



Foothills Crossing
Area Structure Plan



Design Guidelines



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1 THE BASICS

1.1 WHY DESIGN GUIDELINES?

There are both economic and social benefits that can be realized through the application of design guidelines in a commercial area. In addition to creating an aesthetically pleasing, welcoming and comfortable environment for workers and customers; thoughtful design and quality construction may improve functionality of commercial areas, make them safer and more sustainable and ultimately attract more businesses and customers to an area. In addition, consistent application of design guidelines creates surety for investors and developers, knowing what will be required of them in advance and that adjacent development will be held to the same standards.

The objectives for the Foothills Crossing ASP design guidelines are to:

- Create a high quality, aesthetically pleasing and economically viable development that will be attractive to businesses.
- Provide a safe environment for drivers, cyclists and pedestrians.
- Create a development that is easily accessible and navigable.
- Ensure that gateway areas create a welcoming environment as visitors transition between the Town and the County.

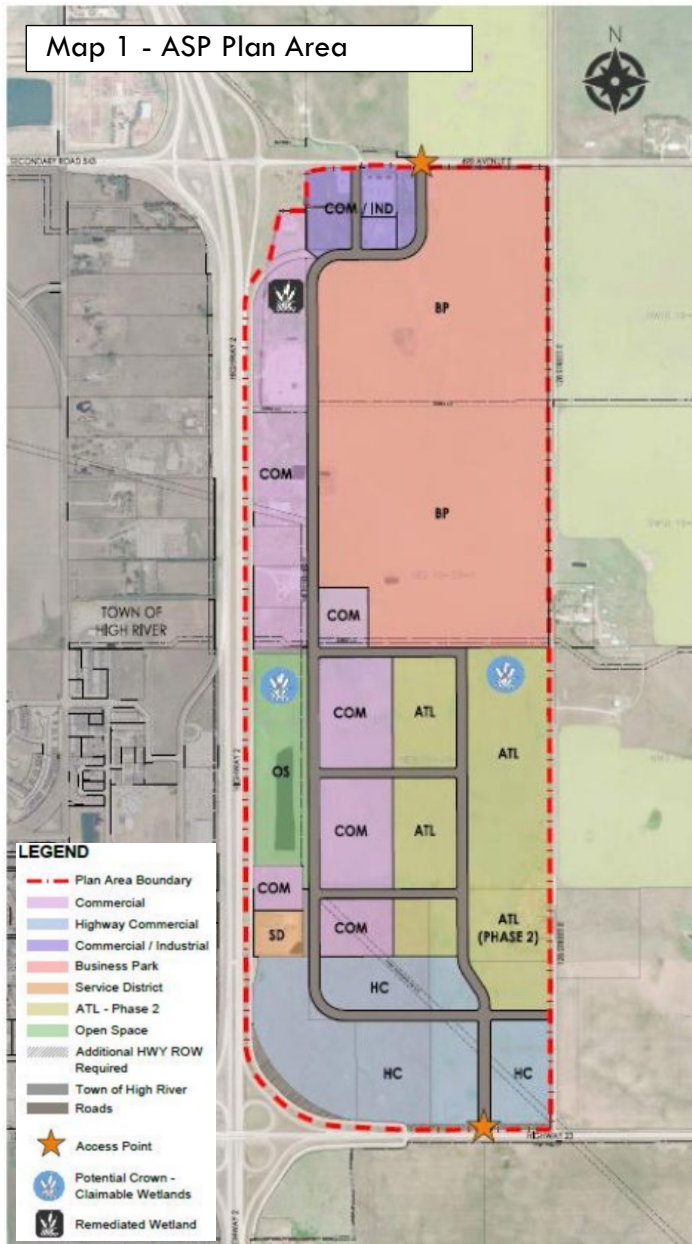
- Ensure visually attractive frontage along Highway 2.
- Establish a consistent design standard that is applied to all new development in the ASP area.
- Create a strong identity for the plan area.

1.2 WHEN & WHERE THE GUIDELINES APPLY

These design guidelines apply to all new development on lands within the Foothills Crossing Area Structure Plan area (see *Map 1 – ASP Plan Area* below). Development that existed prior to the adoption of the ASP is “grandfathered”, that is, it is allowed to remain as it is, but if new approvals are required for development expansion, or a change in use, the design guidelines will need to be met with respect to any additions, changes or improvements that are proposed. Development permits to enable the continuation of agricultural production on lands zoned as agricultural district are exempt from complying with the design guidelines.

1.3 ADDITIONAL GUIDELINES IN SPECIAL AREAS

There are special design areas identified in Section 6 of this document where there are specific requirements that apply in addition to the guidelines provided in the rest of the document. It is expected that all the guidelines provided, other than those in Section 6 will generally apply to all applications in the ASP area but there may be unique circumstances where provisions are not possible to apply to a specific development application. In these



cases, the Approving Authority has the discretion to vary the requirements for that application.

2 SITE DESIGN

Intent:

Site Design involves the arrangement of buildings, driveways, sidewalks and pathways, parking areas, landscape elements, utilities and amenities on a parcel of land or collection of parcels.

Guidelines:

2.1 BUILDING LOCATION & ORIENTATION

- A. Preservation and integration of natural site features should be considered in overall site design where appropriate.
- B. A campus (park-like) setting is preferred for developments with multiple buildings.
- C. The primary building on each lot shall be oriented towards the street from which the lot is accessed. If there are multiple buildings of equal importance not all of them need to be oriented towards the street, but the development should provide a street presence.
- D. Corner lots must address both street frontages with appropriate building orientation, building design elements, landscaping, screening etc. It is not necessary that both sides be treated equivalently, there may be a hierarchy where one side is more prominent than the other.
- E. There should be consideration for entry sequence - vehicles, cyclists and pedestrians should have a clear, well delineated and safe pathway from the street to parking and/or the building entrance.

- F. Development setbacks shall comply with applicable land use district.
- G. Buildings should be oriented to take advantage of passive or active solar energy and natural light.
- H. Customer service, office and retail components of buildings should be oriented to the side of the site that provides access.
- I. Consideration should be given to the locations of buildings on adjacent sites, so the layouts are compatible.
- J. Shared site access, parking or amenity spaces are encouraged.
- K. Lots along Highway 2 will be subject to special requirements as outlined in *Section 6 - Special Design Areas*.

2.2 ACCESS, PARKING, & SITE CIRCULATION

2.2.1 ACCESS:

- A. Vehicular access to each lot shall be provided from a municipal road.
- B. Main access shall be clearly identified and building addresses must be visible from the municipal road or an address index sign or site map provided at site entrance listing all addresses accessed from that location.
 - i. In a situation where there are multiple occupied buildings on one parcel with single access to the municipal road, there may be a requirement to submit an addressing plan for approval at the development permit stage.
 - ii. Each occupied building should have a distinct address mounted on or adjacent to the building.

