

# ARCHITECTURAL CONTROL GUIDELINES



Hanlon Business Park  
York-Watson Industrial Park



These Architectural Control Guidelines  
were prepared for the Guelph Economic  
Development Department by Giffels Associates  
Limited, Consulting Engineers and Architects

Project Manager: Allan Barrett, M. Arch.  
Planning Consultant: Keir Consultants Inc.  
Illustration and Design: T. W. Kesteven & Associates

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# Table of Contents

	Page
Introduction	2
1.0 General Requirements	3
2.0 Control Procedures	5
3.0 Architecture	7
4.0 Siting	9
5.0 Setbacks	11
6.0 Fencing and Screening	13
7.0 Exterior Lighting	15
8.0 Signage	17
9.0 Building Materials	19
10.0 Landscaping	21
11.0 Outside Storage Areas	25
12.0 Parking and Loading Spaces	27

# Introduction

The **Hanlon Business Park** and **York Watson Industrial Park** are potential locations for your business. Each has been designed to provide occupants with the benefits of carefully thought out lot and road configurations, modern services and attractive surroundings. For progressive growth oriented companies who are looking to expand their horizons these parks offer a distinctive business setting.

The formation of visually interesting and aesthetically pleasing developments in the Hanlon and York Watson Parks will enhance the image of the City of Guelph as well as the businesses that locate within them. To this end the following Architectural Control Guidelines have been created to encourage the formation of attractive working environments that are functional, sources of community pride and catalysts for sound business investment.

The Guelph Economic Development Department has established these Architectural Control Guidelines to set out basic directions for achieving a satisfying business environment. They are not specifications nor do they preclude alternatives; they do however reflect the City's preferences. The use of these Guidelines is intended to offer existing and prospective owners a feeling of prestige about their location and confidence in their real estate investment.

**Good design is good business .. for owners, neighbours and the City of the Guelph.**

# 1.0 General Requirements

- 1.1 The requirements specified by these Guidelines shall not limit the legal liability of the purchaser/applicant from compliance with any Federal, Provincial or Municipal by-law, statutory requirement, regulation or covenant.
- 1.2 The Hanlon Business Park falls within a storm water management area. Accordingly all developments will require storm water detention, and shall comply with the storm water management guidelines, as prepared by the City of Guelph Engineering Department.
- 1.3 In addition to these Guidelines and other statutory requirements, all purchasers/applicants are to note that the sale of land in the York Watson Industrial Park and the Hanlon Business Park are subject to title deed covenants which control the timing and nature of the development.
- 1.4 It is required that all (architectural) design drawings shall be prepared and stamped by a registered architect or engineer.
- 1.5 The Guelph Economic Development Department has a continuing interest in the lands within the Hanlon and York Watson Parks. These Architectural Control Guidelines are intended to protect these interests and they will be implemented through the use of development covenants registered against title to lands. Acquisition of a building permit will depend upon satisfactory compliance with the provisions set out in these guidelines.
- 1.6 The Guelph Economic Development Department reserves the right to amend, modify, or alter any or all portions of these Guidelines without notice or liability to the applicant or purchaser.
- 1.7 Applicants should contact the Guelph Economic Development Department regarding any enquiries related to these requirements or procedures.

## Site Map

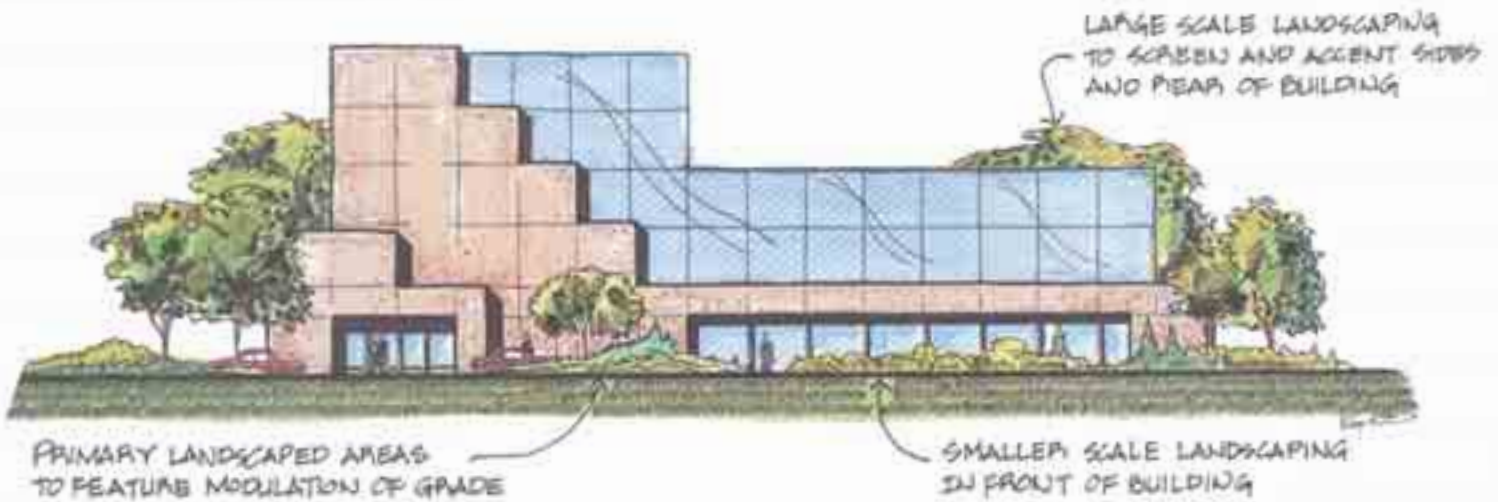
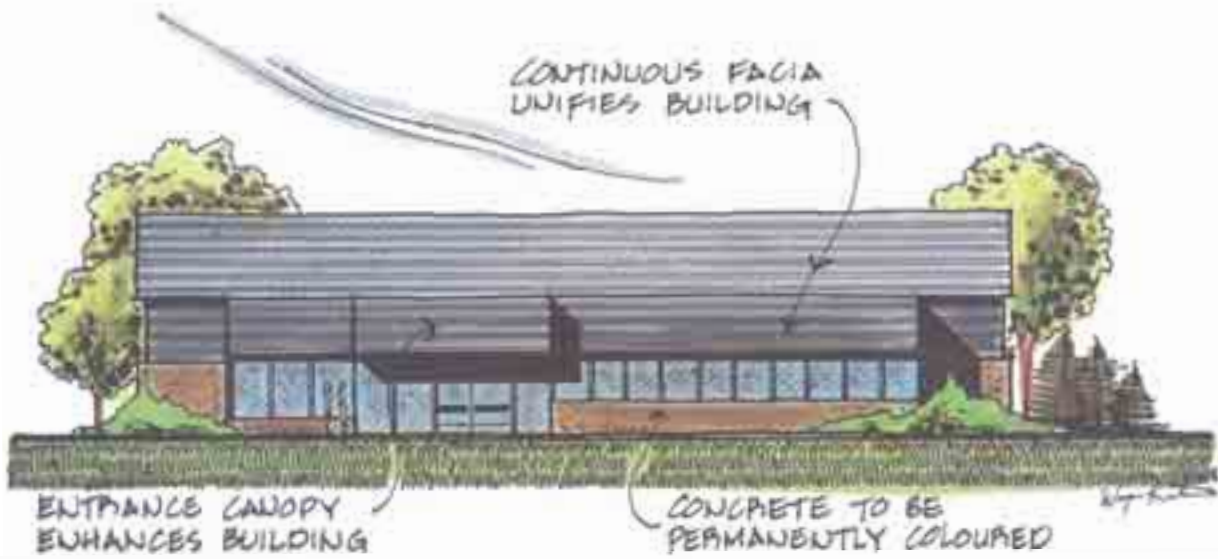


