Headford Business Park

Urban Design Guidelines

TOWN OF RICHMOND HILL

Incorporated 1873

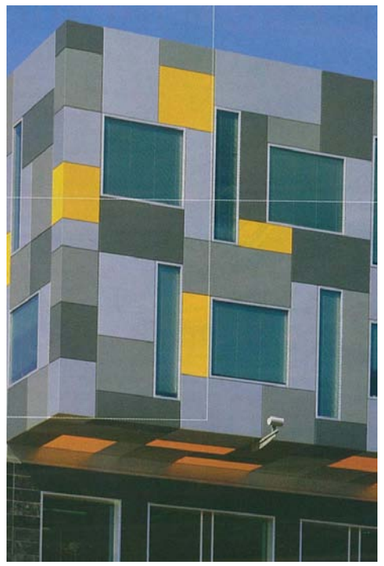
Town of Richmond Hill

FEBRUARY 2007

WATCHORN Architect Inc.

The MBTW Group

contents



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1.0 Executive Summary

1.1 Introduction

The Headford Business Park is located in the Town of Richmond Hill and is comprised of three phases. The guidelines for Phase 1 were developed by The MBTW Group / Watchorn Architect Inc. for Metrus Management Inc. in March 1989. The revised guidelines (dated March 2004) incorporate all of the principles and precedents established in March 1989, and were extended to include the lands in Phase 2 (Baif).

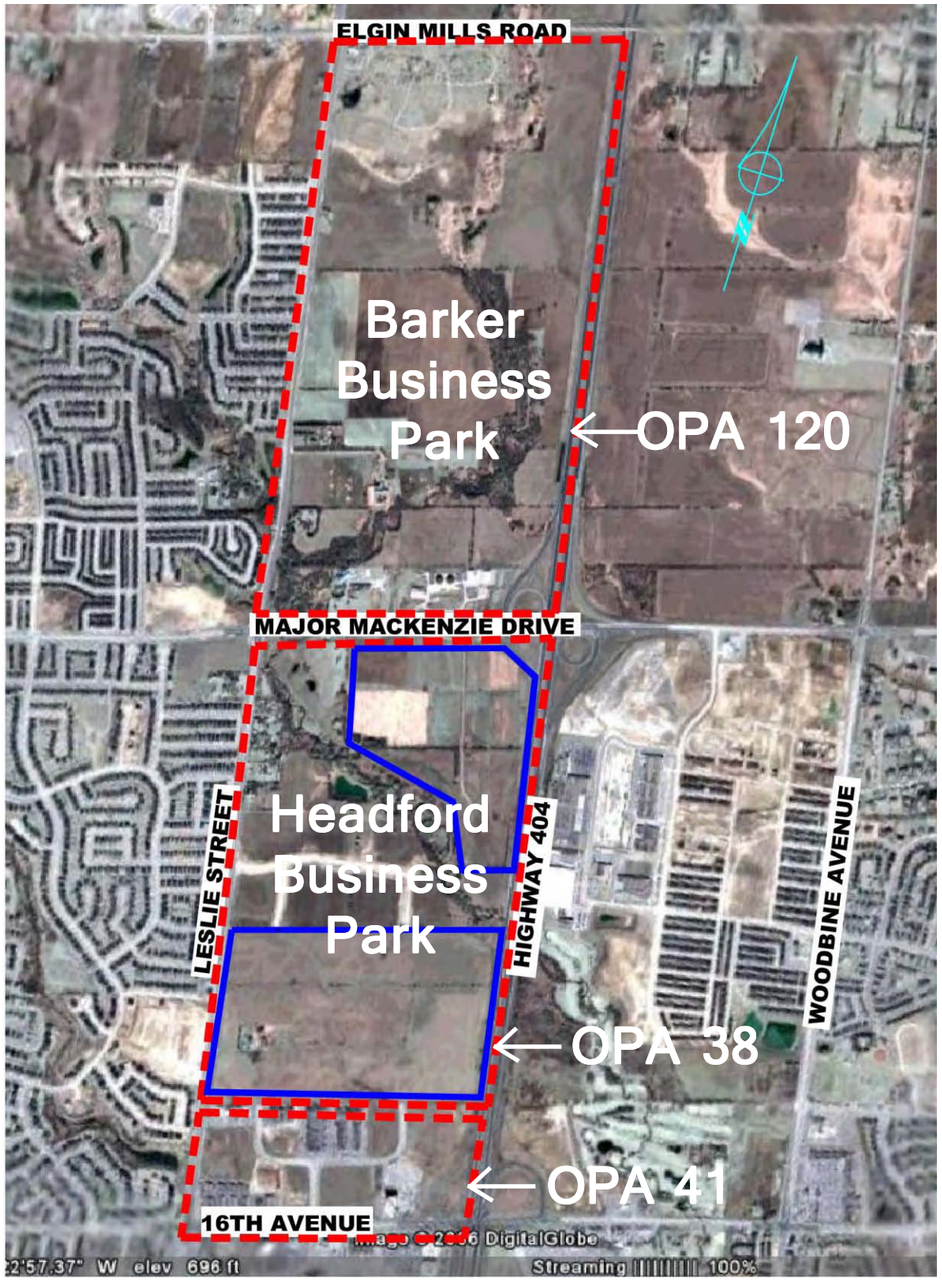
These urban design guidelines deal with Phase 3 of the business park and complete the development of all lands within OPA 38. Although based on the precedent documents noted above, these guidelines take advantage of the fact that design standards have been achieved in existing built form and therefore include images from Phases 1 and 2. These images will help contextualize the final Phase in order to ensure that the Headford Business Park is a comprehensively planned and designed business park community.

