on a review of the existing conditions of the area and how best to manage the character of the historic building stock while allowing change in the area, including new construction. The form, character, and sense of place of the Historic Village Commercial Core is reliant on the existent stock of buildings, structures and landscape elements, and it is essential that all components work together to provide an integrated and harmonious fashion.
- 5) The core principles of the Guidelines are based on the integrity of individual buildings, an understanding of the original design concept for each structure, and integration of each building within the commercial core context. Any proposed work must conform to existing zoning. Special requirements related to heritage situations can be enabled either through Heritage Alteration Permits or other heritage protection tools.

11.2.2 GUIDELINES

- 1) General
 - a. Restorations or renovations should retain the existing siting, roofline design, height, and number of storeys of the affected building or structure. Where foundations

require replacement, the siting and height of the affected building or structure may be reasonably altered. Whenever possible, original forms, materials and details should be uncovered or left in place, and preserved

- b. Alterations shall not be made to a building that interferes with the relationship of the upper and lower storey
- c. The retail/commercial appearance of the street level of a building shall not be significantly altered from the original
- d. The Village requires the adaptive re-use of residential structures on Dunsmuir Avenue for commercial purposes provided the renovations of the structure respect and do not significantly alter the exterior character of the residential building
- e. The Village requires new construction, especially which is proposed by chain stores or fast food restaurants, conforms to the design objectives of the HCA
- f. Consolidation of properties into large parcels shall be discouraged unless the proposed building design is sensitive to the small scale shop frontages typical in the commercial area of Cumberland
- g. The use of shipping containers and similar containers and structures shall be avoided, but if no alternative exists to provide storage or other accessory uses for the corresponding principal uses within existing buildings, these containers and structures must be adapted to meet all siting and design guidelines as if they were buildings.

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2) Site Design

- a. The downtown commercial area is the social, cultural, historic, and economic heart of the Village. It is also the most visible part of the community and requires special design consideration which extends beyond the buildings themselves to the site development. All new construction must meet the common parking standard as outlined in the Village's zoning bylaw, and on-site parking will be located at the rear of the lot with access from the rear lane
- b. All developments will be required to reserve a non-buildable area a minimum of 1.5metres, and grant a Statutory Right-of-Way (SRW) for that area along the rear lane to enable the Village to construct and maintain a lane of sufficient width to provide rear access, travel, and snow removal
- c. No vehicle access will be permitted off Dunsmuir Avenue
- d. Where a rear access lane is present, access shall be from the rear lane
- e. Site layout shall consider locating buildings in order to incorporate pedestrian courtyards, plazas, and common gathering areas with coordinated site furniture and lighting
- f. Site design shall consider the preservation or enhancement of natural site features
- g. Site design shall maintain key view corridors to open areas and surrounding landscape vistas

- h. The proposed development shall demonstrate the principles of Crime Prevention through Environmental Design (CPTED) in the implementation of the site and landscaping design process.
- i. Service areas should be located at the rear of buildings; outside storage areas and the use of shipping containers should be avoided, but if no other option exists, should be located at the rear of buildings. #1035

3) Landscaping

- a. Landscaping shall respect the heritage character of the area and be consistent with neighbouring properties. Property owners are encouraged to use plantings and landscape elements that reflect the historic development of HVCC. Mature plantings that provide historic context, and character-defining elements, shall be taken into consideration in any redevelopment of the site or before undertaking any new construction
- b. In order to maintain the existing open appearance, owners or designates are encouraged to limit whenever possible the height of fences or solid hedges between the front of the principal building and the front lot line
- c. Where construction of a new fence is contemplated, owners or designates are encouraged to erect a fence or wall of historic appearance (e.g., various styles of pickets or stone walls).
- d. Landscaped areas shall be watered by an automatic irrigation system, complete with an automated 'smart' controller.
- e. Except where precedent exists for renovation of historic landscapes or gardens, high water use turf, sod, and lawn are prohibited.
- f. Landscape planting shall be designed to reduce water consumption through the use of plants suitable for the growing area. Development projects should incorporate rainfall capture systems for irrigation where feasible.
- g. Such elements as shipping and loading areas, outdoor storage areas, shipping containers (if permitted), transformers, and meters shall be additionally screened through landscaping, solid fencing, and appropriate siting. #1035

