

Evaluation Checklist

Introduction

The Evaluation Checklist is intended to assist the development community and the City of Guelph in ensuring appropriately designed infill or redevelopment within the downtown. Those submitting development applications should familiarize themselves with the Built Form Standards and associated site and building design recommendations, and then complete this checklist as a part of the approval process. The City should review the checklist and work with the proponent to ensure new development meets the goals and intent of the Built Form Standards.

Using the Checklist

Applicants should complete the checklist by responding to each item. When the guidelines do not apply, check “N/A” and offer an explanation of exemption in the comments area.

A page reference to the full recommendation is provided for each item in the checklist should the applicant require more information on the intent of that recommendation.

In the event of a phased or temporary development application, the applicant must demonstrate that the design does not preclude future development phases or additions from meeting the recommendations.

Applicants should provide a written description of how their project meets the intent of the recommendations.

As there are some recommendations that are specific to the location of the subject land, the applicant must ensure that all recommendations are evaluated relevant to the location.

Character Area Design Principles

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| 1. Historic Street-Based Character Areas | | | | | | | |
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| 7 | Ensure development complies with active grade-related uses where required (see City of Guelph Official Plan Schedule C). | | | | | | |
| 7 | Ensure development conforms with the applicable Land Use policies (see City of Guelph Official Plan Schedule C). | | | | | | |
| 7 | Ensure development heights range between 3 to 6 storeys and appropriate site lines are maintained (See City of Guelph Official Plan Schedule D). | | | | | | |
| 7 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 7 | Ensure alterations to identified heritage resources comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |
| | Ensure future developments contain design in keeping with the historic character of the area. | | | | | | |
| 7 | Ensure future development adheres to the active frontage policies (see Section 11.1.7.3.4 of the Downtown Secondary Plan). | | | | | | |
| 2. Historic House-Based Character Areas | | | | | | | |
| 9 | Ensure development conforms to the required Land Use policies (see City of Guelph Official Plan Schedule C). | | | | | | |

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| 9 | Ensure development heights range between 2 to 4 storeys or 3 to 6 storeys where identified as appropriate and official site lines are maintained (See City of Guelph Official Plan Schedule D). | | | | | | |
| 9 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 9 | Ensure future development established appropriate height transitions (through setbacks and angular planes) and appropriate front and side yard setbacks. | | | | | | |
| 9 | Ensure alterations to identified heritage resources comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |
| 9 | Ensure future development adheres to the active frontage policies (see Section 11.1.7.4.4 of the Downtown Secondary Plan). | | | | | | |
| 3. Renewal Areas | | | | | | | |
| 11 | Ensure development complies with active grade-related uses where required (see City of Guelph Official Plan Schedule C). | | | | | | |
| 11 | Ensure development conforms to the required Land Use policies, as well as site specific policies (see City of Guelph Official Plan Schedule C). | | | | | | |
| 11 | Ensure future developments conform to site-specific policies where appropriate (see City of Guelph Official Plan Schedule C). | | | | | | |

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| 11 | Ensure development heights comply with the specific area height requirements (see City of Guelph Official Plan Schedule D). | | | | | | |
| 11 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 11 | Ensure alterations to identified heritage resources comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |
| 4. Mill Lands Character Area | | | | | | | |
| 13 | Ensure development conforms to the required Land Use policies, as well as site specific policies, including Policy 11.1.7.11.10 of the Downtown Secondary Plan (see City of Guelph Official Plan Schedule C). | | | | | | |
| 13 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 13 | Ensure alterations to identified heritage resources comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |
| 13 | Where specified, ensure future development complies to the policies of Section 8.22 of the City of Guelph Official Plan. | | | | | | |
| 5. Ward West Character Area | | | | | | | |
| 15 | Ensure development conforms to the required Land Use policies, as well as site specific policies, where required (see City of Guelph Official Plan Schedule C). | | | | | | |

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| 15 | Ensure development heights ranging between 2 to 4 storeys, or taller buildings where identified as appropriate, comply with the specific area height requirements (see City of Guelph Official Plan Schedule D). | | | | | | |
| 15 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 15 | Ensure alterations to identified heritage resources comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |
| 6. Neighbourhood Fringe Character Areas | | | | | | | |
| 17 | Ensure development conforms to the required Land Use policies, as well as site specific policies (see City of Guelph Official Plan Schedule C). | | | | | | |
| 17 | Ensure development heights range between 2 to 4 storeys, or 3 to 6 storeys where identified as appropriate (See City of Guelph Official Plan Schedule D). | | | | | | |
| 17 | Ensure appropriate site lines are maintained (see City of Guelph Official Plan Schedule D). | | | | | | |
| 17 | Ensure lands specified for existing and proposed parks and open spaces are preserved (See City of Guelph Official Plan Schedule D). | | | | | | |
| 17 | Ensure alterations to identified heritage resources, where specified, comply with the recommendations outlined in Section 3.2 (of the Built Form Standards). | | | | | | |

