

# Shawnigan Lake Village

# **DESIGN GUIDE**

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This guide provides practical guidance to improve the *look and feel of* the Shawnigan Lake Village community.

**Note:** Refer to the current Cowichan Valley Regional District *Official Community Plan, Zoning Bylaw,* and other applicable regulations and standards for further details and related information at <u>www.cvrd.bc.ca</u>.

# **PURPOSE AND BACKGROUND**

This design guide provides direction to business owners, residents, tenants and the community to improve Shawnigan Lake Village without eroding its unique character. It is designed to be concise and as simple as possible to *inspire positive change*. This guide reflects the Cowichan Valley Regional District's (CVRD) *Official Community Plan* policies and associated *Development Permit Guidelines* yet provides further local detail that fits the Village. This guide is not meant to replace these documents and if there is a conflict, these governing documents supersede this design guide.

This guide originated from a three-day design charrette in October 2019 that brought together community members to discuss their values, current challenges, opportunities, and vision for the future. One of the items that became apparent during the discussions was that the community wanted to conserve the uniqueness of the Village and any new development or additions on private or public property should complement the character that exists.

The Cowichan Valley Regional District supports this direction. This document is intended to *guide* future development and also to help *refresh* the Village area.

# **STEP BY STEP GUIDE**

#### Step 1: Assemble Your Ideas and Meet with the District

Assess the improvements to be made and discuss the improvements with Cowichan Valley Regional District Staff. If it is simply a refresh of paint, just refer to the colour guide. It is always recommended to obtain professional help to visualize your ideas, explore economical material options, and estimate the costs associated with the changes.

#### Step 2: Complete Your Application(s)

There may be a rezoning application requirement if the allowable use and/or density for your property will change; a development and/or building permit is required if you are proceeding with altering the building or the property. Other additional applications may be required depending on the extent of your improvements. See the *CVRD Development Handbook* for further information at:

https://www.cvrd.bc.ca/DocumentCenter/View/94204/Development-Handbook-

#### Step 3: Execute Your Project

With the required approvals from the Cowichan Valley Regional District, you may proceed with your project. Ensure that your contractors follow the specified permit requirements for segments of the job and obtain the proper inspections to ensure that the construction follows the *Building Code* and other regulations.



# EXISTING AND FUTURE DEVELOPMENT

These design guidelines apply to both the existing and future development areas. It is important to consider the following before proceeding with an application to develop or redevelop properties:

- 1. Any further development and increase in current density require a community wastewater management system or alternative systems approved by the CVRD.
- 2. In addition, a rezoning may be required if the existing zone does not accommodate the proposed uses, density and setback requirements.
- 3. If increased density is permitted, and landscaping requirements may increase in accordance with the Land Use Bylaw.
- 4. Other regulations and standards may also apply.
- 5. In the case of a major application, other considerations may come into play such as community amenities (e.g., trail connections) consistent with community needs and CVRD requirements.





# **GUIDING PRINCIPLES**

#### **Incremental Design**

Conserve the small-scale and informal built environment through continued fine-grained additions and renovation upgrades over time. If future land parcel consolidation occurs, new buildings must preserve the incremental massing character, as well as the portals and passageways connecting to the lakefront.



#### Lake Connection

Conserve and enhance opportunities and experiences for residents and visitors to view and enjoy the connection with Shawnigan Lake by taking advantage of view opportunities.





#### Lake Village Feel

Enhance the Shawnigan Lake Village character in "cottage architecture" form, materials, and colour.



#### Rustic Look

Avoid high-tech or superficial materials, in favour of raw authentic and semiindustrial materials used in a simple and inventive way. Preserve and enhance the raw rustic quality of the village by using a material palette that is durable, natural or fabricated, and that can age with time (weathered cedar, rusty steel).

#### Mixed Uses

Promote and encourage a variety of uses within the village, by introducing new uses and activities to the mix that will enhance the experience, introduce new economic opportunities, and animate the village throughout the day and into the evening (live/work/play/educate).



#### **Environmental Sensitivity**

Design new buildings and infrastructure that respects the water ecology and natural habitat and remediate environmentally damaged or compromised areas wherever possible. New and renovated buildings should employ green design features and provide a healthy environment for users.