4) Accessibility

- a. All new construction will require the installation of sidewalks along the frontage and, if on a corner lot, along the adjacent side street to the rear lane.
- b. Accessibility features shall be integrated into the overall design concept and identified on the site plans.
- c. Accessible travel routes shall be provided from adjacent roadways and parking areas to the main building entry and shall incorporate barrier-free universal design principles.
- d. Accessible travel routes shall be of a hard, slip-resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).

- e. Accessible travel routes shall conform to the requirements of the most current edition of the BCBC.

5) Building Form and Character

- a. Buildings shall be sited to ensure that any adjacent residential properties have visual privacy, as well as protection from site illumination and noise
- b. New buildings in the area shall give special consideration to the following:
 - i. New buildings shall not be set back from the street or side property lines unless there are specific design reasons, such as the development of a garden for seating, built into the design. Parking shall not be permitted in front of a building which is set back from the street
 - ii. New buildings shall respect the design of adjacent buildings. For example, new construction can carry through a cornice line in the new structure or repeat the window pattern of an adjacent building
 - iii. All new buildings shall have large window openings onto the street. New buildings shall not be constructed with solid unbroken walls facing the street which will appear uninteresting and uninviting to the pedestrian
- c. All buildings and expansions thereto, storage, parking, and supply yards shall be designed to be compatible with surrounding land uses and the major roads fronting the property
- d. Rooftop mechanical equipment shall be hidden behind screens or parapets designed as an integral part of a building to conceal such equipment
- e. Building massing shall respond to a human scale with materials and details that are proportionate to human height and provide visual interest at the street and sidewalk level
- f. The form and scale of new construction and materials shall respect and complement the adjacent structures. Building massing shall consider the preservation or enhancement of view corridors to open areas and mountain vistas
- g. The original proportions of storefront elements (i.e., windows, doors, entranceways, cornices, and bulkheads) shall be retained or if necessary reconstructed
- h. Shipping containers shall be avoided, but if no other option exists, must be clad in the same materials as the main building, and other measures taken to ensure integration into the site respecting the heritage character of the area

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6) Additions and Projections

- a. Additions to heritage buildings shall respect and conform to the type of massing suggested by existing structure. This is a core principle in maintaining the heritage character of the area. The following shall also be considered:
 - i. Due to the nature of traditional construction methods, it is important that any new construction blend sensitively where it joins with an older building
 - ii. The visual impact of building additions shall be minimized from adjoining streets

- iii. Additions to the front of historically intact heritage building façades may not be permitted, except where the proposed addition replaces an existing addition or where the addition is a porch
- iv. Architectural elements such as front porches, verandahs and bay windows shall be retained and, where possible, restored to their original design

7) Sustainable Building - Existing Buildings within the Heritage Conservation Area

- a. **Materials:** Retain existing building envelope materials as possible, including siding. Design and install rain screen sidings with care, as they have the potential to introduce life cycle considerations and may impair heritage character through the removal of original material
- b. **Windows and Doors:** For historic buildings, every reasonable attempt shall be made to repair original window sashes and doors, or to replace inappropriate later additions with replicas of the originals. Excellent thermal efficiency may be achieved through the repair and maintenance of existing wooden windows. Wood-framed storm windows will also aid with thermal efficiency and sound abatement. Replacement of original windows shall only be undertaken as a final resort in cases of extreme deterioration
- c. **Mechanical Systems:** Inefficient mechanical systems are one of the main reasons why existing buildings are poor thermal performers. Consider installing energy-efficient appliances when possible
- d. **Insulation:** Introduce extra insulation, especially in attic spaces. Consider the use of weather-stripping and other draft-proofing measures
- e. Improve the performance of heritage and existing buildings, including by reference to the Vancouver Heritage Foundation's Old Buildings: [Your Green Guide to Heritage Conservation](http://www.vancouverheritagefoundation.org) available at www.vancouverheritagefoundation.org

