

THE CORPORATION OF THE TOWN OF BANCROFT

RESOLUTION NO. 7-2009

DATE: January 27, 2009

MOVED BY: Councillor Claude Robinson

SECONDED BY: Councillor Thomas Hoover

That Council supports the recommendation of the Committee of the Whole to approve the Bancroft Design Guidelines, as presented on January 13/09;

And That the design guidelines be integrated into the existing development approval process and the existing policies and new by-laws where necessary.

Carried.

Lloyd Churchill, Mayor

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 41-2004

A by-law to establish and designate a site plan control area for the whole of the Town of Bancroft and to provide for a site plan agreement as a condition of development.

WHEREAS Section 41 of the Planning Act establishes that where in an Official Plan an area is shown or described as a proposed site plan control area, the Council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area;

AND WHEREAS the Official Plan of the County of Hastings, which applies to lands in the Town of Bancroft, establishes Site Plan Control;

AND WHEREAS the Municipal Council of the Corporation of the Town of Bancroft deems it expedient to establish and designate the whole of the Town of Bancroft a site plan control area and to provide for a site plan agreement as a condition of development;

NOW THEREFORE, the Municipal Council of the Corporation of the Town of Bancroft **ENACTS AS FOLLOWS**:

1. In this by-law "Development" shall mean the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out or establishment of a commercial parking lot.
2. That site plan control shall apply to all zoning categories with the exception of the "R1" (Residential Type 1) zoning category.
3. No person shall undertake any development in an area designated under Paragraph 2, above, unless the Council of the Town of Bancroft or, where a referral has been made under Section 41 (12) of The Planning Act, to the Ontario Municipal Board, has approved a site plan, in accordance with the current Site Plan Control Guidelines.
4. Where the development requires a site plan agreement, such agreement shall be registered against the land to which it applies and the municipality is entitled to enforce the provisions thereof against the Owner and subject to the provisions of the Registrar and under The Land Titles Act, any and all such subsequent owners of land.
5. No building permit shall be issued in respect to any development in the Site Plan Control Area until the required site plans have been approved by the Corporation of the Town of Bancroft and any agreements required to be entered into have been executed by the Town and the Owner, mortgagees or other encumbrancers, of the lands.
6. Violations and Penalties
 - a) Any person who contravenes this by-law is guilty of an offence and, upon conviction, is liable to the penalties provided under Section 67 of The Planning Act, as amended, in the following manner:
 - i. On a first conviction to a fine of not more than \$25,000.00; and

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- ii. On a subsequent conviction to a fine of not more than \$10,000.00 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted.
- b) Any corporation that contravenes this by-law is guilty of an offence and, upon conviction, is liable to the penalties provided under Section 67 of The Planning Act, as amended, in the following manner:
 - i. On a first conviction to a fine of not more than \$50,000.00; and
 - ii. on a subsequent conviction to a fine of not more than \$25,000.00 for each day or part thereof upon which the contravention has continued after the day on which the person was first convicted.
- 7. This by-law shall come into force and take effect immediately upon the passing thereof.

READ a first, second and third time and finally passed this **9th** day of **November, 2004**.

ORIGINAL SIGNED BY

Charles Mullett, Mayor

ORIGINAL SIGNED BY

Barry Wannamaker, C.A.O./Clerk

1. BANCROFT COMMUNITY DESIGN GUIDELINES

The Goal of Community Design Guidelines

The goal of the design guidelines is to provide a functional blueprint for Bancroft's future growth. These documents are planning tools that will allow the Town of Bancroft to achieve a vision for the downtown core based on Council approval.

By taking time to study the current use and potential growth of the community core, strategies have been developed to maintain and enhance the village-like quality character of downtown Bancroft.

While growth and development will be beneficial to Bancroft, it is important to preserve the core's unique scale and atmosphere. This key principle in conjunction with appropriate urban design initiatives, including streetscape beautification, will act as a catalyst for increasing business activity which will in turn, make Bancroft an attractive place in which to live, work, and visit.

How do the Guidelines Work?

As future public and private development proposals are initiated, each will be reviewed as part of a new step in the process, to determine suitability based on the application of the design principles that are outlined in the Guidelines. This approach to future development will ensure continuity and will strengthen the functional and aesthetic qualities within the core.