#### Enhanced Water-Based Public Realm

Create additional opportunities for viewing, connecting to, and experiencing the lakefront. Viewpoints, patio/deck spaces, volleyball courts, event spaces and other exciting complementary additions should all be encouraged.



#### **Extroverted Architecture**

Make buildings reveal their use and activities to enhance public realm for the visitors to the Village. Look for opportunities where buildings can somewhat 'turn inside-out', through increased transparency, outdoor patio/workspaces, and creative solutions for display.



#### **Creative Localism**

Engage local artists, craftsmen, and designers for inventive solutions to building and public realm needs. Part of the lake village delight is the unexpected and creative solutions owners have created for basic elements such as doors, signage, and canopies.



# **BUILDING CHARACTER AND FORM**

The small-scale character and form of Shawnigan Lake Village is fundamental to retaining its unique sense of place. Single building form and limited height will be key ingredients in redevelopment. The following guidelines should be considered in renovation and especially redevelopment of multiple land parcels:

- Buildings will follow a cottage or west coast design theme to fit into the existing character of the Village.
- If properties are consolidated (more than one property assembled together), new buildings or alterations will maintain the small fine grain appearance of the existing Village defined by individual building modules not greater than 8 metres in width and aggregate buildings not greater than 25 to 30 metres in width.
- Portals, or breaks in continuous buildings, for views or access to the lakefront are required between or through developments, especially with lot consolidation.

## Building Form, Height, and Roof

- Buildings (back and front) require a 1.0 metre setback to allow for display or transition space. A zero setback (build to property line) may be considered in specific circumstances.
- Maximum building height is 3.0 storeys with the third storey having a gabled roof structure.









#### **Residential Infill**

Additional residential housing units in Shawnigan Lake Village may only be permitted with a community wastewater system. This may allow additional residential unit(s) on individual properties subject to the permissions and conformance to bylaw regulations including density, minimum lot size, building placement, size, and required setbacks. As part of a "Good Shawnigan Lake Neighbours" program, the following is recommended:

- The applicant contact and inform the adjacent neighbours (back, side and front) to ensure that they are familiar with the application and associated details.
- That the adjacent neighbours endorse the application if possible (with conditions if necessary).
- In the case of lane housing, that adequate lane access is provided and specified on-site parking places are provided.
- The form and massing of the additional unit(s) are integrated into the form and character of the block and drawings are completed to illustrate the proposal.
- The privacy with adjoining neighbours is also respected with appropriate design of overlook and windows.



Coach Homes on lanes w/parking on ground and living above





## **Commercial Façade Composition**

The size and placement of the windows, their transparency, and inviting recessed entries create an invitation to the visitor and increase sales for businesses. This good design sense also improves the attractiveness, value, and coherence of buildings. The following guidelines should be considered in redevelopment or alterations:

- Glazing (windows) should be maximized and use only clear, untinted glass. There should be at least 50 to 75 percent glazing on the front of retail uses.
- No obstruction such as metal bars, signage, coolers, or shelving units should be placed on, or against, the inside face of storefronts.
- Recessed entries should be well-lit and well-defined. Special treatment of these entries is encouraged such as a special door frame or mosaic tiles to identify the uniqueness of the store or business.
- Upper level windows should be sized and spaced to align with the size and spacing of windows of the storefronts or businesses at ground level.







#### Weather Protection

Rain and wind are part of the Village's natural climate over periods of the year. Weather protection therefore is a requirement and improves the visitor experience winter and summer. The following should be considered:

- Canopies or awnings are recommended on all or part of each storefront or business to provide weather protection.
- The minimum width of the canopies and awingings should be 1.5 metres with a minimum ground clearance of 2.5 metres.
- Broad overhangs are also encouraged on private property to provide entrance shelter or at least partial shelter around the entire building.
- Awnings should be fabric only and may be retractable or fixed.
- An awning drop skirt should have a maximum depth of 400 millimetres.
- Wood is also permitted provided that the beams are no wider than 5 centimetres and additional support is provided by cabling above the canopy rather than any support system below.
- Fixed awnings should be mounted on steel or aluminum frames on a flat or angled slope.
- Weather protection should be provided at entrances.