8) Sustainable Building - New Buildings within the Heritage Conservation Area

- a. Building design should include passive heating, lighting and cooling design features
- b. Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs
- c. Building orientation should, where practical, be designed to optimize the benefits of solar orientation
- d. Building design should incorporate solar ready features
- e. Sheltered and secure bicycle parking shall be provided to a level that is consistent with the proposed use
- f. Electric vehicle plug-ins should be provided for new developments
- g. All buildings shall be designed and engineered to be solar ready
- h. Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation

9) Architectural Detailing

- a. Design proposals for heritage buildings shall be examined to determine what original architectural details remain and may be rehabilitated. The historic character of heritage buildings is dependent on a variety of architectural details. It is recognized that:
 - i. In some cases, certain features have been lost or obscured by many years of weathering, inappropriate renovation or lack of maintenance
 - ii. Not every detail of every building may be feasibly restored, but surviving features shall be retained and repaired. Inappropriate later additions shall be removed or replaced
- a. Inappropriate new architectural details will not be permitted
- b. Building details shall be compatible with the date the building was constructed or, where appropriate, a historically defensible later dates, and shall be based on documentary evidence
- c. Fake or imitation "heritage looking" elements such as sunburst windows or "gingerbread" woodwork shall not be applied to the façades of buildings if they were not a part of the original fabric of the building
- d. Awnings are recommended, where appropriate. The awning or canopy shall be well set back from the curb
- e. Awning and canopy dimensions shall be as follows:
 - i. 2.8metres minimum height from ground level to bottom of awning
 - ii. 1.8metres maximum projection from building
 - iii. 45degree awning or canopy angle
 - iv. 1.8metres maximum frame height

10) Materials

- a. Original materials shall be maintained in order to ensure visual continuity. Any new materials used shall respect both the style and the date of the individual building
- b. Original materials shall be left in place, or exposed when intact
- c. All materials used in alterations or additions, and for shipping containers (if permitted), shall be sympathetic in appearance to the original structure
- d. Original wood siding and trim shall be repaired, painted and maintained to a generally acceptable standard. This is both a sound restoration and environmental practice. If replacement is necessary. In these cases, the original configuration, assembly and appearance of wooden elements shall be duplicated
- e. Recommended Exterior Materials:
 - i. Low profile horizontal drop or bevel siding, where appropriate
 - ii. Wood shingles, where appropriate
 - iii. Sandstone and good quality brick, where appropriate
 - iv. Appropriately designed stucco as a cladding material, where appropriate

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- v. The use of tile as a decorative entryway and façade material is encouraged. Tile shall be limited to small decorative areas. Tiles shall be relatively small, 152.0millimetres or less square, and solid in colour

11) Windows and Doors

- a. Several of the early Cumberland buildings originally had double-hung or casement wooden sash windows and wooden doors. Every attempt shall be made to repair original windows or to replace inappropriate later additions with replicas of the originals)
- b. Metal Frame Windows and Curtain Walls are acceptable if there is clear demonstration of scale, material, colour and pattern sensitively integrating with the surrounding context
- c. Vinyl window systems are not permitted
- d. If the original windows have been removed, restoration shall be considered
- e. Windows that are blocked up in whole or in part shall be opened and properly reglazed
- f. Window openings that have been changed in size shall be returned to their original dimensions and appropriate window sash reconstructed
- g. Where possible, original window and door hardware shall be conserved and reused

12) Colour

The choice of a colour scheme for a building shall be made on the basis of what is most appropriate for the individual building and also what colours may be compatible with adjacent buildings. Respect for nearby buildings will help to give a unified appearance within the Heritage Conservation Area