## 2.0 Control Procedures

- 2.1 In terms of Section 40 of the Planning Act, 1983 all applicants are required to submit drawings to the Guelph Department of Planning & Development for Site Plan Approval. It is requested that in addition to the drawings required by the Site Plan Co-ordinator and identified in the Site Plan Approval Guidelines leaflet, 3 additional copies be submitted, together with the following:
- a) Elevation-(one copy to be coloured and to include details on materials and signage).
  - b) Landscape plan.
  - c) An inventory of materials and their colours.
  - d) Calculations of:
    - parking required and provided.
    - landscaped area as a percentage of lot area.
    - building area and coverage.
  - e) A coloured rendering if deemed necessary by the Guelph Economic Development Department.

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Note: The above submission is part of the same process documented under the section Formal Review on page 2 of the Site Plan Approval Guidelines (Section 40 of the Planning Act, 1983), and is not intended to be a separate submission.





## 3.0 Architecture

- 3.1 Building design is not restricted to any particular style or character. Distinctive designs that contribute to the image of the area are encouraged.
- 3.2 Buildings should be designed to compliment and contribute to a desirable community character through the judicious consideration of shape, roof lines, colours and materials.
- 3.3 Building envelopes should be constructed to the same finished standards on all sides, to ensure continuity and visual quality.