- iii. The addresses that share an access from the municipal road should be listed on a sign at or near the access point.
- C. The design and placement of berming, landscaping, fencing, and signage shall ensure unobstructed sightlines at all points of site access.
- D. All areas between the street and the primary building, including main site access and parking areas, that are not landscaped or otherwise developed with improvements shall be paved.
- E. In addition to vehicular access, safe and convenient access to individual sites should be provided for pedestrians and cyclists that is separated (e.g. by bollards, curbing, fencing, or landscaping) from the vehicular access.
- F. Pedestrian access points should be located with consideration to future transit.
- G. Where possible site access points on either side of a municipal road should be aligned.
- H. Shared access is supported to maximize safety, provide more area for landscaping and minimize impervious surfaces.

2.2.2 PARKING:

- A. Parking shall be provided in accordance with the Land Use Bylaw.
- B. Parking shall not dominate the street frontage.
- C. Large parking areas should not be located between the primary building and street (i.e. in the front yard).
- D. Parking in the front yard should generally be for visitor parking and should be limited to one single- or double-loaded row.

- E. Where more than one row of parking is located in the front yard, landscaping or berming that provides partial screening of parking areas from the street is required.
- F. A minimum landscape buffer of 2.5 metres must be provided between the municipal road right-of-way and any parking areas located within the front yard. The Approving Authority may require a greater buffer where additional screening or separation is deemed necessary.
- G. Large parking areas shall be visually and functionally broken up using soft and/or hard landscaped islands. These islands should be placed to divide parking into clusters of no more than 10 consecutive stalls.
- H. A pedestrian pathway (sidewalk) shall be provided between any front yard parking and the primary building.
- I. Pedestrian connections should be provided through parking lots to buildings.
- J. Ends of parking aisles shall be defined by landscaped islands or equivalent treatment.
- K. Secure bicycle parking/storage that does not block walkways should be provided.
- L. Landscaped swales may be incorporated into parking islands to aid in stormwater management.
- M. Snow storage areas shall be provided in the design of parking areas. Stormwater swales within parking islands shall not be used for snow storage unless they are explicitly designed for that purpose and identified as such in the approved stormwater management plan.
- N. Parking areas located in a front yard shall be paved.
- O. Where possible, shade trees should be provided around parking areas to provide shade for vehicles and hard surfaces.

2.2.3 SITE CIRCULATION

- A. Detailed metrics such as load ratings, grades, turning geometry, and surface requirements will be provided by the developer through their Development Permit (DP) application. At the DP stage, applicants must submit a site circulation plan and turning path analysis that demonstrate adequate emergency apparatus access within the required Emergency Response Plan (ERPs) and site designs.
- B. Parking areas should be physically separated from main driving areas such that vehicles are not backing out of stalls into the main driveways.
- C. Parking stalls should be oriented so that vehicles are not backing across primary or dedicated pedestrian routes or pathways.
- D. The site should be designed to support safe and comfortable active transportation (walking, cycling, etc.) by providing clear, accessible routes throughout the site, including through parking areas and between sidewalks, pathways, and all occupied buildings.
- E. Curbs, bollards, barriers or landscaped areas shall be provided between driving / parking surfaces and main sidewalks or pathways.
- F. Clear sightlines shall be provided for cyclists or pedestrians when pathways or sidewalks intersect vehicle paths or roadways.
- G. Vehicle-oriented uses (e.g. drive-throughs) shall be located so they do not adversely impact the functioning of municipal roads. Appropriate queuing space shall also be provided with sufficient space to allow for turning and maneuvering and that will not block egress from parking stalls.

- H. Where pedestrian routes cross drive-through lanes, appropriate markings and features should be incorporated to ensure pedestrian safety.

2.3 FENCING, SCREENING & LANDSCAPING

2.3.1 WALLS & FENCING

- A. Walls and Fencing should be designed as an integral element of the site plan and should be of appropriate material and scale to complement the architecture on the site.
- B. Walls and Fencing shall be constructed with high quality durable materials that will maintain their appearance with limited maintenance.
- C. Walls or Fencing located in front yards or along road frontages shall be visually appealing and incorporate one or more of the following elements to enhance visual interest: pillars, articulation, ornamentation, and/or clusters of landscaping.
- D. The maximum height for perimeter walls or fences is 3.65m (12 feet) tall (including any security topper) unless otherwise accepted by the Approving Authority.
- E. If chain-link fencing is to be used it shall be coloured (e.g. black or green) as opposed to galvanized.
- F. Chain-link fences with vinyl slats shall not be permitted within the plan area.

2.3.2 SCREENING

- A. Screening shall be provided in accordance with Foothills County's screening standards.

- B. Screening should complement the design of buildings and other structures on the lot.
- C. Landscaping proposed as screening shall attain required coverage year-round.
- D. A layered approach to screening is encouraged.
- E. Reductions in screening requirements may be considered where screening is likely to create safety and/or security concerns.

2.3.3 LANDSCAPING

- A. The design of landscaping should complement the overall site design and provide seasonal interest.
- B. Landscaping should include a mix of soft and hard landscaping materials.
 - i. Soft landscaping includes trees, shrubs, flowers, grasses, etc.
 - ii. Hard landscaping includes gravels, stones, pavers, statuary, retaining walls, structures, decks and water features, etc.
- C. A continuous minimum 2.5m landscape strip should be provided along the property line abutting municipal roads. The strip may be inside or outside of perimeter fencing and may include hard and/or soft landscaping elements or lawn.
- D. Landscaping should utilize tree and shrub species that are native and drought and salt tolerant.
- E. Maintenance and water requirements should be factored into landscaping design.
- F. Provisions for utilizing stormwater to irrigate landscaping or using landscaping to help manage stormwater are encouraged.

- G. Landscaping should be provided in clusters where appropriate.
- H. Landscaping should be considered for the following:
 - i. To highlight site entry points or architectural features;
 - ii. to frame building facades;
 - iii. to break up long uninterrupted building, wall or fence elevations;
 - iv. to provide separation between display areas;
 - v. to visually obstruct unsightly site features or activities;
 - vi. to provide shade to buildings, parking or site amenities; and,
 - vii. to reduce sun glare off buildings.

2.4 LIGHTING

- A. All lighting shall be directed downward and inward in accordance with the County's Dark Sky Bylaw.
- B. Light fixtures, including poles, and lighting should be integrated with and complement the overall design of buildings and landscaping on the site.
- C. Lighting shall be designed to minimize nuisance impacts on adjacent parcels and roadways.
- D. Lighting should be solar powered or energy efficient.
- E. Lighting of signage may be permitted if compliant with the Dark-Sky Bylaw. Signage with uplighting or flashing or running lights are not permitted.
- F. Lighting used to accent or highlight buildings or landscape features shall not be directed upwards.