13) Interior Features

While these guidelines do not apply to the interior of buildings, owners, or designates, are encouraged to restore or retain historic interiors in a manner that is complementary to exterior façades

13) Lighting

- a. All site lighting installations shall be fully shielded (full cut-off)
- b. Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter
- c. Security and other lighting shall be placed so as not to shine directly into residential properties or to reduce the separation effectiveness of any landscaped buffer
- d. Exterior building lighting shall generally be concealed in soffits or other similar architectural features, where feasible
- e. Lamp poles and luminaries used for site area lighting shall be complementary to the form and character of adjacent sites and Village Streetlighting standards
- f. There shall be sufficient on-site illumination for pedestrian/vehicle safety

- g. Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas shall be designed at a human scale (i.e., low level bollards) and address pedestrian safety, in a historically sensitive manner

14) Signage (Subject to compliance with Village’s Sign Bylaw)

- a. The following sign types are recommended for use in the HCA designated area:
 - i. Projecting hanging signs: These signs project out from a building at a 90° angle and generally hang over the sidewalk. Projecting hanging signs shall hang no less than 3.0 metres above the sidewalk surface and shall be constructed of wood or metal and be painted, enameled or carved by sandblasting. (Permission from the Village is required to construct a sign encroaching on public property)
 - ii. Fascia signs: Fascia signs shall be installed over the main entry of a building. They shall be constructed of wood and painted. Installation of backlit plastic fascia signs is prohibited
 - iii. Painted window signs: These signs are painted on the inside of windows. They shall be simple in design and painted in gold leaf or with drop shadows
 - iv. Painted wall signs: Historically, businesses in Cumberland painted signs on the exterior walls of their buildings. Painted wall signs can be effective although caution shall be taken to avoid large garish brightly coloured wall signs that would be out of place in Cumberland
 - v. Canopy or awning signs: The valances of canopies and awnings are often used for signage. Generally, the sign message shall be confined to the valance area of the awning or canopy although logos may be placed on the angled surface of the awning or canopy
- b. No signs shall be equipped with flashing, oscillating or moving lights or beacons
- c. Sign illumination for new signs shall be exterior, from the front and downcast. Internally illuminated signs may include halo lighting or the direct back lighting, only for individual letters and logos
- d. No signs shall be permitted on a roof
- e. The following materials are recommended for signage:
 - i. Painted or sandblasted wood
 - ii. Painted or enameled metal
 - iii. Neon (appropriately designed in a period style)
 - iv. Painted signs on fabric canopies or awnings

15) Access, Parking and Amenity Areas

- a. Ensure the safe, efficient, convenient, and functional movement of multiple modes of transportation with priority given to alternate modes of transportation, including public transit, bicycles, and pedestrians
- b. Promote the safety and mobility of through traffic by minimizing the number of access and egress points

- c. Parking areas shall clearly identify pedestrian circulation areas, preferably with different paving and landscaping treatment
- d. Parking areas shall be surfaced with a paving treatment (including: pervious paving, gravel with binders to minimize dust, cellular paving and concrete unit pavers)
- e. Owners are encouraged to use permeable surface treatments for roadways, parking areas and other surfaced areas within a development
- f. Building entrances shall be prominent and clearly visible from access driveways, Dunsmuir Avenue or visitor/customer parking areas
- g. All developments must provide adequate garbage and recycling facilities located at the rear of buildings

16) Stormwater

- a. A stormwater management plan shall be required as prepared by a registered professional engineer that has as its goal the maintenance of post-development flows equivalent to those of pre-development flow patterns and volumes over the entire wet weather season
- b. Stormwater management shall follow source control (on-site) principles and practices and minimize the use of conventional pipe and pond techniques, and avoid direct discharges to streams and other water-bodies
- c. Stormwater management shall take advantage of on-site opportunities to recycle water to absorbent soils

17) Soil Erosion and Sediment Control

A Sediment and Erosion Control Plan shall be prepared by a registered profession for the construction and operational phases of the development