UNDEVELOPED AREAS TO BE  
REDEVELOPED

LANDSCAPING ASSIST  
IN BREAKING UP LARGE  
PARKING AREAS

ELECTRICAL  
TRAPPING TO  
BE PLANT WITH BUILDING  
FACE AND SCREENED

PROPERTY LINE

TREES AND LANDSCAPING  
REDUCE IMPACT OF BUILDING  
AREAS

LANDSCAPED FRONT ENTRY  
CREATION - BUILDING'S  
VISUAL INTEREST

VARIATION IN BUILDING SETBACK  
CREATES DIVERSITY AND INTEREST

LANDSCAPING  
PLANTED  
IN GROUPS

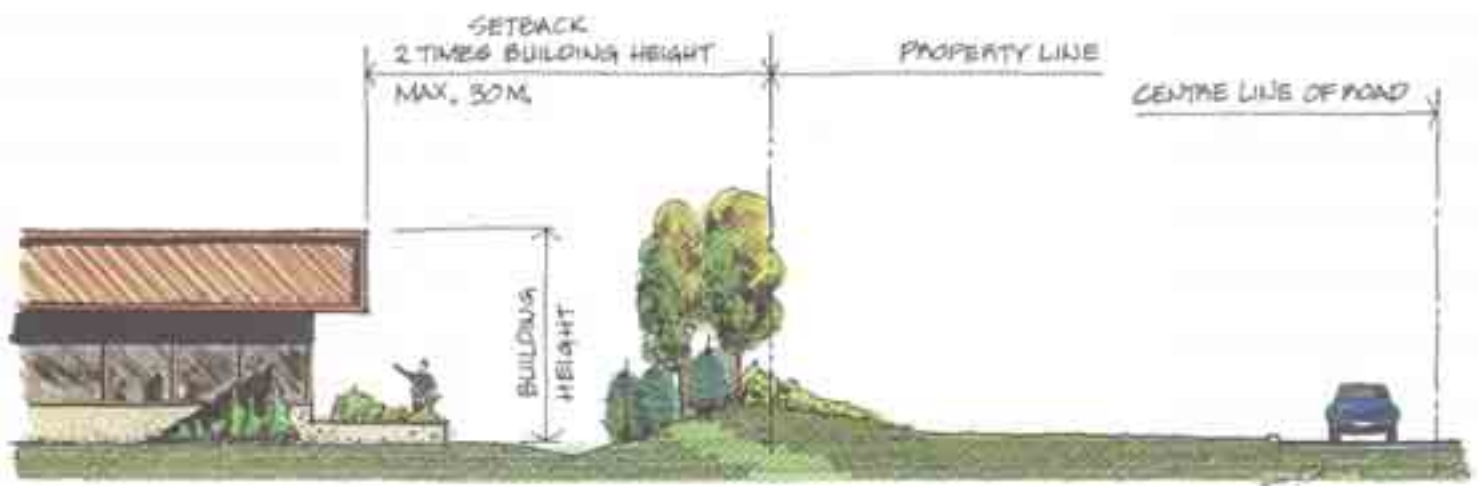
LANDSCAPING USED TO  
SCREEN LOADING AREA  
FROM THE STREET



## 4.0 Siting

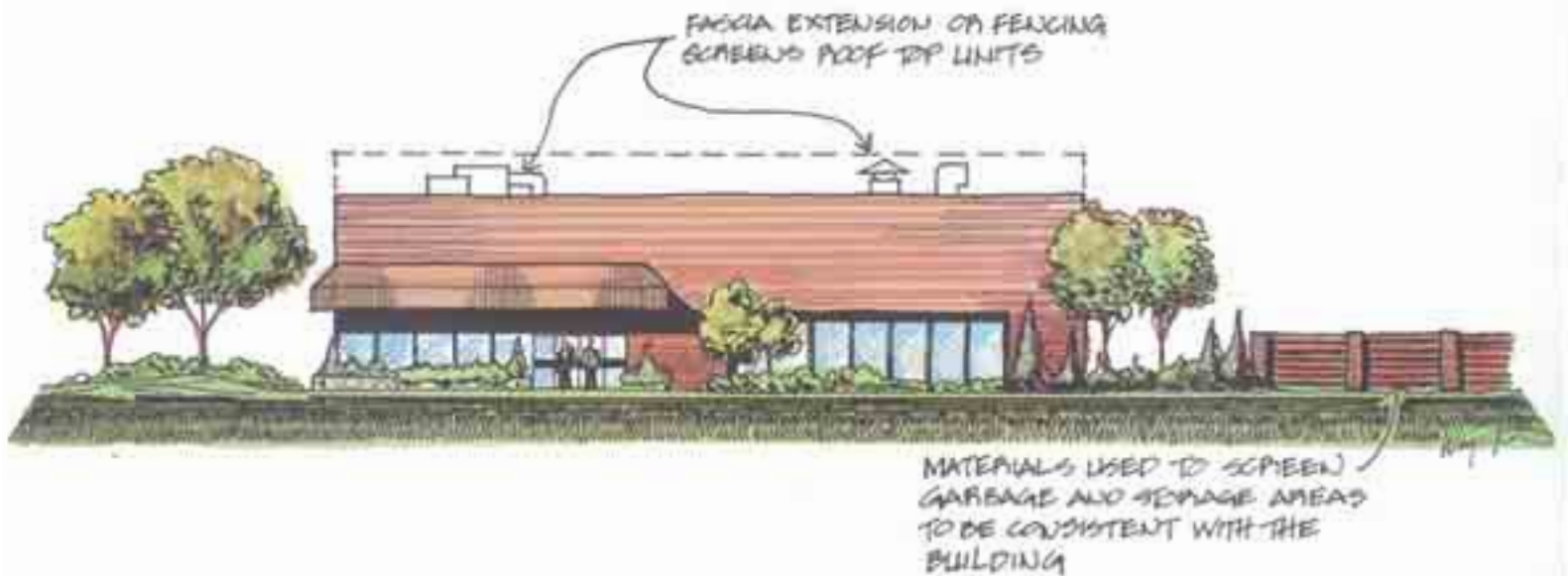
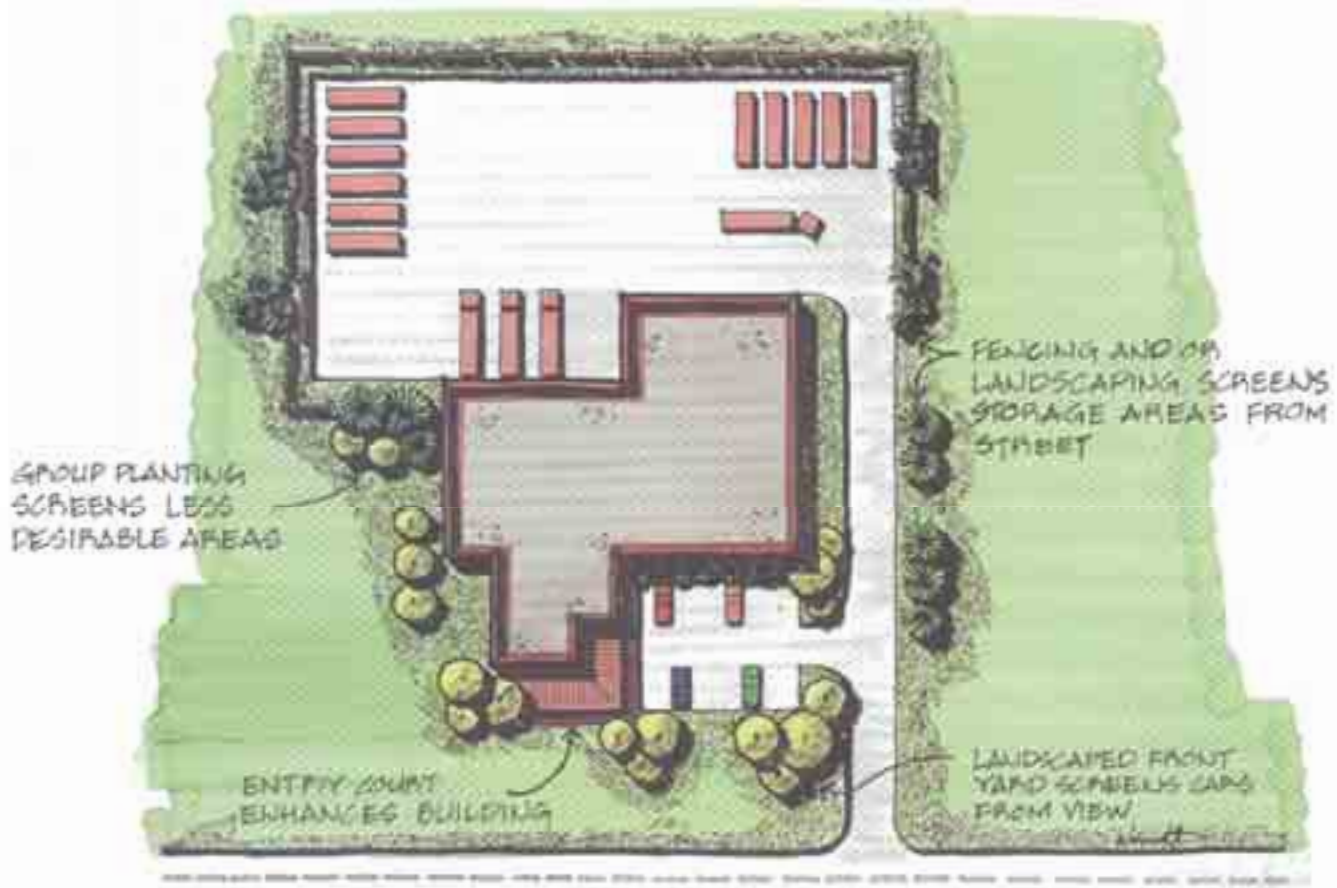
- 4.1 Buildings should be sited to ensure that the visual quality of neighbouring properties and streetscapes is not impaired.
- 4.2 Buildings should be sited to ensure that adjacent properties are protected from the new development's site illumination, noise and odour, if applicable.
- 4.3 Buildings should be sited to avoid the creation of a streetscape characterized by a constant wall of structures.
- 4.4 The siting of new buildings should ensure that the unsightly aspects of a development such as loading docks, waste disposal areas and snow pile areas are not focal points for public view.
- 4.5 Rooftop mechanical equipment should be enclosed or screened from view. Alternatively it should be positioned so that it can be concealed by the use of site line obstructions such as changes in roof level.
- 4.6 Where possible, siting and building design should recognize and incorporate the natural features of a site such as existing trees, contours, water courses and ponds.





## 5.0 Setbacks

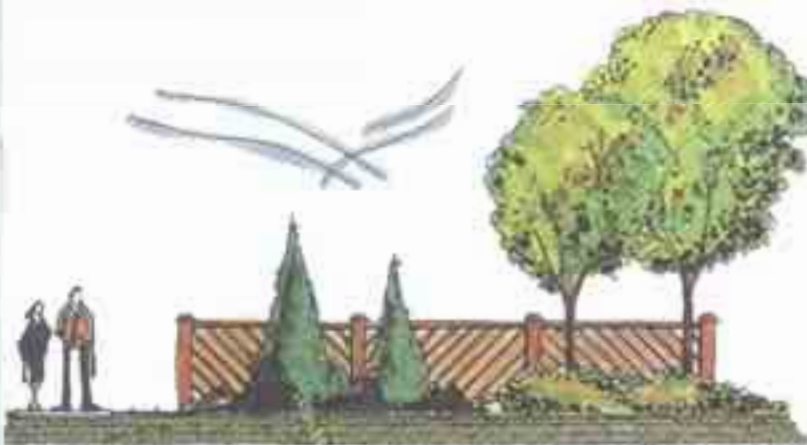
- 5.1 The setback provisions in the City of Guelph Zoning By-law should be regarded as minimum requirements.
- 5.2 Front and side yard setback variation among the development along a street is encouraged to create a streetscape that has visual diversity.
- 5.3 Front yard setbacks are encouraged to be equal to or greater than twice the height of the building facade to a maximum setback of 30 meters. These provisions notwithstanding; in no case shall a front yard setback be less than the minimum zoning By-law requirement.
- 5.4 Side yard and rear yard setbacks shall be governed by the Zoning By-law.
- 5.5 Lots adjacent to Hanlon Parkway shall be deemed to have two front yards. One facing Hanlon Parkway and the other facing Southgate Drive.