Site and Building Standards for Built Heritage Resources

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| Performance Standard #1. Height and Massing | | | | | | | |
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| 24 | Alterations (if permitted) will be evaluated through a Cultural Heritage Resource Impact Assessment, and may result in a maximum height limit of less than 6 storeys. | | | | | | |
| 24 | Building heights must be within the required height range (see Schedule D of the Downtown Secondary Plan for minimum and maximum heights throughout downtown and see Section 3.1 of the Built Form Standards for minimum and maximum heights, categorized by Character Areas). | | | | | | |
| Performance Standard #2. Setbacks and Stepbacks | | | | | | | |
| 25 | Alterations should maintain existing front setbacks and should retain prevailing setbacks established by neighbouring properties (certain exceptions exist, see Section 3.2 of the Built Form Standards for details). | | | | | | |
| 25 | Alterations should retain prevailing side and rear property setbacks established by neighbouring properties (unless they conflict with Section 11.1.7.3.6 of the Downtown Secondary Plan). | | | | | | |
| Performance Standard #3. Ground Floor Condition | | | | | | | |
| 26 | Original building fabric and materials should be preserved where feasible. Otherwise, replacements should be the closest match possible. | | | | | | |
| 26 | Base panels should complement original design, where it has been introduced. | | | | | | |

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| 26 - 27 | Certain architectural elements and their styles, including pilasters or ornate work, entryways and doorways, display windows and transoms, should be maintained to contribute to the streetscape continuity and the overall architectural quality and style of the building. | | | | | | |
| 27 | Where possible, utilities should not be visible, or else innovative methods for reducing visual impacts and physical barriers should be pursued. | | | | | | |
| Performance Standard #4. Materials | | | | | | | |
| 28 | Existing materials (especially brick and stone) should be maintained where possible and otherwise, should be repaired (or uncovered) using proper heritage materials and approved methods (contact the city's Heritage Planner for guidance). | | | | | | |
| 28 - 30 | Alterations should include materials similar or complementary to those found within the original building facades (see Section 3.2 of the Built Form Standards for details). | | | | | | |
| 30 | Original windows (ie. wood sashes, muntins and glazing) should be preserved where possible. Replacements should reflect the original in style, type and material, and should maintain the size, location or number of original openings on the main facades. | | | | | | |

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|---|---|--|--|--|--|--|--|
| 31 | Paint should match original colours (historic photographs and paint samples or fragments may be used to match paint pallets). | | | | | | |
| 31 | Choice accent materials may be appropriate, provided they complement the historic street character (ie. steel, copper and painted or natural wood). | | | | | | |
| 31 | Materials that do not age well are discouraged, including stucco, vinyl, EIFS, and highly reflective glass (selections should conform to Zoning Regulations). | | | | | | |
| 31 | Awnings may require an easement agreement with the City of Guelph. | | | | | | |
| Performance Standard #5. Roofs, Cornices and Parapets | | | | | | | |
| 32 | Where required, visible roofing elements should be replaced with materials that are the same or similar to the original - either traditional or suitable contemporary substitutes (for more information see Section 3.2 of the Built Form Standards). | | | | | | |
| 32 | Alterations should be in keeping with the original roof style or with the architectural style and design of the building and the character of adjacent and surrounding developments (see Section 3.1 of the Built Form Standards for more information). | | | | | | |

Site Design Standards for All Buildings

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| Performance Standard #6. Setbacks | | | | | | | |
|-----------------------------------|---|--|--|--|--|--|--|
| 36 | Where active frontages are required (see Schedule C and policy 11.1.7.3.4 of the Downtown Secondary Plan) and where lot frontages exceed 35 metres, a minimum of 75% of the frontage should be built to the front property line or applicable setback line. The remaining 25% of the building may be setback an additional distance (maximum 2 metres). | | | | | | |
| 36 | Where active frontages are required (see Schedule C and policy 11.1.7.3.4 of the Downtown Secondary Plan) and where building frontages are less than or equal to 35 metres, the entire frontage should be built to the front property line or applicable setback line. | | | | | | |
| 36 | Certain exceptions apply (see policy 11.1.5.1.5 of the Downtown Secondary Plan and Section 3.3 of the Built Form Standards for more information). | | | | | | |
| 36 | Buildings should be built to the prevailing side and rear yard setbacks established by neighbouring buildings. | | | | | | |