1.1 INTRODUCTION

- In 2007 the Town of Bancroft initiated a Downtown Revitalization Project in partnership with the Municipalities of Hastings Highlands, the Township of Wollaston and the Ontario Ministry of Agriculture, Food and Rural Affairs. These Guidelines have been assembled as part of the Revitalization Project.
- It is the goal of the Bancroft Revitalization Project to make downtown Bancroft a strong and identifiable commercial centre of the community and an inviting destination for residents and visitors alike.

To support the implementation of this document, the Bancroft Revitalization Team has developed Community Design Guidelines that will provide the overall direction for future development, improvements and restoration projects in Bancroft.. The Guidelines examine the design of public spaces, streetscape, public space and building form. Specifically they address the following elements:

- **the character of downtown Bancroft in its historical and present day context**
- **key community design principles**
 - **Conserving the unique character of Bancroft** – streetscape, signage, façade/building, site control
 - **Creating a safe/friendly/inviting pedestrian friendly downtown**
 - **Greening the downtown**
 - **Encouraging mixed use commercial and residential development in the downtown**

The Community Design Guidelines are based on:

- an inventory and analysis of existing conditions in the community core, a self-assessment by the Revitalization Steering Committee

- the integration of recommendations from the “Design Dialogue” produced for the community in 1996
- consultation with the general public and key stakeholders in the summer and fall of 2008, including surveys and focus groups
- integration of recommendations from the 2008 Community Design Workshop

1.2 THE PUBLIC PROCESS

The preparation of the Community Design Guidelines has incorporated extensive public input and participation. Upon completion of a detailed inventory and analysis of existing conditions in 2008 by the Bancroft Downtown Revitalization Steering Committee, a Community Design Workshop was held in the fall of 2008.

The Community Design Workshop was facilitated by Trevor Hesselink, Groundswell Consulting, who had prepared the “Design Dialogue” in 1996 after public consultation. The Community Design Workshop was conducted as a way of “brain storming” design strategies for the town core. Ideas were solicited from a cross-section of local residents, business owners and groups in the community. The 2008 report offers three prime recommendations, Sign Controls, Site Plan Control and the creation of a Design Palette for new and renovated building construction. This information was integral to developing the concepts included in the Community Design Guidelines.

The results of this workshop clearly indicate that there is public support for developing Design Guidelines for our downtown that reflect the historical context of our community. For example:

- 71% of residents attending the Design Workshop in the fall of 2008 indicated that site control is important in at least specific areas and

29% indicated that there should be full control over highway scale development.

- 98% Residents also indicated a preference for wooden clapboard, 95% for stone, 100% for brick and 76% for stucco siding on buildings in their downtown. Only 13% approved of steel panelled buildings yet they continue to spring up in the core.
- 98% of Bancroft residents also indicated a preference for front-lit or naturally lit signage as opposed to back lit signage.

In addition, over six hundred residents from Bancroft provided input to the Residents Survey in June 2008. When asked what they like or dislike about their downtown, 21.6% specifically noted that the stores look tired and run down. Furthermore, 36.2% indicated that they prefer to shop outside of their community's downtown.

These statistics clearly demonstrate that residents of Bancroft want more attention paid to their downtown. The implementation of these Community Design Guidelines is an important first step.

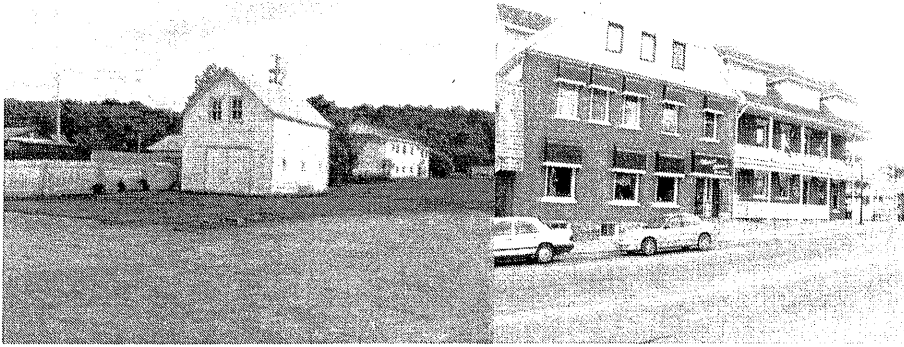
2.1. TOWN OF BANCROFT – CHARACTER

Historical Context

Originally established as York Mills and York River, the settlement of Bancroft got well under way in the late 1850s as settlers moved north and built the first lumber mills on the York River. The village soon became a busy centre for the region with two hotels, churches, a school and a number of stores supplying equipment, tools and other supplies.