1.2 Purpose of Guidelines

The purpose of this document is to update the existing guidelines and provide direction for the development of the subject lands, consistent with Town of Richmond Hill's current expectations. The contents of this document support the objective of ensuring that the natural physical qualities of the area, such as the natural features, are recognized and enhanced by the physical built form.

These guidelines will benefit developers in the preparation of individual draft Plans of Subdivision and Site Plan proposals and provide a framework for the Town of Richmond Hill in their review and assessment of these applications. The guidelines should be read in conjunction with OPA 38, OPA 41, the Employment Lands Working Group - Report, Policy Framework, the Richmond Hill Strategic Plan 2001, Zoning By-Laws, and Town of Richmond Hill Engineering and Parks, Recreation and Culture development standards.

Headford Phase 3 Study Area



Major Mackenzie

Leslie Street

Highway 404

1.3 Scope and Intent

The intent of these guidelines is to clearly establish the objective for the area at the outset. This will provide a strong foundation for the business park, thereby ensuring that the vision is maintained and the long-term development of the community is realized.

The Town of Richmond Hill requires that detailed community design guidelines be prepared for the Headford Secondary Plan Area to support any application for approval of a draft Plan of Subdivision. These guidelines have regard for work initiated in areas north and south of the subject area, namely Headford Phases 1 and 2. The goal is to ensure that the principles of comprehensiveness, connectivity, consistency and/or compatibility with all contiguous phases of development are achieved.

Prior to application for Site Plan approval, all applicants will be required to obtain design control approval from Watchorn Architect Inc. All aspects of the design of individual lots will be reviewed against these guidelines for compliance. The applicant shall be responsible for the cost of the review. Review comments will be co-ordinated with Planning Staff at the Town of Richmond Hill and issued to the applicant thereafter.

1.4 Goals and Objectives

The business park theme is achievable through the consistent application of the following architecture and landscape design principles:

- integration of the new phase with the larger Employment Lands located within the boundaries of OPA 38 and OPA 41 through the extension of the existing road pattern and quality built form.
- visual and physical accessibility of the site from the surrounding area.
- reinforcement of the site's promenence and positive relationship with Highway 404 and the Town of Richmond Hill's Employment Lands Corridor.
- the continuation of strong pedestrian linkages throughout the business park.
- create, frame and/or capture dramatic internal and outward view-vistas and distinctive site views.
- encourage diverse and varied building types/ forms which contribute to a dynamic business park.
- coordination of design elements and relationship to provide a cohesive and comprehensive design, unifying the OPA 38 and OPA 41 Employment Lands.

2.0 Urban Design Guidelines

2.1 Business Park Structure

The layering of the various elements found within the business park creates a community structure. For example, a recognizable boundary establishes a perimeter that contains all the important elements of that community. The community is not only accessed by the road system, but this same road system helps to create it's identity, drawing upon important views and vistas as the road network respects and reacts to the open space system. The following sections deal with the critical components of the business park, and how they are connected to each other.