- G. Utilizing low profile fixtures along pedestrian routes is encouraged.
- H. Lighting may be on timers or motion sensors as an energy saving measure.

2.5 UTILITIES & SERVICE ELEMENTS

- A. Measures shall be implemented to reduce visual and noise impact of service and loading areas on surrounding lands.
- B. Loading and service areas shall be located in the side or rear yard of the site. Screening must be provided in accordance with the County's screening standards, so as not to be visible from the road.
- C. Loading and service areas should accommodate appropriate access for trucks so that truck movements will not disrupt vehicular or pedestrian circulation either on the site or on the public roadway.
- D. Waste areas shall not be visible from the road or must be contained in an enclosure.
- E. Sites should incorporate facilities for collection and storage of recyclable waste in addition to waste bound for the landfill.
- F. Waste areas should be sufficiently large to accommodate containers for general waste, recyclables and organics where applicable.
- G. Rooftop mechanical equipment and services should be located away from the roofline edge or appropriately screened.

2.6 PROVISIONS FOR SECURITY

- A. Pedestrian walkways, pathways, building entrances and parking and loading areas shall be adequately illuminated for safety and security. Lighting may be on timers or utilize motion detectors where appropriate.
- B. Where security toppers are utilized on perimeter fencing, they shall be strands and not coils (concertina).
- C. Security buildings, where required, shall be designed to complement the other buildings on a site.
- D. Any security checkpoints shall be located so that queued vehicles do not block public roadways while waiting to enter the site.

2.7 OUTDOOR AMENITY AREAS & PATHWAYS

- A. Outdoor amenity areas are encouraged to be incorporated into the design of each site.
- B. Amenity areas should provide some shelter from weather and are defined with architectural elements or landscaping.
- C. Provision of site furniture such as benches, picnic tables and waste receptacles in amenity areas is encouraged.

2.8 OUTDOOR STORAGE & PRODUCT DISPLAY

- A. Visible outside storage is not permitted except in the case of dealerships that sell vehicles, heavy equipment or farm implements. Stored goods or materials must be contained within structures.
- B. Where outdoor display is permitted it shall be limited to equipment or items produced or sold by the business located on the lot.

- C. Where outdoor product storage is permitted, inventory that is not part of a product display shall be stored in an orderly fashion in a side or rear yard that is screened from adjacent roadways in accordance with the County's screening standards.
- D. Outdoor storage of fuels, chemicals, or other hazardous materials is prohibited unless expressly allowed within the applicable land use district. Where permitted, such storage must comply with all hazard-based separation distances, provide dedicated fire lane access around storage yards, and meet all applicable Building and Safety Codes. The approving authority may require an Emergency Response Plan or a hazard-specific mitigation plan as part of the Development Permit Application.
- E. Where permitted, display areas along municipal roads or internal subdivision roads must be setback a minimum of 2.5m from the property line. This area must be landscaped.
- F. Where permitted, display areas must be clearly defined by curbs, borders, or raised platforms, and must include periodic landscaping to separate individual areas. Display areas may be paved, graveled, or grassed, provided the chosen surface is kept in a maintained/mowed state.
- G. Continuous display areas extending along the entire property boundary adjacent to a road are not permitted.

3 BUILDING FORM & DESIGN

Intent:

Building form and design is an important component of creating a high-quality, visually attractive commercial area. The intent of the guidelines in this section is to ensure that the buildings that are constructed in the plan area will be well designed and

aesthetically pleasing, will function well and will create an overall impression of a desirable place to do business.

Guidelines:

3.1 SCALE PROPORTIONS & MASSING

- A. Buildings composed of a number of parts are preferred to unarticulated box-like buildings.
- B. When a large monolithic form is necessary, visual interest shall be achieved utilizing changes in materials and/or colours, glazing, canopies, exposed structural components, or other architectural features.
- C. Variation in the roofline through the use of parapets, cupolas or other roof elements is encouraged.
- D. Architectural features should be utilized to emphasize the main building entrance.

3.2 CHARACTER & STYLE

- A. The vision for this area is for a commercial and business park development that attains a high quality of design. Buildings with a purely industrial aesthetic are not supported.
- B. Where multiple buildings are located on a parcel of land, they should be consistent in character and style.
- C. Windowless walls that are necessary for functionality of a building should be oriented away from street frontages and/or should have visual interest added through material changes, colour changes, landscaping and/or architectural ornamentation.

3.3 MATERIALS

- A. Buildings shall be constructed using high quality, durable materials.
- B. Building materials should retain an attractive appearance with limited maintenance.
- C. Materials, colours and finishes on buildings, walls, fences and other structures should be coordinated across a site.
- D. Vinyl and corrugated metal are discouraged as primary exterior materials but may be used as accent materials.

4 STORMWATER MANAGEMENT

Intent:

It is anticipated that stormwater will be managed through a combination of methods utilizing retention ponds, overland conveyance and potentially piped infrastructure. Where possible, components of the stormwater management system should be integrated into the overall site design to provide amenities.

Guidelines:

- A. The design of stormwater ponds and overland conveyances as amenities rather than just utilities is encouraged.
- B. Naturalization and landscaping of stormwater ponds and overland conveyances to create visual site features is encouraged.
- C. The use of vegetated swales for stormwater management is encouraged, in particular in parking lot islands.

- D. The use of stormwater in landscape design and/or irrigation is encouraged.
- E. The required stormwater management plan shall include provisions for management of snow.

5 SIGNAGE

Intent:

Signage is important to identify businesses and to provide information or direction to the public. It can also be an important component of the design for a commercial area. The intent of the design guidelines for signage is to ensure that businesses are identifiable and that necessary information relating to wayfinding, safety and security is provided without detracting from the overall appearance of the area.

Guidelines:

5.1 GENERAL PROVISIONS FOR SIGNS

- A. All signage must relate to the business or activity on the site on which it is located.
- B. Signage shall not be located where it will interfere with pedestrian or traffic safety.
- C. The design of signs should reflect the character of the principal building and its intended use.
- D. Where possible, signage should be integrated into the building and/or landscape design.
- E. Signage shall be comprised of durable materials and shall be maintained in good condition
- F. Rooftop (roof mounted) signs shall not be supported.