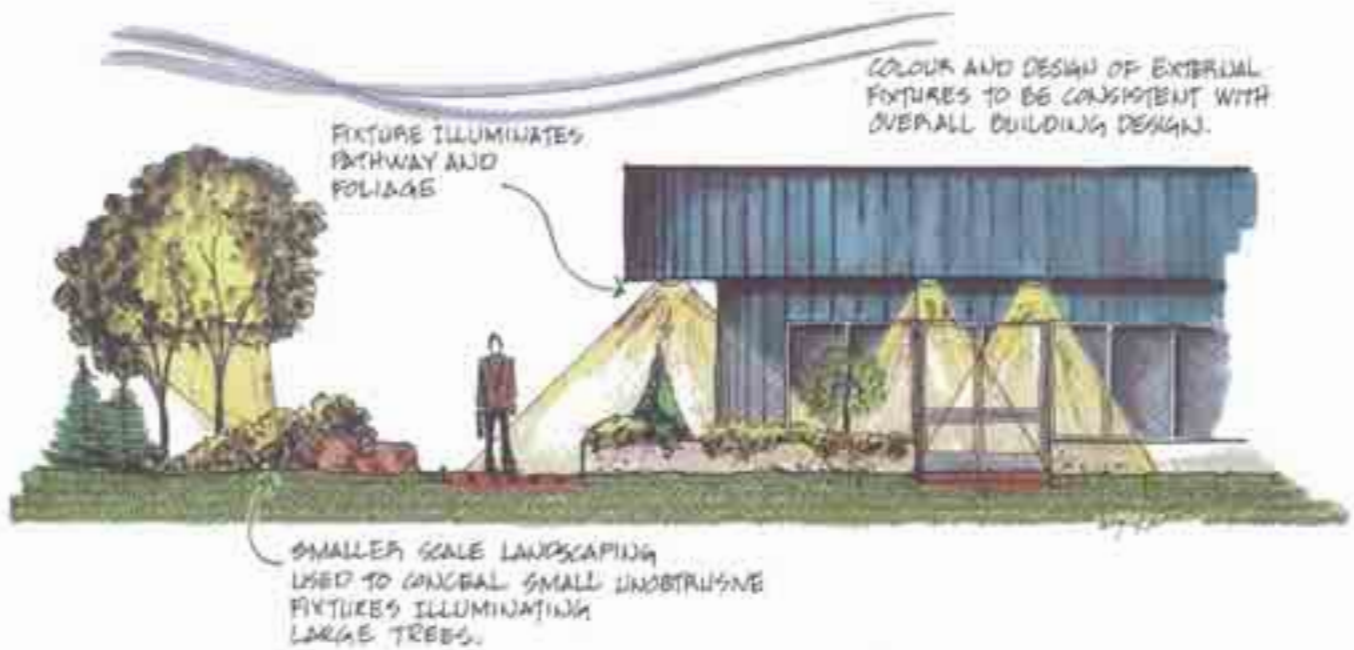
## 6.0 Fencing and Screening

The intent of fencing and screening is to provide protection to neighbouring properties from the less desirable visual aspects of a development. Notwithstanding these guidelines, the provisions of sections 6.7 and 6.8 of the Zoning By-law must be met.

- 6.1 As a general rule unsightly areas and facilities such as shipping and loading docks, transformers, waste disposal areas and outside storage yards should be screened or fenced to mitigate views from the street and adjacent properties.
- 6.2 Where possible the building form or mass should be used to screen unsightly areas from the street and neighbours.
- 6.3 All fencing materials used for screening or security purposes should be durable, relatively maintenance free and co-ordinated with the overall design of the building.
- 6.4 Large expanses of solid fencing should be broken up with landscaped elements.



LARGE EXPANSES OF SOLID FENCING OR BUILDING ELEVATION SHOULD BE BROKEN UP WITH LANDSCAPED AREAS





## 7.0 Exterior Lighting

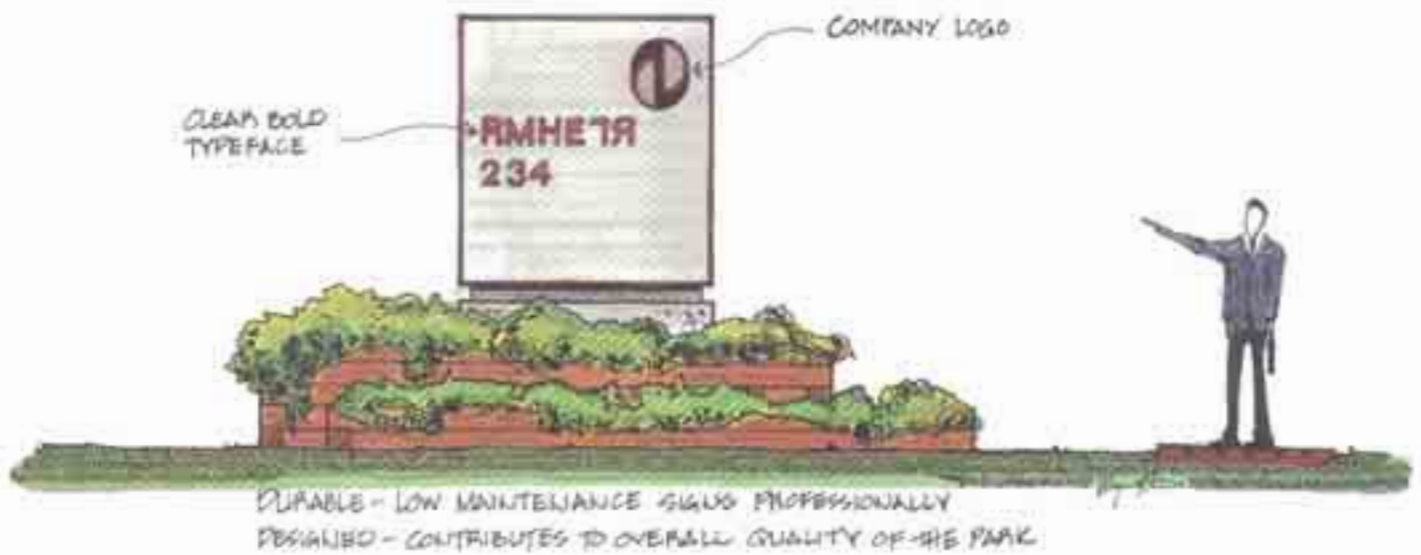
Lighting of buildings and their surroundings should accomplish either the illumination of parking lots and walkways and/or the subtle illumination of specific detail features of the buildings and landscaping.

- 7.1 Parking lot illumination should be such that glare into adjacent properties is avoided.
- 7.2 Lighting standards should be compatible with the scale of adjacent buildings and should not exceed 4.6 meters in height or higher than the closest building elevation, whichever is the lesser.
- 7.3 External lighting fixtures attached to the building should be compatible with the design of the building and should be as unobtrusive as possible.