2.2 Business Park Entries

Perimeter roads provide immediate access into the community and therefore play an important role in establishing the identity of the Headford Business Park. Intersections of these perimeter roads with roads leading into the business park provide opportunities for establishing major and minor community gateway points. The location of gateways is shown on Figure 1.0.

Gateways function as "thresholds" into the business park and serve as opportunities for identification features that reinforce the identity of businesses within. These entry gateways located on private lands also function as a threshold in the Town of Richmond Hill, and are designed in a manner that signifies their importance as front doors to the community. Their design should be distinctive and reflective of the community's character and the established corporate image of the Town of Richmond Hill.

Business park entry features within the subject lands (see figure 3.3) should be similar in design intent for all entry points/thresholds. Design direction has drawn from the progressive corporate image, inspiring a simple yet elegant language of both hard and soft details and materials.

Specific design principles in the following sections shall be referred to.

- Section 3.1.1 Priority Locations
- Section 3.1.3 Street Frontages
- Section 3.1.4 Street Corners
- Section 4.3.1 Entrance Features

In addition to the above sections, all other design principles should be referred to where applicable.

2.3 Business Park Edges

The Headford Study Area Plan located on page 1 indicates that the Headford Business Park has distinct types of community edges: Leslie Street, Highway 404, 16th Avenue and Major Mackenzie Drive.

Leslie Street is a high volume arterial road and therefore will need to address the interface between the proposed industrial/commercial community and the nearby residential neighbourhoods.

Highway 404 presents opportunities for views and vistas into and from the business park. It also provides great exposure for corporate identity to be displayed on superior architecture.

16th Avenue is the southern edge of the business park but does not affect this phase of development.

Major Mackenzie, as the northern boundary, presents a major entrance into the business park and, although a single tenant will occupy this frontage, it should be afforded the same importance as both Leslie Street and 16th Avenue.

2.4 Pedestrian Circulation

- pedestrian routes should be clearly identifiable through a variety of ways including alignment, different paving materials and colour, landscaping, and pedestrian scale lighting;
- pedestrian routes shall be continuous throughout the site and be linked to paving areas, public sidewalks, and future transit stops;
- pedestrian circulation routes should be barrier-free. Design considerations include curb cuts and pedestrian crossings;
- pedestrian circulation should not conflict with vehicular traffic. Traffic calming features (where necessary) may be used to slow down traffic and provide pedestrian accessibility and safety;
- a 1.5m wide sidewalk shall be provided along Leslie Street and Major Mackenzie Drive, and also along both sides of all internal streets within the right-of-way;
- outdoor bicycle storage racks should be provided near or adjacent to employee and main building entrances;
- outdoor amenity areas should be provided for employees in locations at or near building entrances; and,
- pedestrian routes and amenity areas shall be located away from loading, servicing and storage areas.

2.5 Transit Stops

- transit stops should be located in prominent and convenient locations near canopy street trees and street lighting;
- benches and a decorative shelter should be provided for comfort and weather protection;
- newspaper stands and trash receptacles should be provided at transit stops; and,
- planters may be integrated with the design of transit stops to aesthetically enhance the streetscape appearance.

3.0 Architecture Design Guidelines

3.1 Site Planning

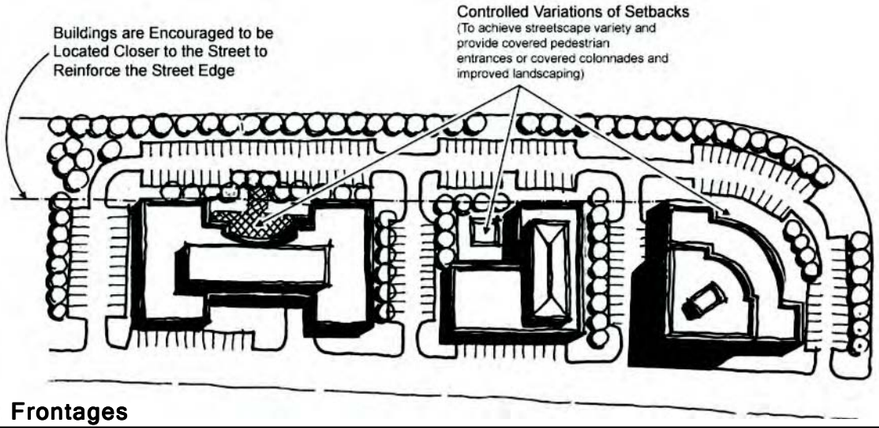
The design objective for Phase 3 of the Headford Business Park is to continue to establish an image of successful mixed-use buildings defined by attractive streetscapes with buildings located to reinforce the public realm. The development of medium-scale office complexes will further enhance the business park and create vibrant streetscapes.

