

8.2 Commercial Development Permit Area

1. Category

The Commercial Development Permit Area is designated pursuant to Sections 9.19.1(i) and (f) of the *Local Government Act* for the form and character of commercial development.

2. Justification

The Commercial Areas represents significant areas with high visibility throughout the City. It is the objective of the designation to ensure a high quality of architectural design with aesthetically-pleasing landscaping.

3. Guidelines

Development permits will be considered in accordance with the following:

A. Form and Character

1. The scale, form, height, setback, materials and character of new development shall be compatible with neighbouring developments.
2. The perimeter of buildings shall relate to a pedestrian scale. This may be expressed by detailing of the façade, window size, awnings and roof canopies. Create visual interest by providing variations in height and massing. Awnings, lighting fixtures and other structures shall be architecturally integrated with the design of the buildings. Large expanses of any one material are not acceptable without architectural detail to create visual interest and to avoid a monotonous appearance.
3. All roof top, mechanical equipment shall be screened from view or screened to blend in with the roof and elevator penthousing and shall be incorporated into the overall architectural treatment of the building.
4. To support the pedestrian environment, continuous weather protection should be provided over pedestrian areas at all exterior building walls.
5. Buildings shall maintain and enhance existing views.
6. Buildings located on corner lots, lots adjacent to a residential property or next to public open spaces shall be stepped down toward the flanking street, adjacent building, or public open space.
7. Stepped or varied building massing, articulated building walls and roof lines and sloped roofs shall be incorporated to develop building form and character.
8. The architectural design and building materials shall be of a high standard that indicates quality, stability and permanence.
9. Any wall of a building which is visible from the street shall be finished to the same standard as the front of the building to provide an attractive appearance.
10. Buildings should be designed so that their form does not restrict sun penetrations to public and pedestrian areas. Consider building orientation and stepped massing.
11. Where more than one building is to be constructed on a site, the buildings shall share common architectural features.

12. Where a development is to be constructed in several phases, the proposed phasing plan indicating the sequence and timing of construction shall be included as part of the development permit application.

B. Signage

1. All signs shall conform to the City of Courtenay Sign Bylaw No. 2042, 1998 and all amendments thereto.
2. The size, colours, design and placement of signs and their supporting structures and surrounding framework shall be carefully coordinated with architectural elements of the building face, other signs on the parcel and landscaping.
3. Exposed wood and flat stone are strongly encouraged as sign materials and raised or recessed letters or symbols are strongly encouraged to give relief to signs.
4. Multi-tenant buildings shall provide combined tenant signage.
5. The use of indirect lighting methods to illuminate signage is required.
6. The illumination of all signs shall conform to the City of Courtenay Dark Skies Policy.
7. All freestanding signs on 29th Street, Cliffe Avenue, Crown Isle Boulevard, Island Highway, Kilpatrick Street, Lerwick Road and Ryan Road shall be ground oriented and no freestanding signs adjacent to any City street shall be supported by a single support.

C. Siting, Landscaping and Screening

1. A Landscape Architect or registered professional shall prepare a plan which will incorporate plant species, quantities and installation suitable for the project.
2. A detailed landscaping and screening plan, drawn to scale and showing the type, size and location of proposed landscaping shall be submitted with the development permit application.
3. A continuous perimeter landscaped buffer area of at least 7.5 metres in width shall be provided along the inside of all property lines adjacent to Cumberland Road, Cliffe Avenue, 17th Street, 29th Street, Island Highway, Mission Road, Ryan Road and Lerwick Road. A continuous perimeter landscaped buffer area of at least 4.5 metres in width shall be provided along the inside of all property lines adjacent to all other roads, except at approved access points. All boulevard areas shall be landscaped and consistent with the onsite landscaping plans. Foundation landscaping along the face of buildings is encouraged. Landscaping shall be incorporated within all setback areas.

Where a building is greater than 4500 m², a continuous perimeter landscaped area of at least 15 metres in width shall be provided along the inside of the adjacent property line.