## MULT-TENANT SIGNAGE



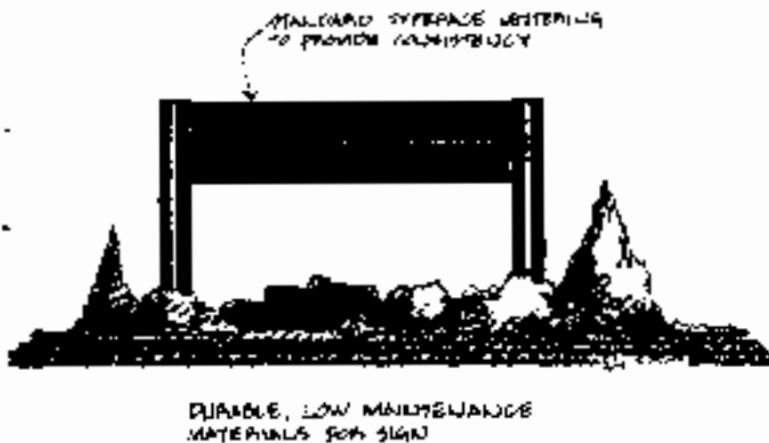
## SINGLE-TENANT SIGNAGE



## 8.0 Signage

In addition to the following requirements which pertain to signage design, all of the requirements set out in the Guelph Sign By-law must be complied with.

- 8.1 Signs should be designed so that a sense of cohesiveness and quality is preserved in the business community. Approval thereof shall not preclude the fact that applicants must still make a formal application for a sign permit under the Sign By-law.
- 8.2 All signage drawings must be submitted to the Guelph Economic Development Department and their controlling architects for approval.
- 8.3 Signs may be illuminated with approval from the Guelph Economic Development Department.
- 8.4 Rotating, flashing or animated signs will not be allowed.
- 8.5 All signs should be professionally manufactured. No hand painted signs will be permitted.
- 8.6 Sign materials should be durable and maintenance free.
- 8.7 The form and massing of the building design, not the signage, should be the dominant elements in the streetscape.
- 8.8 Temporary construction signs will be permitted during construction but they must be removed once construction is complete.
- 8.9 Mobile signs are not permitted.



EXTERIOR FINISHING MATERIALS  
TO BE MAINTENANCE FREE



ACCENT BAND  
UNIFIES BUILDING

EXPOSED CONCRETE OR  
CONCRETE BLOCK TO BE  
PERMANENTLY COLOURED



ALL COLOURS AND FINISHES TO BE  
COORDINATED ON ALL EXTERIOR  
ELEVATIONS



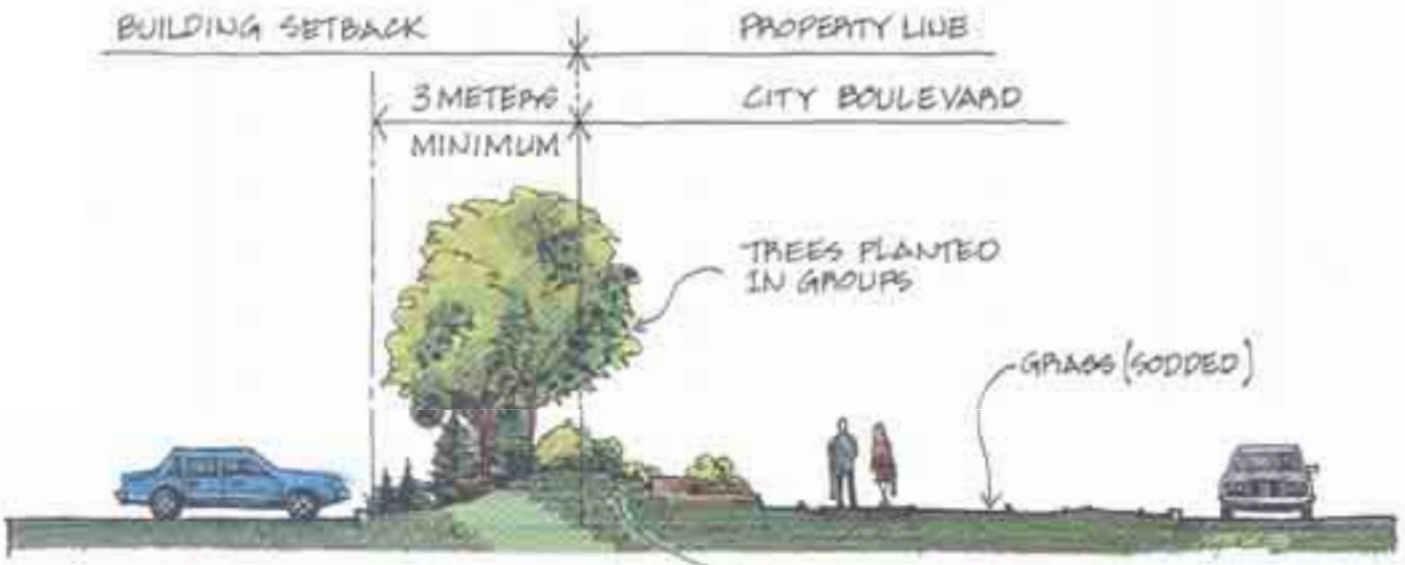
## 9.0 Building Materials

The exterior finishing materials of each individual building should contribute to the overall quality and image of the business park.

- 9.1 All materials should be maintenance free and should exhibit a durable permanent quality appearance. Materials which allow colour to run, either due to atmospheric conditions or when used in combination with other materials, must not be used.
- 9.2 All colours, materials and finishes are to be coordinated on all exterior elevations to achieve a continuity and comprehensiveness of application.
- 9.3 Exposed concrete block will not be acceptable unless it has an architectural finish (ie. texture or colour).

MATERIALS TO BE  
CONSISTENT





GRASS BERM OR GROUPED LANDSCAPING USED TO SEMI-SCREEN PARKING LOTS



LARGE SCALE LANDSCAPING TO SCREEN AND ACCENT SIDES AND REAR OF BUILDING.

LANDSCAPED 'NODES' BREAK UP LONG FACADES AND PROVIDES FOCUS AT ACCESS POINTS.

## 10.0 Landscaping

Landscaping should be used as a major visual element for unifying the streetscape and the surrounding environment as an entity; and functionally, for directing the circulation and treatment of specific areas. Applicants are encouraged to use plant species shown in section 10.15.

Landscape components in the broadest sense are elements within the site beyond the architectural structures, i.e. soft landscape including trees, shrubs, and ground cover; hard landscape: paving, fencing and screens.

Areas for landscaping can be divided into the following:

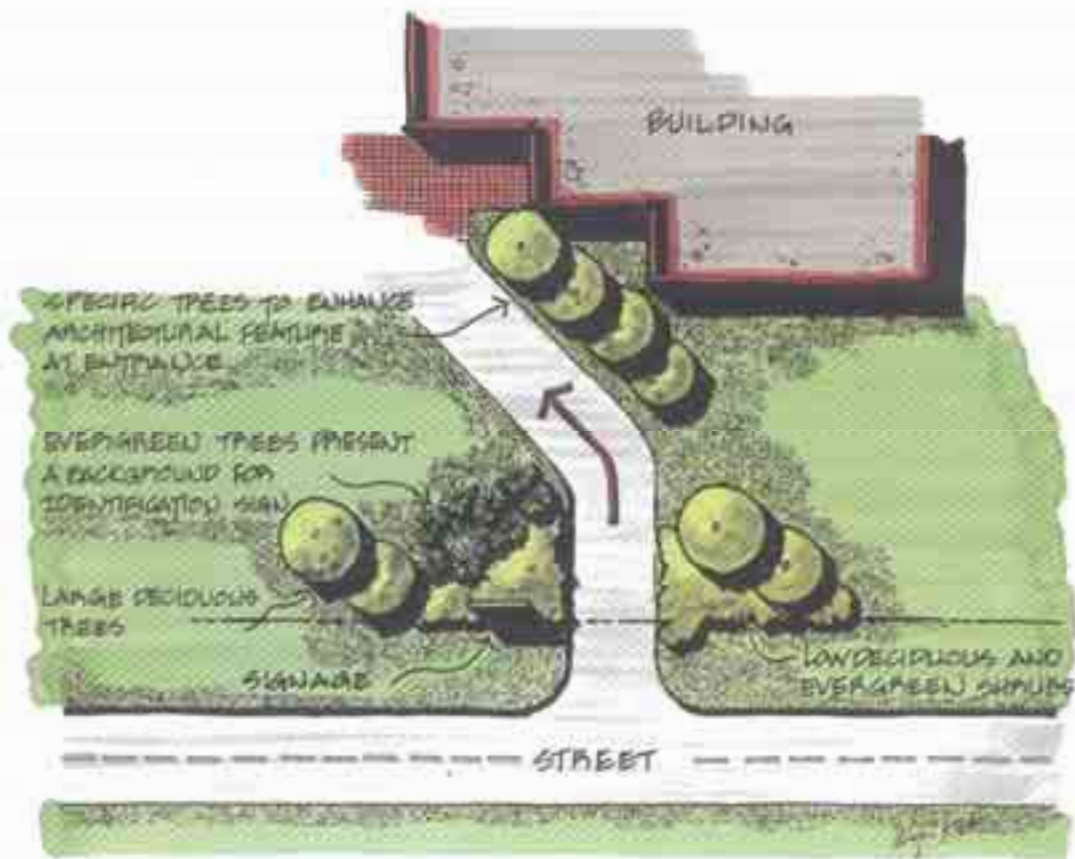
- a) Street frontage
- b) Non-street perimeter
- c) Entrance and feature area
- d) Parking and service peripheries

- 10.1 It is recommended that trees selected for street frontage be of one or two specific species in order to give each street a consistent identity.
- 10.2 Landscaping should be used to soften the harsh impact of large parking areas and loading docks.
- 10.3 At least 15 per cent of all the open space areas within a property should be landscaped. All front yards and site entrances must be landscaped.
- 10.4 Landscape materials should be of a low maintenance type. Any trees or shrubs which die should be replaced.
- 10.5 Plant species should be selected for:
  - year round appearance
  - maintenance
  - compatibility with adjacent properties
  - adaptability and hardiness.
- 10.6 Minimum sizes for trees are:
  - deciduous trees 3 inches (75 mm) in caliper
  - coniferous trees 9 feet (2.76 meters) high

SCREENING MATERIAL TO BE LOW MAINTENANCE AND EFFECTIVE ON YEAR ROUND BASIS.



FIRE HYDRANTS AND ELECTRICAL TRANSFORMERS TO BE SCREENED.



**PLANT SELECTION**

L.T.  
Large  
Deciduous  
Trees



M.O.  
Medium Size  
Ornamental  
Trees



E.T.  
Evergreen  
Trees



T.S.  
Tall  
Shrubs



L.S.  
Low  
Shrubs



H.S.  
Hedges



ELEVATION

ELEVATION

**BOTANICAL NAME**

*Gleditsia triacanthos* 'Inermis'  
*Acer platanoides*  
*Fraxinus americana*  
*Tilia cordata*

*Malus almy* & other varieties  
*Sorbus aucuparia*  
*Crataegus mordenesis* 'Toba'

*Pinus nigra*  
*Pice abies* & other varieties

*Cornus alba elegantissima*  
*Enonymus alata*  
*Lonicera tatarica* 'Rosea'

*Cotoneaster dammeri* 'Skogholm'  
*Spiraea bumalda*  
*Taxus media* 'Densiflora'

*Ribes alpinum*  
*Ligustrum amurense*  
*Thuja occidentalis*

**COMMON NAME**

Thornless Honey Locust  
Norway Maple  
White Ash  
Little Leaf Linden

Flowering Crabapple  
European Mountain Ash  
Toba Hawthorne

Austrian Pine  
Norway Spruce

Silverleaf Dogwood  
Burning Bush  
Red Honeysuckle

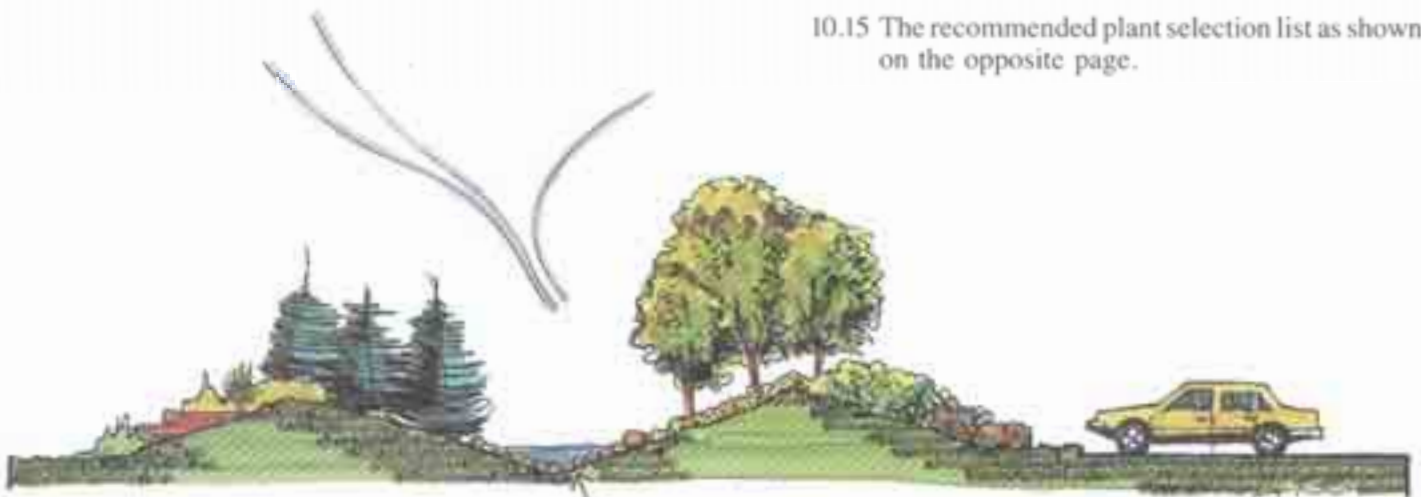
Skogholm Cotoneaster  
Cerule Flower Spirea  
Dense Yew

