

## Landscaping

The Advisory Design Panel will assess landscaping features on their general appropriateness of form. Landscaping features should respect the residential park atmosphere of the Uplands.

- Fencing and screening
- Native plants and vegetation
- Preservation of significant healthy trees and plant material
- Play and recreation areas
- Hard landscaping
- Parking and driveways

## The Design Review Process

The review process is intended to facilitate processing a building for development within the Uplands, to strengthen the relationship between the Advisory Design Panel and Municipal Council, and to create a working relationship between the Advisory Design Panel and the Heritage Commission.

Should an application require a variance, the application will be presented to the Advisory Design Panel with the requested variance identified for information. The normal procedure is that the variance will be considered by Council by means of a Development Variance Permit application. This application will be

presented to Council in conjunction with the Advisory Design Panel's recommendation.

When a building is identified by Council as having historic or heritage value, a brief history of the building will be provided to the Advisory Design Panel for information.

## Steps in the Review Process

### 1. Initial Consultation and Proposed Development Concept

- The applicant or owner is encouraged to attend an Advisory Design Panel meeting for an informal discussion and to solicit advice.
- Items to be provided: conceptual drawings, finishing materials, photographs of neighbourhood context, and written summary of work.

### 2. Final Application and Design Recommendation

- All items identified in the section *Information to be Submitted by Applicant* must be submitted to the Building and Planning Department at least two weeks prior to the meeting date.
- A full assessment of the proposed development project will be carried out, resulting in a recommendation to Council.
- Many applicants have found it useful to share their plans with neighbours early in the review process.

## Information to be Submitted by Applicant

Oak Bay's Advisory Design Panel meets on the first Tuesday of each month and forwards its recommendations to Council by way of the Committee of the Whole. In order to allow time for the efficient, effective and reflective assessment of a proposal, the following information must be submitted to the Planning Department no later than two weeks prior to a meeting of the Advisory Design Panel.

### Required Information

1. Civic address and legal description of subject property
2. Phone and fax numbers of architect or designer
3. Site area and site coverage (percentage)
4. Floor area ratio
5. Grade of building site (finished and average)
6. Height(s) of building(s) as per Zoning Bylaw
7. Setbacks and lot dimensions
8. Site plan showing maximum building footprint and location of adjacent buildings (this information might be available at the Municipal Hall)
9. All elevations, indicating line of finished grade and adjacent properties with buildings
10. Exterior treatment on all elevations, identifying materials and colours (colour chips)
11. Landscaping details (hard and soft landscape features)
12. Parking, indicating location, access, layout and dimensions
13. Off-site information, including location of boulevard trees, utility poles, lamp standards, etc.
14. Street elevations, including photographs of buildings flanking the proposed development
15. Photographs of neighbourhood context, including major site lines and streetscape
16. Applicants must provide a one page written summary of the proposed work (include calculation of additional floor area).



## Design Guidelines

The Corporation of the District of Oak Bay



## Historical Context

The Uplands was planned in 1907-08 for the Winnipeg developer William Gardner by John Charles Olmsted who considered it the finest suburban work of his forty-five year career. Olmsted headed the Boston-based *Olmsted Brothers*, America's leading firm of landscape architects and town planners through the late-19th and early-20th centuries.

The Uplands was developed as a residential park to maintain the natural beauty and picturesque setting of a unique suburban landscape. This was achieved through the careful siting of houses, all set against a framework of curving streets and large lots to take full advantage of ocean and mountain views. A system of deed restrictions was introduced to maintain single-family land use and establish minimum standards of value, height, and setbacks. In fact, this system formed the basis of Oak Bay's initial and subsequent zoning by-laws from the 1920s to the '70s.

The special character of the Uplands has been further protected by provincial statute and municipal by-laws, especially the Oak Bay Special Powers Act (1935). Although modified through time, the intent of the Act remains in effect, *ie.* to protect the park-like design and development standards first established by John Charles Olmsted, and to sustain the environmental integrity of the municipality.

The design guidelines outlined in this brochure are intended to preserve the original vision and character of the Uplands.

## Design Considerations and the Review Process for the Uplands

The following elements of design will be considered by the Oak Bay Advisory Design Panel when reviewing proposed buildings or additions and alterations to existing buildings in the Uplands.



### Goals

The Advisory Design Panel will assess all applications within the context of the Uplands Regulations Bylaw and the Oak Bay Zoning Bylaw to achieve the following goals:

- To maintain and reinforce a residential park atmosphere.
- To ensure the sensitivity of new development to existing dwellings and landscape features.
- To promote design excellence through the approval process for building permits in the Uplands.

## Siting of Buildings

The Advisory Design Panel will consider the following criteria when assessing the siting of buildings within the Uplands:

- Maintenance of the residential park setting  
*John Charles Olmsted, when designing the Uplands, intended to achieve a residential park atmosphere. This concept shall be maintained.*
- Impact on views  
*The impact on the view corridors of neighbouring properties and public areas should be kept to a minimum.*
- Setbacks  
*Setbacks shall promote and reinforce the residential park atmosphere.*
- Relationship in character and massing to the image of the area
- Impact on scale and rhythm of development  
*Scale and rhythm are established by various design elements which include: building height, building form, roof shape, massing, landscaping, and garages and out-buildings.*
- Relationship to adjacent buildings
- Effect of shadows on neighbouring properties
- Overlook and privacy issues
- Transition between private and public space
- Accessory buildings  
*Accessory buildings shall be assessed by applying the same criteria used for the principal buildings.*

## Design of Buildings

New development will be assessed in accordance with the original design guidelines of the Uplands which state that each dwelling shall be distinct in appearance and design from dwellings within a distance of 500 feet. The Advisory Design Panel will consider the following design criteria when assessing proposals:

- General massing, proportion, and overall articulation of building in relation to established housing
- Roofscape  
*Design of roofs including pitch, form, gables, and dormers.*
- Facade articulation and building entry  
*Exterior materials, finishes, glazing, and ornamentation should appear as integral parts of a building and should be sympathetic to the overall design concept.*
- Garages and outbuildings