The early part of the 20th century brought new growth to Bancroft as the mineral deposits it has become internationally famous for, were discovered in the hills surrounding the village. Almost as quickly as mines appeared, they disappeared. The Town of Bancroft however, managed to keep its role as a service centre for a very wide geographical region. Distance to the next largest centre was and continues to be one of the community's greatest assets.

The downtown core of Bancroft was not built for the automobile. Consequently, the narrow main street still maintains the charm of an earlier era. The boardwalks over a sea of mud have been replaced with concrete and the downtown is a mass of vehicles on a busy summer afternoon. The "original boomtown" style frame buildings that dot the downtown, reflect the history of the community. Although fire and decay have claimed a number of the original structures, there are still some fine examples of heritage buildings in the core.



2.2 PRESENT DAY CHARACTER

Today, Bancroft still retains some of its nineteenth and early twentieth-century buildings but infilling and the use of building materials out of context with the historical nature of the community, has resulted in a mix of old and new in the downtown that has negatively impacted the character.

Most of the original buildings in the community were wood frame with clapboard exterior. Some buildings in the core were “updated” with stucco during the mid part of the twentieth century. In the later part of the century, in a move to make buildings “maintenance free”, the use of metal siding over the original frame buildings, became the easy solution.

Bancroft is a community with low profile buildings. The Hotel on the corner of Bridge and Hastings is the largest building in the downtown. Most of the buildings are one to one and a half storeys. Bancroft is fortunate that the older section of the downtown has storefronts that meet with the sidewalk. Parking areas are typically in the rear of the buildings other than spots along the edge of the roadway. There are some newer stores and a strip mall that have parking areas in front of the building, creating an unattractive and pedestrian unfriendly space in the downtown.

A recent project to bring flowers and greenery to the downtown in the form of flower barrels, potted trees, hanging baskets and a stone garden, have provided colour and interest to the core and have made it a more inviting place for pedestrians.

3.0 KEY COMMUNITY DESIGN PRINCIPLES

Community Design Principles	Strategies for Implementation
<p>Greening the Core</p>	<ul style="list-style-type: none"> • Reduce the impact of asphalt parking lots and driveways by consolidating driveways and encouraging rear parking • Create a hierarchy of setbacks to encourage green space and additional pedestrian space • Provide streetscape landscaping to include trees in boulevards and planters • Create a system of well landscaped public spaces • Provide opportunities for landscape treatment between roadway and in front parking areas
<p>Conserve and enhance the unique character of the core.</p>	<p>Streetscape</p> <ul style="list-style-type: none"> • Maintain a sense of pedestrian scale through design and use of construction material • Include pedestrian amenities such as bike racks, street furniture, lighting, landscaping • Promote an accessible downtown for all • Select construction materials for each of use and maintenance but also with design appropriateness • Create a visual harmony between all street elements <p>Architectural/Building/façade (detailed guidelines attached.)</p> <ul style="list-style-type: none"> • Maintain lot sizes that are conducive to a pedestrian scale, small town character • Design and scale of buildings (maximum 2 stories along street

frontage and 3 stories off street) in keeping with the village character

- Define a hierarchy of setbacks to create scale, landscaped areas and useable pedestrian space
- Design elements and construction material to be compatible with and reinforce the core's character
- Ensure that existing heritage structures are properly conserved

Signage (detailed guidelines attached)

- Limit the above ground height of signs (the lower eaves of a roof where attached to a building or 2m for free-standing signs)
- Prohibit back lit signage
- Prohibit portable signs with interchangeable letters in the downtown
- Large pylon signs prohibited downtown
- Encourage signage that reflects the heritage of the community
- Encourage front lit and naturally lit signage of natural materials