5.2 WAYFINDING SIGNS

- A. Multi-tenant buildings must have a directory sign at the main entrance to the site which identifies the businesses located on site.
- B. Wayfinding signage should be integrated into the landscaping design for the site.
- C. Unit numbers must be installed and be clearly visible on multi-tenant buildings.
- D. Directional signage should be provided to assist vehicular traffic and pedestrians with easily entering and exiting a site as well as locating individual businesses, parking, and walkways.

5.3 FREESTANDING BUSINESS IDENTIFICATION SIGNS

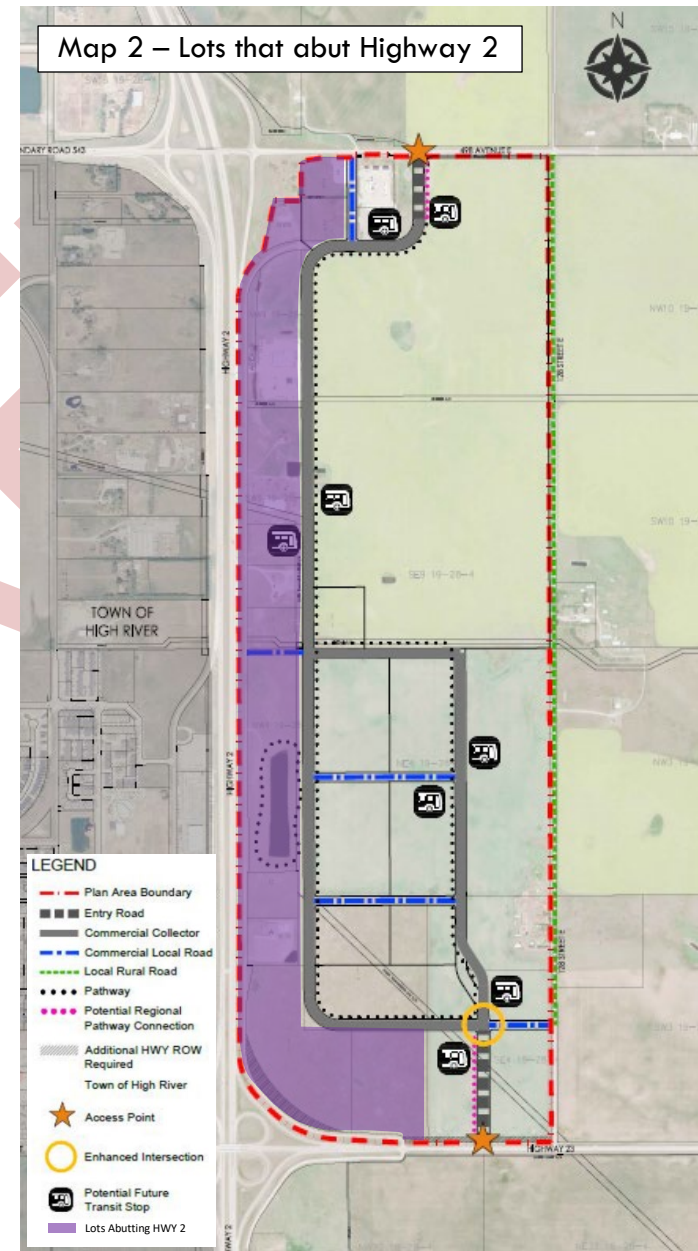
- A. Freestanding business identification signage may be supported if complementary to the building design and integrated into the landscaping design for the site.
- B. Signage may be internally illuminated or incorporate downward directed lighting but must not be flood lit from below or include flashing or running lights.
- C. Freestanding ground-mounted business identification signage is limited to one per lot (excluding wayfinding signage).

5.4 BUILDING MOUNTED SIGNS

- A. Building mounted signage should be integrated into the design of the building
- B. Building mounted signage may be utilized to provide visual interest to a building's façade.
- C. Signage mounted on multi-tenant buildings should have a unified design theme.
- D. Signage should be made of durable, weatherproof materials that complement the design of the building.
- E. Avoid obscuring or covering architectural elements such as windows, cornices or columns with signage.
- F. The use of window signs is not supported other than on, adjacent to, or above doors to display address, unit number or for business identification.

5.5 SIGNS ON FENCES OR WALLS

- A. Signage mounted on fences or freestanding walls shall be compatible with the design and character of the development.
- B. The placement of temporary signage on fences or freestanding walls is not permitted.



6 SPECIAL DESIGN AREAS

Intent:

There are certain areas within the Foothills Crossing ASP where there are unique conditions that call for different treatment than the rest of the Plan Area. These areas include lands that abut Highway 2, and areas that are designated as “High visibility areas”. As such, in these identified areas there are specific design requirements that will apply in addition to the guidelines provided in the rest of the document.

Additional considerations are necessary due to the proposed removal of portions of the existing service road abutting and paralleling Highway 2 (121 Street E.) and realignment to an internal service road to the east.

Guidelines:

6.1 LOTS THAT ABUT HIGHWAY 2

6.1.1 WHERE THIS SECTION APPLIES

- A. This section applies to all lands that currently abut the existing service road along the highway (121 Street East) as illustrated in purple in *Map 2 – Lots that abut Highway 2*.
- B. Provisions of Section 6 apply in addition to the design guidelines that are laid out in the other sections of this document.
- C. In accordance with Section 1.2, approved development that existed prior to the adoption of the ASP is allowed to remain as is, until such time that redevelopment or new development of the respective property occurs.

6.1.2 DISPLAY AREAS ALONG HIGHWAY 2

- A. Display areas for equipment or items produced or sold by the business located on a lot may be supported along Highway 2.
- B. Display areas must be defined by curbs, borders, material change or grade change.
- C. Where there are multiple display areas on a property there must be clusters of landscaping separating each display area from another.
- D. Individual display areas shall not exceed 15m in width.
- E. The total width of all display areas shall not exceed 60% of the total width of the property frontage along Highway 2.
- F. One continuous display area without landscaped breaks along an entire property boundary abutting Highway 2 is not permitted.

6.1.3 SITE DESIGN ALONG HIGHWAY 2

- A. Properties currently accessed from 121 Street E. may continue to use this access until alternate access is constructed and operational, and 121 Street E. is subsequently removed.
- B. Upon removal of 121 Street E., affected properties shall obtain access from the internal road constructed to the east of these properties.
- C. The parcel legally described as NW 9-19-28 W4M may be permitted to maintain access from the remaining portion of 121 Street E. on the west side of the subject property.
- D. Any parcels maintaining access from the west through 121 Street E. shall address frontage requirements to both Highway 2 and to any internal subdivision road abutting the property to the east.