This design objective can be achieved with the consistent application of these architectural guidelines to all buildings within business park, including all of the priority locations identified in Section 3.1.1. This will support the overall vision for the community, result in well-defined and visually pleasing buildings, promoting visual diversity and provide variation and flexibility in the mixing of built forms in the streetscape.

It should be noted that while it is the purpose of these guidelines to facilitate establishment of appropriate development within the business park, building function shall play a prominent role in determining the built form and site layout of development proposals and also be a primary consideration in determining the extent to which development can conform with the Priority Lot Plan schedule and the design principles contained in this document.

To ensure that the siting of the buildings is appropriate, the following guidelines shall apply:

- buildings shall be compatible in scale and mass with adjacent residential neighbourhoods (Leslie Street only);
- buildings are encouraged to be located close to the street lines of their respective sites, and should be oriented to maintain a significant street frontage;
- buildings are encouraged to contribute to the overall quality of the streetscape by siting and designing within the surrounding context for each building design;
- corner buildings are encouraged to be sited at the corner and designed to address the intersection through architectural built form;
- building setbacks at corners are encouraged to permit opportunities for landscape features and seating areas;
- buildings are encouraged to have shared driveway access to further support a strong street edge condition by minimizing the number of driveways and separation between buildings;
- orienting the buildings to be parallel to the street will provide a stronger edge as well as support the pedestrian scale and character of the community;
- parking areas shall have pedestrian connections to the main building;
- the architectural style, details and materials of buildings can be individual but should also have a level of overall harmony;
- office buildings should animate adjacent public space by locating commercial public uses on the ground floor. If such uses are not planned, upgraded architectural detailing at grade and appropriate landscaping shall be provided to provide a strong street edge condition;
- the ground floor area of buildings is encouraged to be pedestrian-friendly by locating offices or service activities toward the street and by maintaining significant street frontage through the design of office/storefronts, entrances and signage; and,
- outdoor display areas are encouraged to provide positive streetscape elements.