Site Plan Control

- Encourage maximum connectivity to pedestrian infrastructure
- Maximum the location of structures along the street to two storey height
- Prohibit development that detracts from natural assets (i.e. the river, Eagles Nest)
- Maximize opportunities for shared parking with other businesses and institutions
- Bring new developments up to the sidewalk, avoid large parking areas in front of buildings

	<ul style="list-style-type: none"> • Direct new off-street parking away from street frontage to the rear of lots
<p>Provide a safe and friendly environment for pedestrians</p>	<ul style="list-style-type: none"> • Incorporate traffic calming features where possible to create a safer and more pedestrian friendly community core • Ensure that streetscape design enhances pedestrian comfort and convenience • Provide accessibility for the physically impaired • Provide parking at the rear of buildings with combined access for multiple lots • Promote clear direction through well placed and well designed signage
<p>Encourage Mixed Use Commercial and Residential Development in the core</p>	<ul style="list-style-type: none"> • Provide opportunities for mixed use functions such as businesses, cultural centres, community services and residential units, to ensure a vibrant downtown core



SITE PLAN CONTROL GUIDELINES

Drawing Requirements

- Site plan scale of 1: 2000, metric
- Key plan with north arrow scale 1: 10,000
- Identification of landowner name and agent, with signatures
- Professional stamp of architect or engineer, where required

Identify Legal Description of Lands and Civic Address

Details

- Lot area
- % lot coverage of buildings
- Areas of non-pervious materials (e.g. concrete, asphalt, etc.)
- Numeric gross floor area proposed and permitted in zoning by-law
- Numeric landscaped area – proposed and required
- Identify existing natural vegetation to be conserved and its existing grade elevations
- Parking spaces – proposed and required, each numbered, including dimensions of each and associated aisles
- Handicapped parking areas
- Location of pedestrian walkways and sidewalks, including safety curbs placed between sidewalks and parking area
- Concrete curbing between asphalt and landscaped areas
- Location and dimensions of aisles and loading spaces
- Adjacent uses identified and distances of adjacent buildings from lot lines
- Proposed building setbacks from street lines – existing and proposed
- Overhead canopies (location, dimension and height)
- All vehicular entrances (width and radii)
- Landscaped and amenity areas
- Existing and proposed grades of site and proposed elevation of buildings to be serviced in relation to centerline of street or as determined by municipal engineer
- Servicing of the buildings by water and sewer laterals and respective sizing
- Storm water facilities (swales, catch basins, or storm water ponds) location, elevation and sizing
- Elevation of building entrances in relation to proposed finished grade
- Garbage storage and handling areas
- Sign locations (e.g. facility identification, civic address, stop signs at street line, handicapped parking, fire route, etc.)
- Proposed lighting of the exterior, and predominant direction

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- Location and turning radii for fire and emergency service access routes – include proposed percent slope of grade in fire route areas
- Identify location of roof-top mechanical units and screening of them
- Floor plan showing minimum sizes of rooms

Justification Studies

The following studies/compliances may need to be completed before a site plan is approved:

- Traffic Impact Study
- Storm Water Management Plan
- Environmental Assessment / Impact Study
- Utility Capacity Study (water, sewer, hydro, etc.)
- Noise/Vibration Impact Study
- Shadow Casting Analysis
- Hydrogeological Study
- Erosion and Sedimentation Control Studies
- Archaeological Study
- Compliance with Downtown Revitalization & Façade Enhancement Programs

Note:

1. The applicant to provide approximately 15 copies to allow for circulation of the site plan to the following, if required:

Bell, Hydro, Chief Building Official, Director of Public Works, By-Law Enforcement, County of Hastings, Fire, Ambulance and Police Services, Gas Company, Water/Sewer Department, Conservation Authority, applicable Provincial/Federal Ministries, Canada Post, School Boards, Canadian National Railway.
2. The Municipality reserves the option of having all drawings and proposed works to be reviewed by its contracted engineer, architect or landscape architect at the applicant's expense.
3. Additional guidelines may apply to specific designs (such as a Sign Design Guide, or Streetscape Design Guide) or in specific areas of the municipality, such as waterfront areas, or at key visual nodes of the municipality, such as high elevations or key intersections.
4. Applicants should be prepared to submit final plans and, after development, as-built plans. As-built plans should be submitted in digital drawing format.