Alpine Currant  
Amur Privet  
Eastern White Cedar

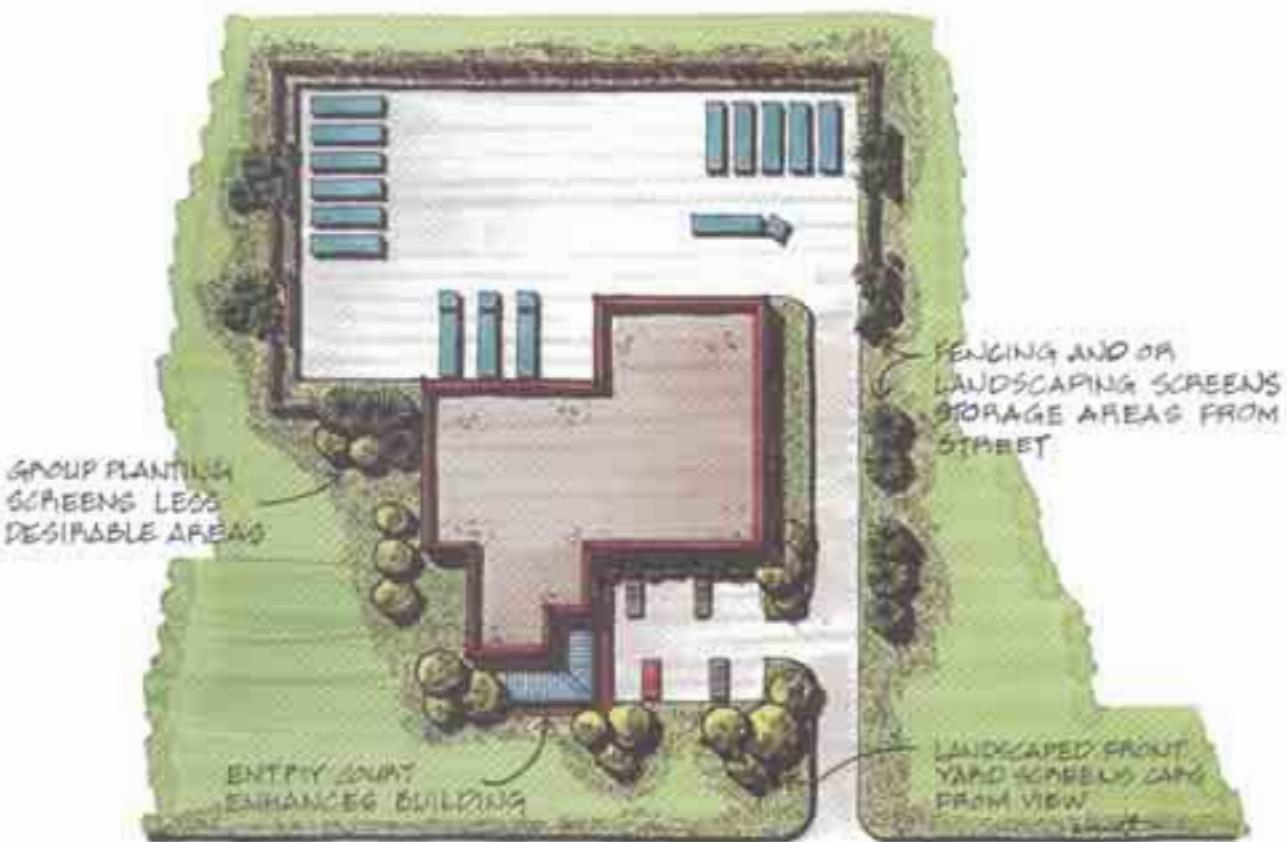
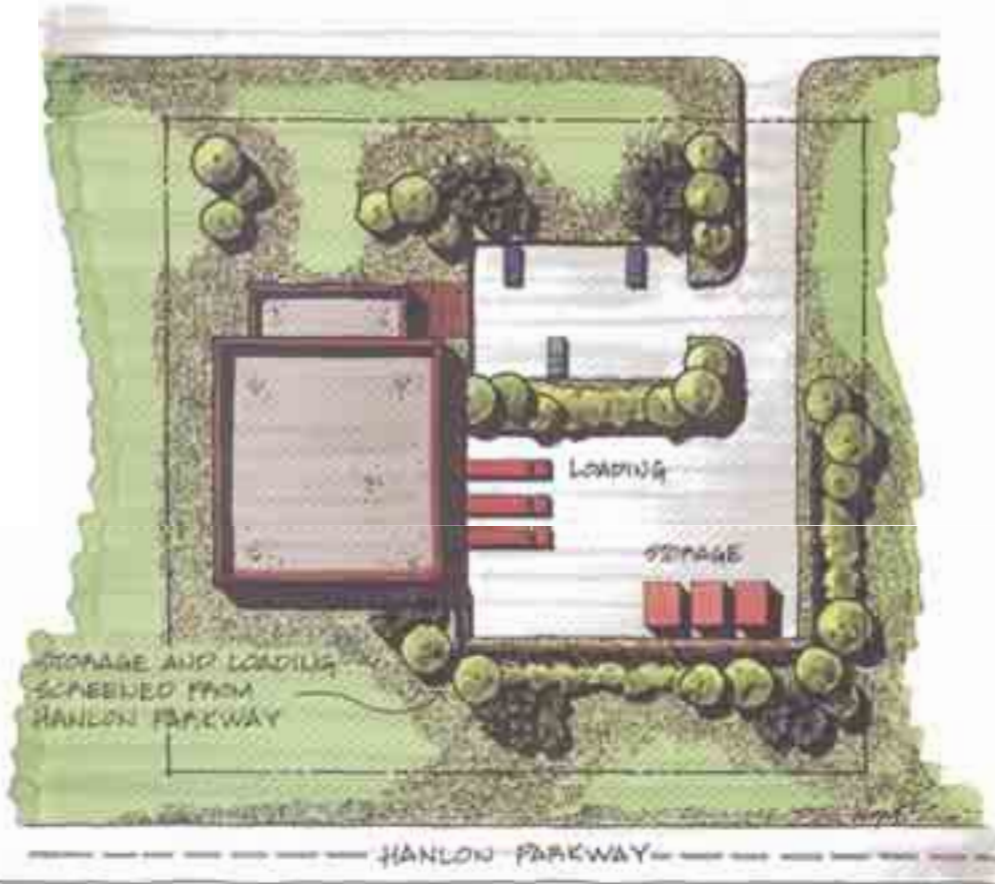


## 10.0 Landscaping (continued)

- 10.7 All plants must be nursery-grown material and must conform to the standards of the Canadian Nursery Trades Association.
- 10.8 Shrubs should be planted in groupings so as to create a feature or visual prominence.
- 10.9 There should be variety in the shape, form and colour of the plant selections.
- 10.10 Landscaping within paved areas should be contained in curbed islands which should be at least 2.0 m wide.
- 10.11 Where storm water drainage ditches are used, these should be incorporated into the landscaping by means of modulation at grade, berms, and shrubs. All berming and finished grades should use soft natural maintainable slopes (maximum slope ratio 3:1).
- 10.12 All parts of the site not utilized for buildings, storage, parking or loading should be seeded or mulched.
- 10.13 At least 50 per cent of the trees planted must be coniferous.
- 10.14 All surplus topsoil must either be removed or incorporated into the site landscaping.
- 10.15 The recommended plant selection list as shown on the opposite page.