Street Frontages

3.1.1 Priority Locations

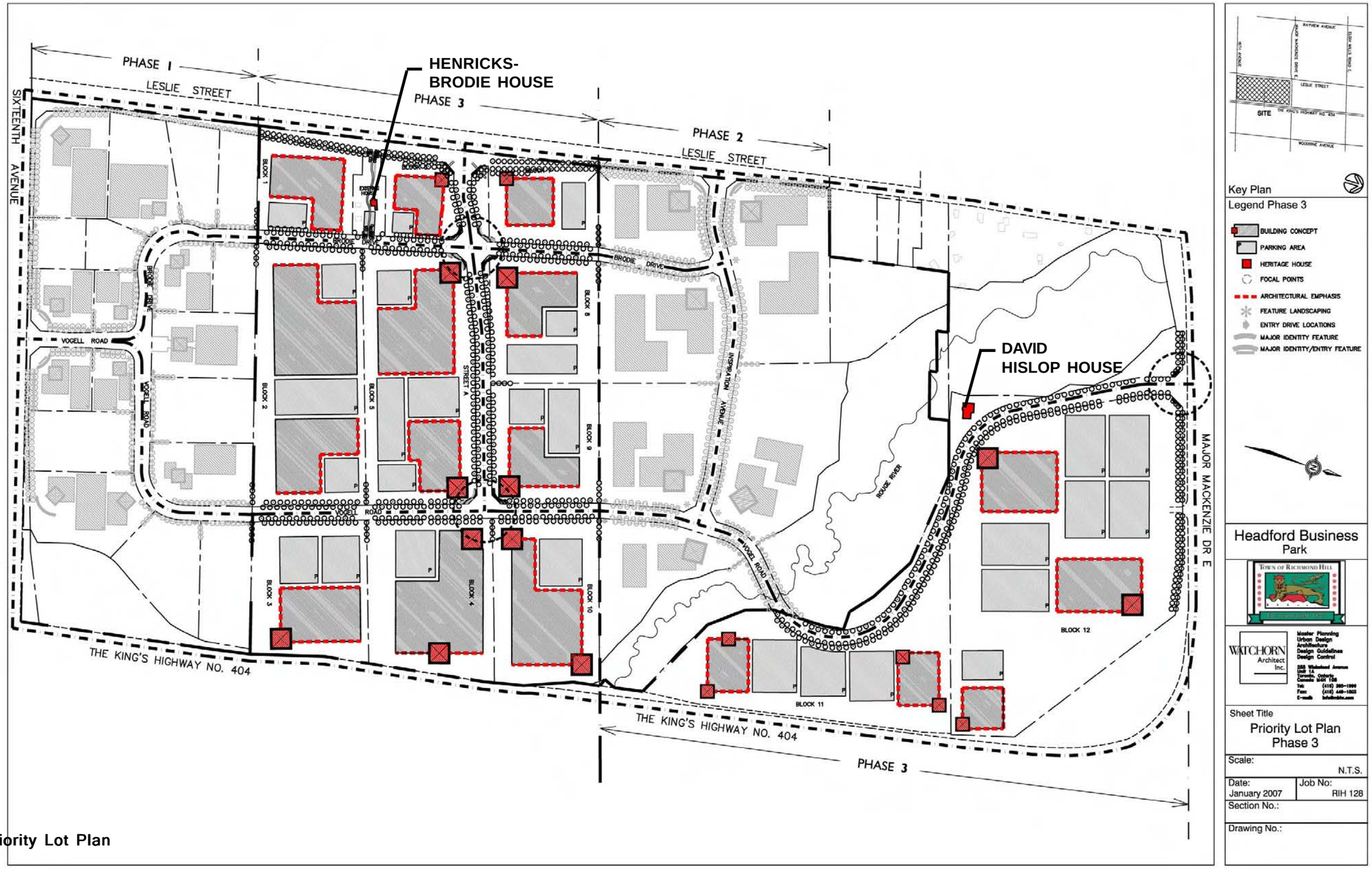
Priority locations are identified as streets, lots, buildings and elevations which have high public exposure. Given their prominence within the community, priority locations shall be designed to ensure the strong character is expressed. Special consideration shall be given to a variety of design elements including quality architecture, building siting, massing, façade treatment, building relationship to the street edge, access points, parking lots, loading and servicing areas, and opportunities for landscape elements. The design of buildings that have publicly exposed side and/or rear elevations will be required to include upgraded elements for all exposed elevations. The General Priority Location Plan illustrates the typical priority location conditions.

Opportunities exist at all gateways and entrances into the business park to create gateway buildings. This will result in these locations becoming recognizable landmarks and community orienting focal points. The architecture of these buildings is encouraged to anchor the overall image of the community with the only difference between the various locations being one of scale. The more prominent the site and its function within the community, the greater the scale of architectural identity that should be created.

Design Principles:

The design and siting of these buildings should address the following items:

- encourage buildings to be sited at the end of a vista in order to reinforce the importance of the building as a landmark and community orienting focal point;
- locate landmark buildings close to the intersection to enhance their prominence within the community structure;
- encourage buildings to be designed with identifiable architectural elements and detailing including taller massing elements such as towers or other prominent architectural forms;
- orient main entrances toward the corner to provide a strong relationship with the street edge;
- encourage all other entrances to be located toward the public edge of the site and designed to provide a strong identifiable feature;
- maintain a consistent quality of architecture on all elevations;
- minimize the amount of surface parking between the building and the street edge;
- design gateway buildings to create year-round interest, as well as an attractive night-time appearance;
- integrate and coordinate the building design with the gateway feature in terms of materials, textures and colours;
- relate the development on all the adjacent corners through co-ordinating setbacks, massing and heights. Buildings with similar or compatible architectural styles, elements and details are encouraged at opposite corners;
- buildings adjacent to the existing heritage property shall be similar in scale and mass. They shall be complimentary in character, materials, and colour to form a natural transition; and,
- buildings adjacent to pedestrian pathways shall provide some building projection on the exposed elevation to frame the public space.