4. Parking and outdoor storage shall not be permitted in the required landscape setback.
5. To separate parking, services or storage areas from adjacent properties, a landscaped buffer area of at least 2.0 metres in width and 2.0 metres in height, shall be provided along the inside of all property lines.
6. A minimum 7.5 metre continuous landscape buffer shall be provided along all adjacent residential and institutional property boundaries.

7. If a property is adjacent to the Agricultural Land Reserve boundary, a fence and landscaping buffer area of at least 10 metres in width shall be provided along the inside of the property line.
8. Loading areas, garbage and recycling containers shall be screened and gated to a minimum height of 2 metres by buildings, a landscaping screen, solid decorative fence or a combination thereof.
9. Chain link fencing shall be used only when screened by landscaping. Decorative fences are encouraged.
10. Developments shall include installation of street trees and sidewalks along all adjacent streets. Boulevards of adjacent streets shall be landscaped, irrigated and maintained by adjacent developments. Distinct paved surfaces, benches and ornamental street lights are encouraged throughout the site. Outdoor patios or amenity areas for employees are encouraged.
11. Sidewalks of an appropriate width shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting a parking area. Planting beds for foundation landscaping, shall be incorporated, where appropriate into the design of the sidewalk along the façade of the buildings.
12. All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.
13. Undeveloped areas of the site shall be left in its natural state if there is substantial existing native vegetation. Otherwise, the owner will undertake vegetation control within 6 months of building occupancy satisfactory to the City.
14. Any development adjacent to or near stream or wetland areas shall adhere to the requirements of the Stream Stewardship, 1993 guidelines and “Land Development Guidelines for the Protection of Aquatic Habitat 1992” prepared by the Department of Fisheries and Oceans and the Ministry of Water, Land and Air Protection along all streams and their tributaries.
15. The City may require an environmental analysis of site conditions in areas subject to natural hazards such as slope slippage, drainage, or high vegetation value, prior to development.
16. It is City policy to limit the peak run off from areas of new development to that which the same catchment areas would have generated under the pre-development land use. A storm water management plan will be required as part of any development and shall be prepared by a Professional Engineer to comply with the City’s stormwater management policies and plans and the City’s Water Balance Model.
17. Setbacks areas abutting stream areas shall be fenced prior to development occurring to prevent encroachment of equipment or material into the stream system.
18. A biophysical assessment of the site prepared by a professional biologist may be required outlining any environmental values to be protected during and after developments and the methods to achieve this to the satisfaction of the City and federal and provincial agencies.

19. Prior to the subdivision or development of land containing a stream, the natural watercourse and surrounding area shall be considered for dedication to the Crown, the Municipality or other public agencies committed to the protection and preservation of natural watercourses.
20. The City will require the following minimum depth of topsoil or amended organic soils on all landscaped areas of a property:
 - shrubs – 450 mm
 - groundcover & grass – 300 mm
 - trees – 300 mm around and below the root ball
21. All landscape areas shall be serviced by an underground irrigation system.

D. Lighting

1. Lighting should be designated for security and safety. However, there should not be glare on neighbouring properties, adjacent roads or the sky.
2. All new, replacement and upgraded street lighting in existing and proposed developments will be Full-Cut Off/Flat Lens (FCO/FL) luminaries to light roads, parking, loading and pedestrian areas. Exterior building lighting will also be required to have FCO lighting fixtures.

E. Parking

1. Parking areas shall be screened from adjacent properties and from direct views of parked vehicles from the street. The screening should consist of landscaping and fencing. Parking areas shall include landscaped areas, defined by concrete curbs, to provide visual breaks between clusters of approximately ten stalls.
2. Vehicular and truck movement patterns shall be illustrated to ensure adequate circulation.
3. The exterior façade of parking structures should be architecturally integrated and provide continuity with commercial uses at street level.
4. Pedestrian sidewalks connecting building entrances to and through parking areas and sidewalks of the adjacent streets shall be provided.
5. Bicycle parking facilities shall be provided at grade near the primary building entrances.