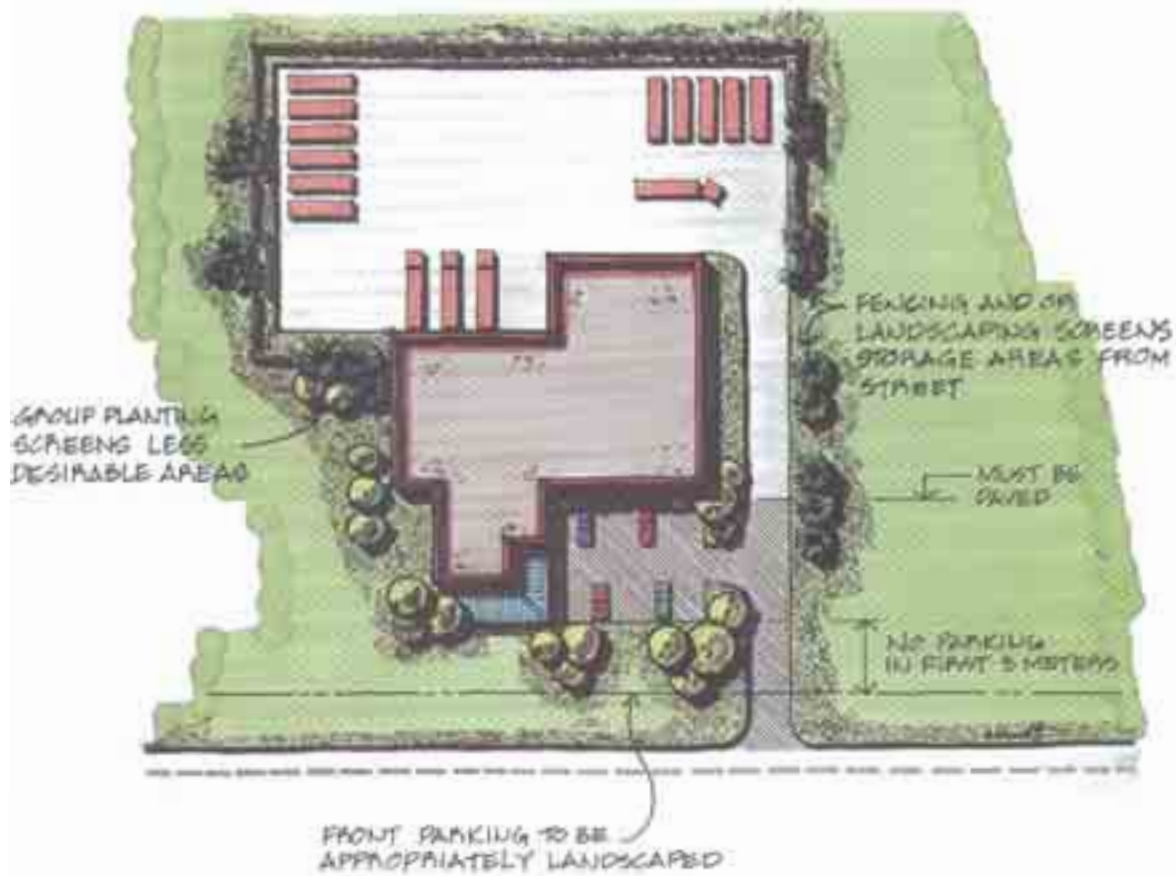
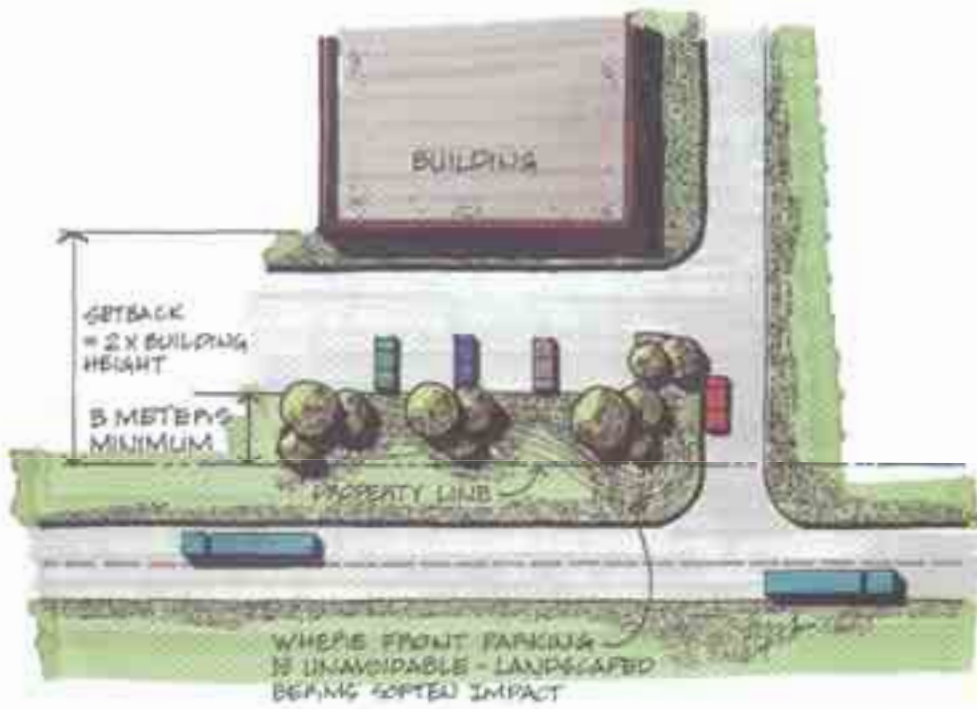
DRAINAGE DITCHES TO BE TREATED  
AS LANDSCAPED ELEMENTS  
WITH 3:1 SLOPES



# 11.0

## Outside Storage Areas

- 11.1 Outside storage areas should be screened from the streetscape and neighbouring properties through the use of such measures as building design and siting; landscaping and/or walls and fencing.
- 11.2 Wherever possible outside storage areas should be confined to the back of a property except for those properties adjacent to the Hanlon Parkway in which case side yards should be used.
- 11.3 Outside storage areas should be properly designed so that materials stored therein do not affect the safety or aesthetic privileges of neighbouring properties from the standpoint of odour or views.
- 11.4 All storage silos must be screened or painted to match the building. No storage silos should front onto Hanlon Parkway nor should they be visible from this thoroughfare.
- 11.5 Outside waste disposal areas and containers should not be visible from the streetscape. Building design, siting, landscaping and planting or fencing should be utilized to screen views.
- 11.6 All outside areas where waste disposal containers are kept should be designed and equipped to ensure waste materials can be stored, so they do not create visual or odour nuisances for surrounding property owners or the general public.
- 11.7 Transformers should not be visible from the streetscape. They should be flush with or behind the front elevation and they should be screened from view by use of building design, siting, landscaping or fencing.
- 11.8 Outside storage is not permitted in a B.3 Zone.



## 12.0 Parking and Loading Spaces

- 12.1 Parking lots and loading areas when visible from the street should be effectively landscaped or strategically screened to break up the view of them.
- 12.2 Grading of parking lots between adjacent properties should be level unless divided by a concrete curb or concrete retaining wall.
- 12.3 Sufficient area, not designated for parking space, should be allocated for the maneuvering of trucks on a site.
- 12.4 Curbing should be used to separate all driveways and parking from landscaped areas, and curb cuts should be provided at crossings for pedestrians.
- 12.5 Sidewalks should lead from parking areas to building entrance ways.
- 12.6 No parking lot development shall be allowed in the first 3 meters of a front yard.
- 12.7 All parking areas, manoeuvring aisle and access drive ways between the front lot line and the front elevation of the building must be paved.



City of Guelph,  
Economic Development Department  
59 Carden St.  
Guelph, Ontario, Canada  
N1H 3A1  
(519) 837-5800  
Fax (519) 837-5631