Priority Lot Plan

3.1.2 Heritage Buildings

The Henricks-Brodie House and the David Hislop House are the historical buildings in the area (see Priority Lot Plan), and as such, should be preserved. Although modest in overall architectural qualities, the subject buildings should not be adversely impacted by adjacent development.

Refer to the Landscape Master Plan for details of the park surrounding the Henricks-Brodie House.

3.1.3 Street Frontages

Leslie Street is the higher order road within the study area. The function and character of this road should be reinforced by the built form through the use of the following:

- encouraging multi-storey buildings to define the street edge;
- orienting buildings towards the primary frontage, with main entrances located close to the streetline;
- minimizing the amount of parking located between the building and the street;
- landscaping parking areas that are between the building and the street to create parking pockets rather than large unbroken paved areas; and,
- along Leslie Street, building setbacks should be a minimum of 9m with no parking between the building and Leslie Street.

3.1.4 Street Corners

Special consideration shall be given to the siting of corner block buildings, as follows:

- define all corners of an intersection by encouraging buildings to employ prominent architectural design forms through massing and detailing;
- built form on corner locations should always be oriented toward the public street and promote pedestrian friendly public spaces;

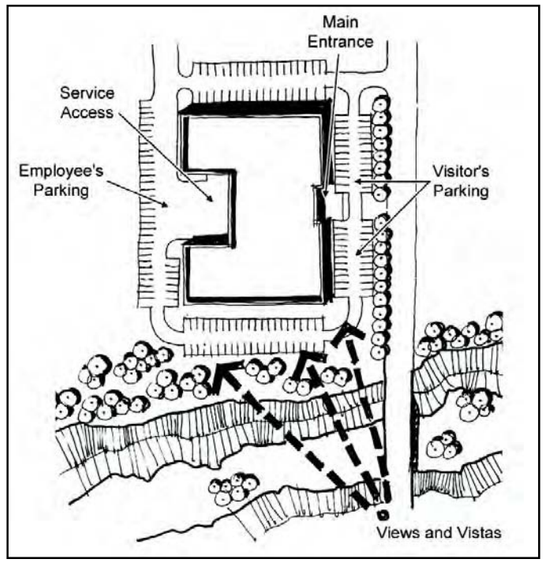
Existing Heritage House

- buildings located at opposite corners are encouraged to contain a variety of building designs compatible in architectural styles, elements and details;
- provide identifiable building entrances that are oriented toward the street edge;
- include the use of one or more of the following architectural design and urban design strategies for corner buildings such as:
- buildings with a 45 degree corner cut of the entire elevation facing the intersection along with widened sidewalks between the building and the intersection;
- buildings that have a 45 degree corner cut of the ground floor elevation only. Cantilevering the buildings provide shelter to the pedestrian along with improved access and visibility. They also offer the option of including an entrance into the building;
- buildings that have curved or fully recessed corners may create an attractive and accessible street corner and provide an additional option for an entrance into the building; and,
- parking should be located away from the intersection;

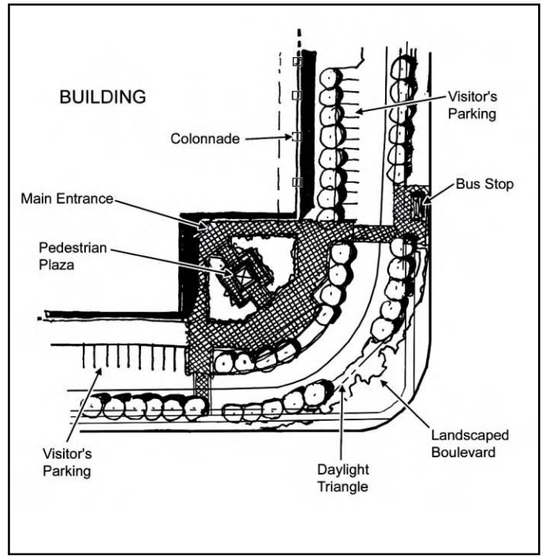
3.1.5 Valley Edge

Buildings adjacent to valley edges or other open space or pedestrian walkways share all the same visual opportunities as conventional corner blocks. The Rouge River watershed is a natural heritage feature to the site and shall be preserved and enhanced through landscaping (refer to section 4.6 for guidelines on the landscape treatment of the valley buffer area). To make full use of the opportunities presented by these special locations and to reinforce their significance, these buildings will respect the following guidelines:

- built form along the valley edge should allow for periodic unimpeded views to the valley from the internal streets where the quality of view warrants;
- whenever possible or desirable, interior spaces shall have attractive direct visual contact with the valley through careful architectural design; by massing (terracing building toward the valley), or by creation of winter garden interior spaces with glass walls oriented toward the valley;
- along with creative landscaping design, built form should create a soft valley edge as a “green interface” zone toward the valley;
- enhanced architecture is expected along all valley frontages, therefore special consideration shall be given to the quality of the architectural design, the amount and quality of detailing, and the type and quality of materials and finish on all exposed elevations;
- flankage and rear yard fencing should be non-intrusive (i.e. black chain link fence) and be coordinated with the whole community;
- service areas should be located away from the valley edge; and,
- any service areas that are visible from the valley are required to be screened in terms of landscaping and architectural treatment and will be reviewed on design merit.



Views and Vistas



Corner Treatment

3.1.6 Vehicular Access and Servicing

A vehicular circulation system for business park blocks should provide effective vehicular movement while allowing for a safe and attractive pedestrian environment. To achieve this, most of the parking areas are encouraged to be located in the rear of proposed business park blocks, within an inner parking court or between individual buildings facing the street.

Major vehicular and pedestrian access points and routes are to be clearly identified with both vertical and horizontal hard and soft design elements. Pedestrian routes shall be incorporated into landscaped parking islands where appropriate.

Service areas should be sited in the rear of buildings or in between buildings away from pubic visibility. Where they are visible from the public R.O.W. they shall be screened with architectural walls or substantial landscaping.

3.1.7 Parking

A comprehensive vehicular parking layout should respect the following guidelines:

- parking spaces should not be visible from the street edge and should be located on the side between individual buildings or along the rear of buildings within inner parking courts;
- parking areas should be designed to maintain commercial exposure while achieving a safe and visually pleasing environment;
- parking areas are encouraged to be physically and visually separated with landscaping to create distinct 'parking courtyards';
- where parking areas are located in front yards and exterior side yards visible from the street, sufficient screening together with a coordinated combination of berming, fence screening and landscaping should be provided to screen parking from the street and from adjacent developments;
- the location of entrances to parking areas should facilitate efficient on-site circulation, and discourage through circulation as an alternative to adjacent streets;
- the use of permeable pavement materials within parking areas shall be encouraged in order to facilitate best management practices with respect to infiltration and biofiltration. Stormwater management should maximize the use of infiltration technology as a water conservation measure where appropriate;
- all garbage storage and loading service areas are encouraged to be integrated into the building envelope, where possible, and screened from public view by the placement of buildings, architectural screens and/or landscaping. Adequate space for on-site snow storage shall be provided; and,
- a vehicular circulation system for commercial blocks should provide effective vehicular movement while allowing for a safe and attractive pedestrian environment.

Parking Courtyards

Screened Service Area

3.2 Building Design

Design Principles:

- provide strongly defined and visible entrances to the buildings;
- ensure a consistent quality of architecture throughout the community;
- encourage a variety of architectural styles, building massing and articulation; and,
- use a variety of building materials including precast, stucco, curtain walls and brick (other materials will be reviewed on their own design merit).

3.2.1 Green Design

To encourage the sustainability of the business park, Leadership in Energy and Environmental Design (LEED) should be used as a benchmark for the recognition of performance standards in the design, construction and operation of high performance green buildings. Such performance standards are inclusive of sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. Environmentally friendly proposals such as green roofs, sustainable design, xeriscaping, LEED certification, etc., are to be encouraged in order to reduce operating costs, provide a healthier working environment and conserve natural resources.

3.2.2 Entrances

Building entrances play a significant role in establishing an identity on the street, connecting the building with the street and community and providing orientation for the user. All building entrances provide an opportunity to create an architectural statement which may be achieved in a variety of ways including by designing buildings with porticos or colonnades that emphasize the entrance locations.