## Signage

Effective signage communicates clear intention. Clutter can easily confuse. In the Village, two main signs should be permitted per business façade: A fascia sign and a projecting sign. Window signs are an additional option. Awning signs can be an alternative to projecting signs. Consider the following in sign design and placement:

#### Fascia Signs

- Signs should be limited to a sign area above the first-floor windows.
- Signs should have three-dimensional lettering.
- The maximum letter height and width is 300mm.
- Back-lit, plastic fascia signs are not permitted.

#### **Projecting Signs**

- Signs should have a minimum clearance of 2.5m above the sidewalk.
- Signs should have a maximum area of 1m<sup>2</sup> with an additional supplemental art or symbol.





Photos: Examplesof different fascia signs- sourced from Google.com



#### Awning Signs

- Lettering should be painted or applied vinyl, or incised lettering with an applied backing.
- There should be no rear lighting installed under awnings.

#### Window Signs

- Signs should have a maximum area of 0.5 square metres or 20% of the window area, whichever is more restrictive.
- Signs should not be constructed of paper, cardboard, plastic or fabrics. Cut-out vinyl letters or graphics, surface applied to inside of glazing are permitted.
- No back-lit signs, scrolling or flashing digital signs, displays, or product machines may be visible through store windows.
- Static neon signs are acceptable if they are installed inside the window.

#### Hanging Business Directory

- Hanging business signs should have minimum clearance of 2.5 square metres above the sidewalk.
- Signs should have a maximum area of 0.4 square metres.
- Located at the front entrance of the building.





#### Materials and Colour Palette

Materials and colours pronounce the features of buildings. The existing Village character is rich in texture and earth tone colours. The following should inform the selection and application of materials and colours in the Village for both renovations and new development:

- Wall materials selection may include wood, metal, concrete, brick, cement board, and glass.
- Wood framing of windows, doors, and façade walls is encouraged with full-dimension wood.
- Storefront glazing should be wood, steel, or aluminum framed.
- Colours should be earth-tone with contrasting accents around windows and doors.
- The body of all commercial buildings should be painted in a solid, clear colour and can be a range of colours.
- Accent colours can be primary colours vivid blue and yellow to complement the marine theme and even red.
- Accent colours are normally applied to 10 to 15 percent of the façade, especially the framing of the buildings, windows, and doorways.
- Where natural wood is used, various stains are encouraged to bring out the wood grain and texture.







Building body colours are solid and clear. Accents can be primary colours.





## Colour Palette Sample

Below is a colour palette that are appropriate for the Shawnigan Lake Village as they exhibit a warm west coast colour palette. \*



\*adopted from the *Campbell River Façade Improvement Guidelines* 

# STREET FRONT AND LAKE FRONT DESIGN

#### Street Front Zones

Where it is possible, there shall be three Village pathway zones that help ensure pedestrian and bicycle safety as well as function, keeping in mind that the Ministry of Transportation and Infrastructure has jurisdiction over the road right-of-way and associated permits are required:

- **Zone 1 Street edge zone**: The width of this zone varies with the width of the sidewalk. A general minimum of 1.5 metres is required to accommodate tree plantings and grates, lighting, benches, trash receptacles, bike racks, bollards, planters, public art, and other utilities. This full 1.5 metre street edge zone may not be achievable in all cases due to spatial constraints.
- Zone 2 Pedestrian clearway zone: A minimum clear pedestrian zone of 1.7 meters is required. The clear pedestrian zone should take priority in cases where there is limited pathway width. No objects can be located in this zone at any time.
- **Zone 3 Building entry zone**: Standard entry zone with a minimum of 0.5 metres but vary up to 1.0 metres depending on its location. This zone can include portable planters, outdoor patios and bike racks if there is adequate space. A 1.0-meter horizontal clearance should be kept by building entrances to permit entry and exit. Public art may be permitted.

- Measurements between street furniture, planting, and lighting in the street edge zone are as follows:
  - A minimum of 10 metres between street trees.
  - A minimum of 5 metres between trees and light standards.
  - A minimum of 1.5 metres between benches and trees.
  - A minimum of 2.4 metres between bike racks.
  - A minimum of 1.8 metres between the center of a patio table and a street tree.



#### Lake Front Zones

There shall be three lakefront edge zones to support pedestrian safety and the function of adjoining uses.