- E. All newly developed lots along Highway 2 shall orient access and egress to the east. Temporary access from 121 Street E may be permitted during phased construction or until eastern access becomes available. Emergency vehicle access must be maintained throughout all phases of development.
- F. Where temporary or phased access from 121 Street E is proposed, applicants shall provide, at the Development Permit stage, a Temporary Access and Emergency Access Plan, which may be incorporated into the required Construction Safety Plan. This plan shall demonstrate:
 - i. how emergency access will be maintained at all times;
 - ii. access routing during each phase of construction;
 - iii. emergency apparatus turning paths and site circulation; and,
- G. The timing and conditions under which the transition to permanent eastern access will occur.

6.1.4 BUILDING DESIGN ALONG HIGHWAY 2

- A. Buildings (except for service or minor accessory buildings) should be oriented to the side of the lot from which access is gained.
- B. Consideration should be given to providing visual interest on the side of the building facing Highway 2.
- C. Loading and servicing areas should be located away from site access points and should be screened from both the internal road and Highway 2.
- D. Parking areas may be located in the Highway 2 frontage area but must be landscaped and/or partially screened from the Highway.

6.1.5 SCREENING ALONG HIGHWAY 2

- A. Lots along Highway 2 are subject to screening requirements as per the County's Screening Standards along the property line abutting the Highway - with the exception of display areas.

6.2 HIGH VISIBILITY AREAS

High visibility areas are located at the entry to the Foothills Crossing ASP area, corner lots with two (or more) road frontages, lots facing T-intersections or at an outside corner, and those at the end of cul-de-sacs (gateway areas, corner lots and end view lots). These visually prominent locations provide important impressions of the development area when visitors arrive to do business, and they welcome business owners and workers as they arrive each day.

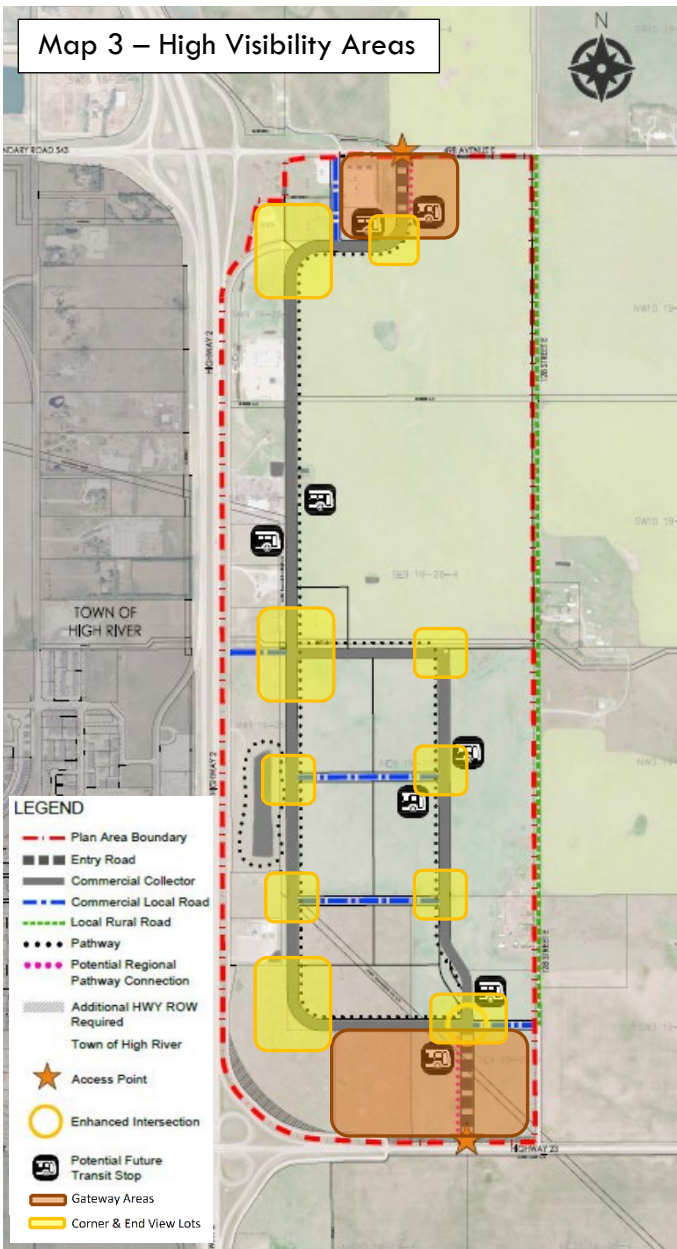
6.2.1 WHERE THIS SECTION APPLIES

This section applies to High Visibility Areas within the ASP area including Gateway Areas, Corner Lots and End View Lots as defined below and as identified on *Map 3 – High Visibility Areas*. The provisions of this section apply in addition to the general provisions in Sections 2 through 5.

If areas as illustrated within *Map 3 – High Visibility Areas*, conflicts with the defined area under policies 6.2.1.1, 6.2.1.2, and 6.2.1.3, the policy shall have precedence.

6.2.1.1 Gateway Areas:

The areas within the ASP area that are adjacent to the primary access points from Highway 23 and 498th Avenue,



6.2.1.2 Corner Lots:

Any lot that is on a corner where two collector roads intersect is considered a Corner Lot and should be treated as a High Visibility Area.

6.2.1.3 End View Lots:

End view lots are those that abut the termination of a road at the end of a cul-de-sac, at a t-intersection or curve in a road. These are considered High Visibility Areas and are subject to the provisions of this section.

6.2.2 SITE DESIGN IN HIGH VISIBILITY AREAS

- A. All development in High Visibility Areas should be especially sensitive to the views of the site from surrounding roads.
- B. Parking areas shall not be located in the front yard of buildings in High Visibility Areas other than a single row along the building frontage.
- C. Special attention should be given to screening in High Visibility Areas.

6.2.3 BUILDING DESIGN IN HIGH VISIBILITY AREAS

- A. More than just being oriented towards the street, buildings should create a street presence.
- B. Corner buildings should respond to other corner buildings at the same intersection and seek to create gateways to streets.
- C. Special attention should be paid to providing visual interest for buildings, in particular on the most visible face of a building.

- D. For corner lots, buildings may incorporate elements at a 45-degree angle at the corner if desired to address both street fronts.
- E. Buildings should incorporate a variety of materials. Special attention should be paid to incorporating high quality building materials.

6.2.4 SCREENING IN HIGH VISIBILITY AREAS

- A. All development in High Visibility Areas shall comply with the County's Screening Standards. When determining screening levels, utilizing Table 3.1 of the Screening Standards, consideration should be given to increasing the level of screening beyond the base level.