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| Performance Standard #7. Open Space | | | | | | | |
|--|---|--|--|--|--|--|--|
| 37 | Open spaces should provide direct visual and physical connections, complement and connect with other public open spaces, create attractive views and focal points, and maximize safety, comfort and amenity (for more information see Section 3.3 of the Built Form Standards). | | | | | | |
| Performance Standard #8. Private Amenity Space | | | | | | | |
| 38 | Locate and design shared private outdoor amenity space to maximize access to sunlight, minimize noise and air quality impacts, and include high-quality, universally accessible and environmentally sustainable materials. | | | | | | |
| 38 | Locate and design private patios and gardens to access direct sunlight and minimize overlook from neighbours. | | | | | | |
| 38 | Private balconies should be a minimum of 1.5 metres deep to provide usable outdoor space. | | | | | | |
| 38 | Provide access to secure outdoor play space and equipment, ideally adjacent to family-sized units with overlooking windows and balconies. | | | | | | |
| 38 | Locate interior amenity facilities adjacent to shared outdoor amenity areas and provide windows and doors for direct physical and visual access between these spaces. | | | | | | |

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| Performance Standard #9. Public Art | | | | | | | |
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| 39 | Public art should be located in publicly accessible open spaces and in highly visible locations. | | | | | | |
| 39 | Outdoor lighting should be used to appropriately illuminate public art. | | | | | | |
| 39 | Public art can function as signage to enhance the pedestrian experience. Opportunities should be sought to celebrate historic events, locations, and figures of local, national and international relevance to the City of Guelph through the use of public art. | | | | | | |
| Performance Standard #10. Parking, Access, Loading and Servicing | | | | | | | |
| 40 | Vehicular entrances to parking and servicing areas should generally be located on Local Streets, Secondary Streets or Laneways and should be consolidated wherever possible to maximize and accentuate building frontages and front yards and minimize the number of curb cuts. | | | | | | |
| 40 | Loading and service areas should be screened from view where possible (enclosed areas are encouraged) and located at the interior of a development block or at the rear of the building. | | | | | | |
| 40 | Parking for apartment dwellings should generally be located in underground or above-ground structures with active uses on the ground floor, or in surface parking lots behind the building. | | | | | | |

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| 40 | Requirements for on-site parking for institutional, office and retail uses may be waived or reduced, subject to the Downtown Parking Strategy (or successor thereto). | | | | | | |
| 41 | Generally, no parking should be permitted between the front of a building and the street. | | | | | | |
| Performance Standard #11. Sustainable Site Design | | | | | | | |
| 42 | Where possible, site design should minimize impervious hard surfaces. | | | | | | |
| 42 | Porous pavement, and landscaped areas with adequate size and soil conditions, should be maximized to capture roof drainage and increase the total amount of water run-off absorbed through infiltration. | | | | | | |
| 42 | Landscaping materials should be appropriate for site conditions and should be incorporated into site design with purpose, such as to soften the edges of parking areas and/or to minimize water consumption (see Section 3.3 of the Built Form Standards for more information). | | | | | | |
| Performance Standard #12. Height | | | | | | | |
| 47 | Maximum and minimum building heights comply with Schedule D of the Downtown Secondary Plan. | | | | | | |
| 47 | If the building is located within one of the six character areas, building heights comply with Section 3.1 of the Built Form standards. | | | | | | |

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| 47 | Streetwall heights comply with Section 11.1.7.3.6 of the Downtown Secondary Plan. | | | | | | |
| 47 | The three development typologies identified in this section are: low-rise (less than 4 storeys), mid-rise (4 to 6 storeys) and tall buildings (7 to 18 storeys). | | | | | | |
| Performance Standard #13. Massing and Floor Plates | | | | | | | |
| 48 | Buildings taller than 6 storeys (19.5 metres) should moderate perceived mass and shadow impacts, while providing appropriate height transitions to adjacent low-rise areas and to contribute to a varied skyline. | | | | | | |
| 48 | Between the 1st and 5th storeys, floor plates should be massed to respect relevant setback, stepback, and angular plane provisions, but are not subject to a maximum size. | | | | | | |
| 48 | Between the 6th and 8th storeys, floor plates should be no greater than 1,200 square metres in addition to respecting relevant stepback and angular plane provisions. | | | | | | |
| 48 | Above the 8th storey, floor plates should be no greater than 1,000 square metres with a maximum length to width ratio of 1.5:1, in addition to respecting relevant stepback and angular plane provisions. | | | | | | |