- Zone 1 Water edge zone: The lake level is controlled and so the beach and water edge zones are consistent. The sand beaches should be clear and open, while other riparian areas in between should retain the trees except for periodic water views. Significant trees should not be removed. Careful pruning may also increase views to the water without removing trees.
- Zone 2 Railway clearway zone: The entire Railway rightof-way is 30m and the railway tracks will remain free and clear.
- Zone 3 Railway trail zone: The Railway Trail zone is on the upland side of the railway tracks with a ditch or low wood rail fence division between the trail and the railway tracks. Periodic crossings may be provided to access the beach or lake front with required approvals.







# Lighting

Lighting is an important element to improve the feeling of safety and security in the Village. The safety and security aspect of lighting applies to both street lighting for vehicles and pedestrian lighting throughout the Village. At the same time, directed landscape lighting and building lighting will limit any dark sky intrusions. Consider the following in street and building lighting locations, type of fixtures, and specifications:

#### Street Lighting

The selection of streetlights for the Village should follow these criteria:

- Require fixture design to minimize light pollution (dark sky policy) and therefore use full cut-off directed lighting.
- Promote energy efficiency.
- Fixture design should be blue and be consistent throughout for lakefront and pathway and trail areas to fit lake theme.
- Require two levels of lighting along Shawnigan Lake-Mill Bay Road – one for street lighting and one for pedestrian lighting (lower height) using the same lamp standard.





#### **Building Lighting**

Fixtures mounted on buildings or on canopies over the sidewalk or boardwalk can provide directed light that enhances the pedestrian realm and can accentuate signage, public art and architectural features. This lighting also improves safety. Building lighting should be directed to pedestrian and cyclist areas, and it should not cause glare. Keep the following in mind when designing and selecting building lighting:

- Encourage building mounted lighting especially for the building fascia signs to minimize glare and visual pollution.
- Install building lighting in the portals and passageways and also on lakefront buildings that connect to and along the lakefront.
- Install wall mounted fixtures approximately 3 metres above grade.
- Direct the light downward for a pedestrian/cyclist. The light beam should stretch at least halfway across the pathway or trail.





#### **Outdoor Patios and Movable Chairs**

Outdoor patios engage the street and extend the inside outside. They are very important for local residents and visitors to "hang out." Movable chairs allow people to engage in a way that suits them. Patio areas are encouraged with railings installed in open areas or be constructed of glass or lattice materials to maintain visual transparency. Railings shall not be used for signage but hanging plants are permitted. Outdoor patios design shall consider the following:

- The outdoor patio partition should be visually permeable (see-through).
- Partitions should be cane-detectable (for the visually impaired) with a bottom rail 75 millimetres above grade.
- Vertical members of the enclosure may be metal, or wood and should allow adequate spacing for transparency.
- Planters are recommended on partitions or around the edges of the patio.
- Planters along the edge of the pedestrian clearway on the sidewalk, or along the street edge, should not impede pedestrian or vehicle traffic.
- Tables and chairs may be constructed of a range of materials including molded plastic, resin wicker, decorative metal and finish grade wood with the assumption that all furniture is sturdy, weatherproof, and safe for public use. Colourful furniture is encouraged.

• Maintenance and upkeep of the outdoor patios is the responsibility of the business owners.



Photo: Example of permeable Enclosure with ornate wrought iron railing





Photo: Example of colourful stool seating alonga building wall

Photo: Example of compact and colourful patio seating

## **Benches and Fixed Chairs**

Benches and chairs allow the community and visitors to pause and interact outside for a moment or an hour. These interactions are important for building community spirit and making social connections. There are a variety of bench and chair styles in the Village and the benches are constructed with a variety of materials. The following shall be considered in bench and chair selection and placement:

- Use durable materials with wood and steel/aluminum being the primary materials. A variety of artful designs (by local craftsman) are encouraged to add to the Village character.
- Create more formal and informal groupings of fixed and movable chairs to increase seating opportunities in the Village.
  - Use a variety of colours to add accent and interest.
  - Explore options to lock up movable chairs in the evenings with security chains or having business owners become stewards.
- Benches and chairs should be free of advertising.
- Locate chairs and benches on the inside or outside of the pathway to provide a clear walkway for pedestrians.
- Locate chairs and benches in close proximity to planting areas for shade.
- Ensure benches and chairs have back support and arm rests for comfort.
- Choose benches and chairs with an option for skateboard deterrents, including guards, material direction, and arm rests.
- Surface-mount benches and chairs to the sidewalk or boardwalk.