7 IMPLEMENTATION

7.1 DESIGN REVIEW PROCESS

A design review will be conducted as part of the Development Permit Application process. The design review will evaluate the development proposal for compliance with these design guidelines and will also consider any relevant requirements under Foothills County's Land Use Bylaw, Dark Sky Bylaw, Community Standards Bylaw and the Foothills Crossing Area Structure Plan. The design review process will proceed as follows:

1. Pre-Application Meeting

A pre-application meeting between the applicant and County staff is required prior to an application being submitted for a development permit in the ASP area. The purpose of this meeting

is to provide an opportunity to discuss design issues relevant to the proposal and to familiarize the applicant with the design review process, submission requirements and the evaluation criteria.

2. Preliminary Review

Once a development permit application has been submitted, as part of the review of the application for completeness, the approving authority will evaluate whether they have sufficient information to evaluate how well the proposal complies with the design guidelines. If they feel that additional information is required, they will deem the file incomplete and will request that the applicant provide the information they require.

3. Design Review

Once a complete Development Permit application has been received, a design review will be carried out by County staff. It should be noted that larger scale developments may warrant review by a panel or professional advice. Any deficiencies will be brought to the applicant's attention and potential solutions discussed. Compliance with the design guidelines should generally be achieved in the view of the approving authority in order for the development permit to be approved. However, some criteria could be met as conditions or pre-conditions of approval.

4. Approving Authority Decision

Evaluation for compliance with the design guidelines will be one of the criteria used to evaluate development permit applications. Should the approving authority deem that the application is in compliance with the Land Use Bylaw, they may issue an approval

decision which will be subject to the standard appeal period before a development permit is issued.

7.2 SUBMISSION REQUIREMENTS

The design guidelines evaluation will generally be part of a development permit application. As such, all of the requirements outlined in Section 4.3 of the Land Use Bylaw 60/2014 will apply. In addition, applicants will be required to submit the Evaluation Checklist contained in Appendix A of this document.

In the checklist, applicants must indicate how they feel they have met each of the criteria, and if they have not, why. If they believe an item is not applicable it should be noted and a reason provided. Items highlighted in light orange are either optional (O) or provided for information (I). Items highlighted in blue require criteria (R) which must be met. The checklist is organized according to the sections in the design guidelines.

8 GLOSSARY

Bollard one of a series of short posts set at intervals to define an area or to exclude vehicles.

Cupola is a small projecting tower (often dome shaped) at the top of the roof of a building.

Front is the side or part of a building or parcel that presents itself to view or that is normally seen first. On parcels that abut more than one road, such as a corner lot, there may be more than one side that is considered as the front.

Front Yard or Frontage is the strip of land that lies adjacent to a road where that side of the parcel is considered to be the front.

Massing is the perception of the three-dimensional form of a structure - its shape and the relative sizes and position of different parts of the structure.

Outdoor Amenity Area is an outdoor space designed for active or passive recreation, and enjoyment, provided as both common or private spaces or a combination of both; Examples include, but are not limited to, sitting areas, playgrounds, pools, patios, balconies, decks, and exercise rooms.

Parapet is a low wall around the edge of a roof of a building which extends above the plane of the roof.

Portico is an open porch with columns that support a roof creating an entrance or centre piece of a building façade.

Scale is the relationship of one object to another and one building to another and/or can be described in terms of its relationship to a human being.

9 Appendices

Appendix A – Evaluation Checklist

Appendix B – Foothills County Screening Standards

Appendix A – Evaluation Checklist

For the checklist, applicants must indicate if they feel they have met each of the criteria by entering a Y for yes, N for no or N/A if not applicable in the “Met?” column. If they feel it has been met, they must describe how, if it has not, they must provide an explanation why.

- **Shall/Must:** Items highlighted in blue are required criteria (R) which must be met.
- **Should:** Items in white are required criteria unless detailed rationale is provided for why it is not possible, not necessary, or addressed by other means.
- **May:** Items highlighted in light orange are either optional (O) or provided for information (I). These are encouraged and “best practices”, or ideas for consideration. Explanation for how/why the criteria is not being met is still required.

The checklist is organized according to the sections in the design guidelines.

DESIGN GUIDELINES SECTION 2 – SITE DESIGN

2.1 BUILDING LOCATION & ORIENTATION			
	Criteria	Met?	Details and Explanation
A.	Preservation and integration of natural site features		
B.	If multiple buildings – campus setting		
C.	Primary building oriented towards side of lot providing access (R)		
D.	If corner lot – addresses both frontages (R)		
E.	Clear, well delineated and safe pathway from the street to parking and/or the building entrance		
F.	Development setbacks in accordance with Land Use Bylaw (R)		

G.	Buildings oriented for solar energy and natural light		
H.	Customer oriented components of building oriented to side of lot providing access		
I.	Consideration given to the locations of buildings on adjacent sites		
J.	Shared site access, parking or amenity spaces (O)		
K.	If along Highway 2 – See Section 6 Special Design Areas (I)		

2.2 ACCESS, PARKING, & SITE CIRCULATION			
2.2.1 ACCESS			
	Criteria	Met?	Details and Explanation
A.	Vehicular access from a municipal road (R)		
B.	Main access clearly identified and building addresses visible from municipal road or address index sign or site map provided (R)		
C.	Sight lines at site access points unobstructed (R)		
D.	Main access and front yard paved where not built up or landscaped (R)		
E.	Safe and convenient pedestrian and cyclist access separated from vehicles		

F.	Pedestrian access located in consideration of future transit		
G.	Site access aligned with opposite side of road		
H.	Shared access with adjacent property (O)		
2.2.2 PARKING			
A.	Parking provided as per Land Use Bylaw (R)		
B.	Parking does not dominate street frontage (R)		
C.	No large parking area in front yard		
D.	Front yard parking only visitor parking and limited to one single or double-loaded row		
E.	Where more than one row of parking in front yard, partial screening provided (R)		
F.	Where parking is located in front yard, 2.5m landscape buffer provided between road and parking areas (R)		
G.	Large parking areas, broken up with landscaped parking islands (R)		
H.	Sidewalk provided from front yard parking to building (R)		
I.	Pedestrian connections provided through parking lots to buildings		

J.	Ends of parking aisles defined by landscaped islands or equivalent (R)		
K.	Secure bicycle storage provided		
L.	Landscaped swales incorporated into parking areas		
M.	Snow storage areas identified (R)		
N.	Paving requirements for parking areas located in the front yard (R)		
O.	Shade trees provided in parking areas		
2.2.3 SITE CIRCULATION			
A.	Driveway(s) shall accommodate emergency and other large vehicles, with the DP application providing load ratings, grades, turning geometry, surface details, a site circulation plan showing emergency access, a turning path analysis, and required ERP documentation. (R)		
B.	Main driving areas physically separated from parking areas		
C.	Parking stalls oriented so vehicles do not back over primary pedestrian pathways		
D.	Provides comfortable and safe movement for non-vehicular traffic		
E.	Physical separation between driving or parking surfaces and main pedestrian pathways (R)		