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| 48 | Buildings should be massed to respect protected view corridors (see Schedule D of the Downtown Secondary Plan). | | | | | | |
| 49 | Buildings between 2 and 6 storeys in height are appropriate throughout the downtown as identified in Schedule D of the Downtown Secondary Plan. | | | | | | |
| 49 | Locations for buildings between 7 and 18 storeys in height have been identified in Schedule D of the Downtown Secondary Plan and should be massed with clearly defined podium building and tower features. | | | | | | |
| Performance Standard #14. Stepbacks | | | | | | | |
| 50 | Generally, buildings taller than 4 storeys in Mixed Use 1 Areas (as identified in the Downtown Secondary Plan) should step back between 3 to 6 metres from the front of the building fronting a public street or park | | | | | | |
| 50 | On Gordon Street and Wellington Street a stepback of generally 3 to 6 metres minimum is required above the 6th storey in keeping with policy 11.1.7.3.6 of the Downtown Secondary Plan. | | | | | | |
| 50 | Generally, buildings greater than 6 storeys in height should contain an additional 3 metre stepback above the 6th storey. | | | | | | |

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| 50 | Buildings should contain additional stepbacks ranging between 1.5 and 2.5 metres above and inclusive of the 7th storey in order to contain all massing within relevant front yard angular plane provisions, without fixed stepback locations. | | | | | | |
| 50 | As an option within the stepback, up to one third of a building frontage along a street or open space may extend straight down to the ground. At these locations, provide permanent building features such as canopies and overhangs. | | | | | | |
| 51 | Buildings should contain a minimum 1.5 metre and a maximum 2.5 metre stepback from the rear property line or established setback above either the 2nd or 3rd storey. | | | | | | |
| 51 | Where buildings span entire block widths, and front onto two public streets, both street frontages should be subject to front yard stepback provisions. | | | | | | |
| Performance Standard #15. Angular Planes | | | | | | | |
| 52 | Meeting the intent of the following guidelines may necessitate the use of stepbacks beyond what is required in the Downtown Secondary Plan. | | | | | | |
| 52 | Buildings equal to or less than 10 storeys should contain all massing within a 45 degree angular plane taken from the front property line, at a height equivalent to 80% of the adjacent street right-of-way width. | | | | | | |

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| 52 | Where a transition to adjacent low-rise residential development occurs, buildings equal to or less than 10 storeys in height should contain all massing within a 45 degree angular plane taken from a height of 1.05 metres above a 7.5 metre rear yard setback line. | | | | | | |
| 52 | Where a transition to adjacent low-to-high-rise commercial, employment, mixed use, or residential apartment developments occurs, buildings equal to or less than 10 storeys in height should not be subject to rear yard angular plane provisions. | | | | | | |
| Performance Standard #16. Articulation and Detailing | | | | | | | |
| 54 | Where buildings have frontages over 40 metres long, massing should be articulated or broken up through distinctive architectural detailing. | | | | | | |
| 54 | Generally, buildings should not be greater than 60 metres long and should be designed with continuous facades. | | | | | | |
| 54 | Primary building facades should not include blank walls and any blank walls should complement the architectural character of the main building facade. | | | | | | |
| 54 | Building entrances can be expressed and detailed in a variety of ways including large entry awnings, canopies or double-height glazing. | | | | | | |

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| 54 | Buildings should be oriented toward and have their main entrances on a street or open space. | | | | | | |
| 55 | Buildings should incorporate architectural details/elements to provide weather protection. | | | | | | |
| 55 | Utilities, vents and other undesirable elements should be avoided on the lower levels of facades adjacent to the street or should be integrated into the architectural composition of new buildings. | | | | | | |
| 55 | Design balconies to meet sustainability objectives, to be an extension of the interior living space and to avoid significantly increasing physical and apparent visual building mass (for more information refer to Section 3.4 of the Built Form Standards). | | | | | | |
| 55 | Vertical and horizontal architectural elements are encouraged to reflect the traditional width of store fronts and the sign band cornice that is compatible with neighbouring buildings (for more information refer to Section 3.4 of the Built Form Standards). | | | | | | |
| Performance Standard #17. Ground Floor and Building Entrances | | | | | | | |
| 56 | Buildings should have a minimum ground floor height of 4.5 metres, measured floor-to-floor from average grade. | | | | | | |