# Planting

#### Street Trees, Shrubs, Perennials and Grasses

Street trees will provide a number of benefits to the Village but will be difficult to place due to the limited space and setbacks of buildings. The tree benefits include shade in the summer, wildlife habitat, air filtering, defining the edge of parking, and adding green to the Village. These street trees can be planted on both sides of Shawnigan-Mill Bay Road when considering the recommended road improvements. The following diversity of plants could be considered but should be verified by a local nursery expert as suitable species. The following guidelines should be considered in tree planting:

- Provide tree planting areas minimum of 1.5m by 1.5m (with tree grate in Village core area)
- Fill tree planting areas with engineered structural soil to allow water and soil nutrient retention.
- Locate trees in the pathway edge zone along the Village Walkway if possible.
- Plant one species of street tree in the Village core for continuity (Armstrong Red Maple) for its narrow pyramidal shape and brilliant fall colour.
- Planters can further add colour and design to the store fronts. (\*All plantings require permits from MOTI if located in the street right-of-way)



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#### Bike Racks

There needs to be more bike racks in the Village. These bike racks should be finished in lively primary colours – especially in yellow and blue following the lake theme for easy identification.

Additional bike racks in the Village that are easy to access will promote active transportation and bicycle use. The following guidelines should be used in the selection and placement of bike racks in the Village:

- Provide a minimum of 0.6 metres in width, 1.8 metres in length, and 2 metres in clearance height from grade for each bicycle parking space.
- Surface mount bike racks to the pathway where possible.
- Ensure that short term bike parking is close and visible.
- Maintain a minimum of 1.75 metres between bike parking, and street furniture or vehicles.
- Provide bike racks that support the bike in at least two places and allow the user to lock their bike with a U-style lock.
- Choose bike racks with high quality materials and fabrication standards that are resistant to cutting, rusting, bending, and deformation. Use materials that are sustainable and recycled where possible including metal, wood, plastic or recycled composite.
- Choose bike racks that require minimum maintenance.
- Orient bike racks parallel to the outside of the walkway to provide a clear walkway for pedestrians.
- Ensure that there is a minimum of 1 to 2 bike racks per block of buildings.

\*Bike racks, waste receptacles, recycling bins, plantings, paving, and other street infrastructure will require permits from the Ministry of Transportation and Infrastructure if located in the street right-of-way and may only be feasible through establishment of a CVRD service or business association (society) dedicated to developing and maintaining these assets.





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## Waste and Recycling Bins

There are few, if any, waste receptacles in the Village area. It is important to provide for waste disposal that is convenient, visible, and secure. The following should be considered in selecting the number, type, placement, and specifications of the waste and recycling bins:

- Provide 4 to 6 waste/recycling receptacle on the Village core area as these areas are further developed.
- Orient receptacles towards pedestrian traffic along the pathway edge or inside along the building to provide a clear walkway for pedestrians.
- Locate receptacles with adequate distance from seating areas to avoid nuisance odors.
- Surface-mount waste receptacles to the pathways where possible.
- Implement a schedule for regular refuse pick-up.



## Pathway/Sidewalk Materials

A range of different paving treatments are modular products for the Village Walk (pathway). The materials and patterning are one of the most highly visible aspects of open space systems. Consider the following guidelines in selecting and implementing the Village Walk and associated improvements:

- Higher quality materials, banding, and colours serve to emphasize areas of prominence while utilitarian materials such as cast concrete are best utilized to cleanly organize the utility zone.
- The palette of paving materials is limited to concrete unit pavers or concrete for durability.
- Any other products or designs that are proposed in the future should be compatible in materials and character.
- Stamped concrete or stamped asphalt paving are not recommended. Cast concrete score lines can be trowelled.
- A variety of concrete or brick unit pavers should be incorporated in the standard Village Walk paving. Patterns and colours may vary, though grey to blue tones are preferred as the dominant theme with accents of warm tones. The exact colour combination is still to be determined but is meant to be "background" to the building emphasis - not dominate the view.
- Stamped concrete paving is not recommended.