F.	Clear sightlines where pathways meet roadways (R)		
G.	Sufficient queuing space provided for any vehicle-oriented uses (drive-throughs) (R)		
H.	Where pedestrian routes cross drive-through lanes, appropriate markings and features provided		

2.3	FENCING, SCREENING & LANDSCAPING		
	2.3.1 WALLS & FENCING		
	Criteria	Met?	Details and Explanation
A.	Walls and fencing are integral elements of site plan and complement architecture		
B.	Walls and fencing constructed of high quality, durable materials (R)		
C.	Walls or fencing located in front yard or along road provide visual interest (R)		
D.	Perimeter walls or fences do not exceed 3.65m (12 feet) in height		
E.	If chain link fencing used, it is coloured (R)		
F.	If chain link fencing used, no vinyl slats (R)		

2.3.2 SCREENING			
A.	Screening provided in accordance with County Screening Standards (R)		
B.	Screening complements design of buildings and other structures		
C.	When used as screening, landscaping attains year-round coverage (R)		
D.	Layered approach to screening is utilized		
E.	Reductions in screening requirements may be considered where screening is likely to create safety and/or security concerns (I)		
2.3.3 LANDSCAPING			
A.	Landscaping complements overall site design and provides seasonal interest		
B.	Mix of soft and hard landscaping is utilized		
C.	Min 2.5m continuous landscape buffer strip provided along property line abutting municipal road (R)		
D.	Landscaping utilizes tree and shrub species that are native and drought and salt tolerant		
E.	Maintenance and water requirements are factored into landscaping design		

F.	Provisions for utilizing stormwater for irrigation or using landscaping in stormwater management (O)		
G.	Landscaping provided in clusters		
H.	Landscaping utilized for some or all of: <ul style="list-style-type: none"> • Highlighting entry points • Framing building facades • Breaking up wall or fence elevations • Separating display areas • Screening unsightly areas • Providing shade to buildings, parking or site amenities • Reducing glare from low level sun 		

2.4 LIGHTING			
	Criteria	Met?	Details and Explanation
A.	All lighting directed downward and inward and compliant with Dark Sky Bylaw		
B.	Light fixtures and lighting complements design of buildings and landscaping		
C.	Lighting design minimizes off-site impacts		
D.	Lighting solar powered or energy efficient		
E.	Any signage lighting is Dark Sky Bylaw compliant		
F.	Where accent lighting is used, not directed upwards		

G.	Low profile fixtures utilized along pedestrian routes (O)		
H.	Lighting may be on timers or motion sensors as an energy saving measure (O)		
2.5 UTILITIES & SERVICE ELEMENTS			
	Criteria	Met?	Details and Explanation
A.	Measures implemented to reduce visual and noise impact of service and loading areas		
B.	Loading and service areas located in a side or rear yard or screening provided (R)		
C.	Loading and service areas accommodate appropriate access for trucks so that truck movements will not disrupt vehicular or pedestrian circulation		
D.	Waste areas not visible from the road or contained in an enclosure (R)		
E.	Facilities provided for collection and storage of recyclable waste		
F.	Waste areas sufficiently large to accommodate containers for general waste, recyclables and organics		
G.	Rooftop mechanical equipment and services located away from the roofline edge or appropriately screened		

2.6 PROVISIONS FOR SECURITY			
	Criteria	Met?	Details and Explanation
A.	Pedestrian walkways, pathways, building entrances, parking and loading areas adequately illuminated for safety and security (R)		
B.	If fencing includes security toppers, they are strands not coils (R)		
C.	If security buildings are proposed, they are designed to complement other buildings on site (R)		
D.	If security checkpoints proposed, they are located so they will not cause traffic backup/queueing on municipal roads (R)		

2.7 OUTDOOR AMENITY AREAS & PATHWAYS			
	Criteria	Met?	Details and Explanation
A.	Outdoor amenity areas incorporated into site design (O)		
B.	Amenity areas provide shelter and are defined by architectural elements or landscaping (O)		
C.	Site furniture such as benches, picnic tables and waste receptacles provided in amenity areas (O)		

2.8 OUTDOOR STORAGE & PRODUCT DISPLAY			
	Criteria	Met?	Details and Explanation
A.	Stored goods and/or materials are contained within structures or in side or rear yard, except in the case of dealerships that sell vehicles, heavy equipment or farm implements (R)		
B.	All outdoor product displays are limited to equipment or items produced or sold by the business located on the lot (R)		
C.	Any outdoor product storage of inventory that is not part of a product display is stored in an orderly fashion in a side or rear yard that is screened from adjacent roadways (R)		
D.	Any outdoor storage of fuels, chemicals, or hazardous materials within the applicable land-use district shall comply with required separation distances, provide dedicated fire-lane access, meet all applicable Building and Safety Codes, and include an Emergency Response Plan or hazard-specific mitigation plan (R).		
E.	Any display areas along municipal roads or internal subdivision roads are setback at least 2.5m from the property line and setback area landscaped (R)		
F.	Any display areas are defined by curbs, borders, or a raised platform and have periodic landscaping separating one from another (R)		

G.	Display areas, where permitted, may be paved, graveled or grassed, but if grassed, the grass must be kept mowed (I)		
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DESIGN GUIDELINES SECTION 3 – BUILDING FORM & DESIGN

3.1 SCALE, PROPORTIONS & MASSING			
	Criteria	Met?	Details and Explanation
A.	Buildings composed of a number of parts are preferred to unarticulated box-like buildings (I)		
B.	Buildings with monolithic form, visual interest provided through changes in materials and/or colours, and / or architectural features (R)		
C.	Roofline has variation through the use of parapets, cupolas, or other roof elements (O)		
D.	Entrance emphasized using architectural features		

3.2 CHARACTER AND STYLE			
	Criteria	Met?	Details and Explanation
A.	Buildings attain a high quality of design with a commercial or business park aesthetic not an industrial aesthetic (R)		
B.	Where there are multiple buildings proposed, they are consistent in character and style		

C.	Windowless wall, if necessary, are oriented away from the street and/or have visual interest incorporated through material changes, colour changes, landscaping and/or architectural ornamentation		
3.3 MATERIALS			
	Criteria	Met?	Details and Explanation
A.	Buildings constructed using high quality, durable materials (R)		
B.	Building materials retain an attractive appearance with limited maintenance		
C.	Materials, colours and finishes on buildings, walls, fences and other structures are coordinated across the site		
D.	Vinyl and corrugated metal are only used as accent materials, not the primary exterior material.		