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| 56 | On secondary street frontage or where mixed use commercial character is planned, but not yet established, provide a first floor height and flexibility in the podium building structure | | | | | | |
| 56 | Where active uses are required, the ground floor should contain commercial or office uses. | | | | | | |
| 56 | Where active uses are required on corner conditions, the ground floor commercial or office uses should wrap the corner, occupying between 9 to 12 metres of the flanking street frontage (where a mixed use building establishes a transition to a residential area, residential uses may be provided beyond this point). | | | | | | |
| 56 | Where active frontage is required (as shown on Schedule C of the Downtown Secondary Plan), line the podium building with a series of active commercial and retail uses. Where possible, dedicate at least 60% | | | | | | |
| 57 | Where active uses are required, residential entrances should work in conjunction with associated commercial or office uses, and should be minimized in width. | | | | | | |
| 57 | Entrances should promote visibility and safety. | | | | | | |
| 57 | Use high-quality architectural and landscape design to emphasize primary entrances. | | | | | | |

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| 57 | Ramps and steps should be architecturally integrated with building entrances and conform with the policies of the City of Guelph Facility Accessibility Design Manual (2012). | | | | | | |
| 58 | Coordinate the location of building entrances with transit stops and stations. | | | | | | |
| Performance Standard #18. Materials | | | | | | | |
| 59 | Primary facade materials should be high quality and selected for their performance, durability and energy efficiency (ie. stone, brick and glass). Refer to Section 3.4 of the Built Form Standards for more details. | | | | | | |
| 59 | Secondary facade materials (and their colour schemes) should be similar to those used in the principal street facade, though usually with fewer decorative elements. | | | | | | |
| 59 | Materials that do not age well are discouraged, including non-traditional stucco, vinyl, EIFS and highly reflective glass. | | | | | | |
| Performance Standard #19. Roofs, Cornices and Parapets | | | | | | | |
| 60 | Rooftop mechanical equipment and elevator cores should be architecturally integrated within the building design, or screened from view through a minimum 5 metre setback. | | | | | | |
| 60 | Cornices should define the horizontal demarcation of the top of the second or third façade (upper cornice), and the top of the first floor (intermediate or lower cornice). | | | | | | |

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| 60 | Cornices and parapets should include: strong projecting cornice shapes, materials characteristic of the area and decorative finials, sign plates or date markings. | | | | | | |
| Performance Standard #20. Lighting, Awnings, Canopies and Signage | | | | | | | |
| 61 | The design, location, intensity and emitted colour of lighting fixtures should be appropriate for the heritage character of downtown Guelph (consider impact on public streets and proximity to the Natural Heritage System). | | | | | | |
| 61 | Lighting fixtures may be replica of historic styles or contemporary design compatible with the historic context. | | | | | | |
| 61 | The use of fabric awnings, and metal or wood canopies is encouraged for mixed use buildings. | | | | | | |
| 62 | Awnings and canopies should be designed to match the main structural elements of the lower façade, and should match the overall design of the storefront or building entrance. | | | | | | |
| 62 | A single style of canopy or awning should be used for the length of the building's façade, regardless of how many storefronts or entrances exist. | | | | | | |
| 62 | Signs that are heritage attributes of built heritage resources should be documented and protected. | | | | | | |
| 62 | New signs should reflect Guelph's heritage character without necessarily replicating historic signage designs. For specifics refer to Section 3.4 of the Built Form Standards. | | | | | | |

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| 63 | Window signs should be on the first storey with a maximum size equivalent to 25% of the window pane located within a wall and 50% located within a door, with a maximum building projection of 0.5 metres. | | | | | | |
| 64 | Signage should be highly visible and well lit. Sign lettering, graphics and colours should be selected to promote the heritage character of the Downtown area, and should be visible from an appropriate distance based on the function and location of the sign. | | | | | | |
| 64 | New buildings should incorporate signage to be an integral feature of the building facade, rather than a dominating overlay feature. | | | | | | |
| Performance Standard #21. Sustainable Building Design | | | | | | | |
| 64 | LEED Certification and water use reduction technologies are encouraged for new buildings. | | | | | | |
| 64 | New buildings are encouraged to reduce the energy consumption of both building and site systems through the use of appropriate mechanical and construction technology. | | | | | | |
| 64 | “Green” roofs are recommended. | | | | | | |
| 64 | Waste management facilities should be conveniently located. | | | | | | |
| 64 - 65 | The environmental impact should be considered when determining what construction materials to utilize. | | | | | | |