#### **Special Paving**





NOTE: See Trails section on page 29 for treatment

## Wayfinding

Wayfinding signage is important to direct visitors and tourists to different locations in the Village. A significant part of the wayfinding signage in the Village needs to be enhanced and made more visible. The following recommendations will improve orientation, direction and associated business access in the Village:

- Village Walk Map: A Shawnigan Bay "Village Walk or Loop" symbol (see image) could be enlarged and used in association with a kiosk map that outlines the Village Walk route and local activities and businesses. This kiosk could be located along the Village Walk at the Four Corners.
- Landmark Signs: Coordinated signage could also be placed on one sign board along the lakefront. This gesture will improve and coordinate business exposure and directions.
- Gateway Sign Landscape Enhancement: The current sign below on the east and north end of Shawnigan Lake Village could be enhanced or replaced. Landscaping and colourful planting for all seasons should be added to improve visibility and identity.







#### **Public Art and Murals**

#### **Public Art**

Public art (including private art) refers to original works of art that have been planned and executed for temporary or permanent installation in a location that is accessible and clearly visible to the public. Public art includes sculptures, murals, creative displays, signs, and aesthetic enhancements to the Village infrastructure including street furniture and utility boxes. Public art is an important cultural resource and reflects the uniqueness and character of the Village.

Public art will be encouraged on an individual or community basis, keeping in mind the following: Style and nature, quality of the work, elements and design, life span, permanence, diversity, and risk assessment. The following criteria should be used to review public art location and appropriateness:

- A unique public art piece should be located at each public portal.
- The public art is placed in the street edge sidewalk zone or on the inside building edge zone.
- The public art piece will not obstruct a clear pedestrian zone of 1.5 metres.
- The public art is of an appropriate size, fabrication and content that fit the space and context so that no unnecessary hazards are created by its placement.
- Labeling of public art is consistent and each label includes information on the origin and meaning of the art piece.
- Public art should be placed on well-crafted support structures.









#### Murals

A mural is defined as any large-scale artwork, painting, or mosaic located on the exterior wall of a building or on a ground surface. Murals should be primarily located on blank walls along the sides of buildings, on retaining walls on the roadway or along blank walls along the proposed water's edge boardwalk to activate and enliven these spaces. The following criteria are also recommended to help guide the selection, location and content of murals in the Village:

- The mural content shall meet the Village's artistic standards and it must be seen as contributing to the art and culture.
- Local stories and history are favoured, as are contemporary works.
- Murals should have rich graphics, and they should not rely on lengthy text or quotations.
- The content shall not include advertisements, business names or explicit depictions of products sold on the premises.
- The signature of the artist is permitted, but at an appropriate scale with no graffiti tag.
- The materials used in the murals should be durable and include a non-toxic anti-graffiti coating so that any vandalism can be more easily removed.
- Where lighting is included, the lighting must be directed at the mural and minimize any glare or spillage.



## Electric Vehicle and Car Share Parking

Shawnigan Lake Village provides a destination for tourists and visitors from other communities exploring Vancouver Island. Car shares and electric vehicles help to reduce Greenhouse Gas Emissions (GHG), which is consistent with the direction of CVRD progressive policies.

To further support electric vehicles and the local car share program, at least 1 or 2 of each of car-share and electric vehicle parking spaces should be provided as a provision for development or redevelopment. Electric vehicle and car share parking could also be incorporated into individual business parking areas on a volunteer basis.



# **TRAIL NETWORK**

## **CVRD** Specifications

Any trail planning and execution shall be coordinated with the Parks and Recreation Department of the CVRD. Depending on the trail location – in the Village, as part of the "Village Loop" or part of the larger "Grand Loop", the standards and construction specifications may be different depending on location and use.

## Village and Grand Loops

The accompanying diagrams of the Village Loop and the Grand Loop are simply concepts that are to be confirmed and refined by the CVRD. If your property includes one of these proposed trails as part of a development application, please contact the CVRD and confirm the alignment and specifications. The CVRD may add or drop any of the proposed trails at their discretion.