DESIGN GUIDELINES SECTION 4 – STORMWATER MANAGEMENT

4 STORMWATER MANAGEMENT			
	Criteria	Met?	Details and Explanation
A.	Stormwater ponds and overland conveyances are designed as amenities rather than just utilities (O)		
B.	Stormwater ponds and overland conveyances are naturalized and landscaped to create visual site features (O)		

C.	Vegetated swales are incorporated into stormwater management system (O)		
D.	Stormwater Management Plan includes provisions for management of snow (R)		

DESIGN GUIDELINES SECTION 5 – SIGNAGE

5.1 GENERAL PROVISIONS FOR SIGNS			
	Criteria	Met?	Details and Explanation
A.	All signage relates to the business or activity on the site on which it is located (R)		
B.	Signage is located where it will not interfere with pedestrian or traffic safety (R)		
C.	The design of signs reflects the character of the principal building and its intended use (R)		
D.	Signage is integrated into the building and/or landscape design		
E.	Signage comprised of durable materials and shall be maintained in good condition (R)		
F.	No rooftop (roof mounted) signage (R)		

5.2 WAYFINDING SIGNS			
	Criteria	Met?	Details and Explanation
A.	Multi-tenant buildings have a directory sign at the main entrance to the site which identifies the businesses located on site (R)		
B.	Wayfinding signage is integrated into the landscaping design for the site		
C.	If Multi-tenant building, unit numbers are installed and clearly visible (R)		
D.	Directional signage is provided to assist with easily entering and exiting a site as well as locating individual businesses, parking and walkways		
5.3 FREESTANDING BUSINESS IDENTIFICATION SIGNS			
	Criteria	Met?	Details and Explanation
A.	Any freestanding business identification signs are complementary to the building design and integrated into the landscaping design for the site		
B.	If signage is illuminated, it is internally illuminated or has downward directed lighting. There is no flood lighting from below or flashing or running lights (R)		
C.	There is a maximum of one freestanding ground-mounted business identification sign on a single lot.		

5.4 BUILDING MOUNTED SIGNS			
	Criteria	Met?	Details and Explanation
A.	Any building mounted signage is integrated into the design of the building		
B.	Building mounted signage may be utilized to provide visual interest to a building's façade (I)		
C.	Signage mounted on multi-tenant buildings has a unified design theme		
D.	Signage is made of durable, weatherproof materials that complement the design of the building		
E.	Signage does not obscure or cover architectural elements such as windows, cornices or columns		
F.	If window signs are used, they are only located on, adjacent to, or above doors to display address, unit number or identify the business.		

5.5 SIGNS ON FENCES OR WALLS			
	Criteria	Met?	Details and Explanation
A.	Any signage mounted on fences or freestanding walls is compatible with the design and character of the development (R)		
B.	Temporary signage on fences or freestanding walls is not proposed (R)		

DESIGN GUIDELINES SECTION 6 – SPECIAL DESIGN AREAS

***Sections 6.1 & 6.2 only apply in certain areas of the ASP area. Please refer to maps in Section 6 of the document.**

6.1	LOTS THAT ABUT HIGHWAY 2 (See Map 2)		
	6.1.2 DISPLAY AREAS ALONG HIGHWAY 2		
	Criteria	Met?	Details and Explanation
A.	Display areas for equipment or items produced or sold by the business located on a lot may be supported along Highway 2 (I)		
B.	Display areas are defined by curbs, borders, material change or grade change (R)		
C.	If there are multiple display areas on a property there are clusters of landscaping separating one from another (R)		
D.	Individual display areas do not exceed 15 metres in width (R)		
E.	The total width of all display areas is not more than 60% of the width of the property (R)		
	6.1.3 SITE DESIGN ALONG HIGHWAY 2		
A.	The side of a lot abutting Highway 2 is not to be considered a “frontage” to a property unless that property is to be accessed from the service road directly abutting the Highway 2 ROW at full build-out of the development (I)		

B.	Properties currently accessed from 121 Street E may continue to use this access until alternate eastern access is constructed and operational and 121 Street E is removed (I).		
C.	Upon removal of 121 Street E, affected properties shall obtain access from the internal road constructed to the east (with the exception of the parcel legally described as NW 9-19-28 W4M, which may maintain access from the remaining portion of 121 Street E on the west side of the subject property) (R).		
D.	Any parcels maintaining access from 121 Street E on the west shall address frontage requirements for both Highway 2 and any internal subdivision road abutting the property to the east (R).		
E.	Where temporary or phased access from 121 Street E is proposed, a Temporary Access and Emergency Access Plan shall be submitted at the DP stage. This plan may be incorporated into the Construction Safety Plan and must demonstrate the following (R): <ul style="list-style-type: none"> <input type="checkbox"/> How continuous emergency access will be maintained at all times <input type="checkbox"/> Access routing during each phase of construction <input type="checkbox"/> Emergency apparatus turning paths and site circulation <input type="checkbox"/> The timing and conditions for transition to permanent eastern access 		
6.1.4 BUILDING DESIGN ALONG HIGHWAY 2			
A.	Buildings (except for service or minor accessory buildings) are oriented to the side of the lot from which access is gained		

B.	Consideration is given to providing visual interest on the side of the building facing Highway 2		
C.	Loading and servicing areas are located away from site access points and are screened from both the internal road and Highway 2		
D.	If parking areas are located in the Highway 2 frontage area they are landscaped and/or partially screened from the Highway (R)		
6.1.5 SCREENING ALONG HIGHWAY 2			
A.	Other than for display areas, the County's screening standards are met along Highway 2 (R)		

6.2	HIGH VISIBILITY AREAS (See Map 3)		
	6.2.2 SITE DESIGN IN HIGH VISIBILITY AREAS		
	Criteria	Met?	Details and Explanation
A.	All development is especially sensitive to the views of the site from surrounding roads		
B.	Parking areas are not located in the front yard other than one single or double-loaded row along the building frontage (R)		
C.	Special attention is given to screening		
	6.2.3 BUILDING DESIGN IN HIGH VISIBILITY AREAS		
A.	More than just being oriented towards the street, buildings create a street presence		

B.	Corner buildings respond to other corner buildings at the same intersection and seek to create gateways to streets		
C.	Special attention is paid to providing visual interest for buildings located in High Visibility Areas		
D.	For corner lots, buildings may incorporate elements at a 45-degree angle at the corner if desired to address both street fronts (I)		
E.	Buildings incorporate a variety of materials. Special attention is paid to incorporating high quality building materials		
6.2.4 SCREENING IN HIGH VISIBILITY AREAS			
A.	All development complies with the County's Screening Standards. When determining screening levels utilizing Table 3.1 of the Screening Standards, consideration has been given to increasing the level of screening from the base level		