Design Principles:

- main entrances are to be oriented directly toward the public street with pedestrian walkway connections to the street and designated vehicular drop-off areas and/or convenience parking;
- architecturally pronounced entrances are encouraged to be created for all buildings;
- colonnades are a very desirable urban design element that provide shelter from the weather, add architectural interest to the streetscape and should be used to soften otherwise “bulky” massing for front elevations;
- main entrances are to be designed to meet all accessibility needs either by designing the entrance to be generally at the same grade as the adjacent sidewalk or by integrating other design solutions into the architectural design of the building; and,
- all principal public entrances should be covered with an entrance canopy or similar treatment that provides sufficient weather protection and safety.

3.2.3 Massing and Roof Lines

Design emphasis is placed on building mass and articulation. Different building elements should be clearly defined with the interface providing opportunities to articulate transition through appropriate detailing. Design massing criteria that will be considered in the review process includes building height, number of storeys, roof or parapet configuration and building groupings where applicable.

The general guidelines for the massing and roof line delineation of commercial and business park buildings are as follows:

- building heights shall not be intrusive to adjacent buildings. The overall building mass will be subject to design merit during the design review process;
- any long continuous building façade and/or roof line should be divided and varied to provide additional visual interest to avoid buildings with a square or “boxy” appearance;
- elevations are encouraged to contain changes in the vertical and horizontal plane in order to provide visual interest and variety;
- articulated elevations may also be achieved through the use of other building design treatments such as building projections, porticos, and colonnades;
- elevations are encouraged to be pedestrian-friendly through scale, the provision of large windows at grade level and the use of materials;
- all buildings should be consistent in scale and mass to adjacent buildings;
- the design of the roof with respect to massing, orientation, pitch, articulation and colour should be appropriate to the architectural style of the building;
- the design of roof lines and parapet conditions should facilitate the integrated screening of any rooftop mechanical units. This screening should be compatible with other materials and colours used on the building;
- where there is more than one building on a site, a consistent roof design appropriate to the architectural style is desirable along with a unified roof material and colour scheme. The design of buildings, either on individual sites or within campus

settings, should provide for the development of urban spaces along the street; and,
- the design of roof lines and parapet conditions will facilitate the integration and screening of all rooftop mechanical units. Mechanical units shall always be screened from public views.

3.2.4 Materials and Colours

Designs should have an appropriate use of materials on respective elevations (i.e. good design founded on using the right material in the right location). Emphasis is placed on selecting materials and colours which are compatible with the vision of modern, corporate design.

Architectural precast, glass and stucco should be the predominant materials used on buildings. However, alternate materials will be reviewed and evaluated on their own merit and with respect for the overall design vocabulary.

3.2.5 Detailing

Architectural details that will enhance the overall design should be incorporated. Glazed canopies, exposed structural elements, architectural sunscreens, horizontal and vertical jointing are some of the details that should considered.

The choice of glazing is an important element in architectural design. The size of glazing panels and the orientation of frame patterns contribute significantly to the appearance of the building. Also, the colour of frame and glass tint should be complementary to the overall design intent.

3.2.6 Signage

The design of building signage is encouraged to promote an attractive visual environment. Proper commercial and/or business identification should provide increased awareness of the community, information about activities at the location and additional direction to visitors and through traffic. Given the importance of signage, clear and unobstructed views are essential. Signage design is to be complimentary to the use appropriate to the area context, in accordance with the provisions of the Town's Sign By-law.

Signage Design Principles:

- the design of the signage for a building or site should be integrated with the architectural design of the building or buildings and will be reviewed at the same time through the design control review process;
- encourage signs that are compatible in size, style, colour, shape and materials;
- where possible, integrate corporate signage and logos into the unified sign design for the building or site;
- take care in the design and siting of signage in high exposure areas such as at gateway locations in order to ensure a comprehensive approach is taken that enhances the special identity and character of these locations;
- fascia, podium and ground mounted signs are encouraged to respond to the character established within the commercial area; and,
- all signage must comply with Town of Richmond Hill Sign By-law.

3.2.7 Lighting

The design of lighting for a building or site will contribute significantly to the evening and nighttime appearance of the business park, particularly with the high exposure to Leslie Street and Highway 404. Façade lighting, entrance lighting, and landscape feature lighting will be required as part of the overall design package and should be considered together with the internal building lighting as it illuminates through the building glazing.

Lighting adjacent to valley corridors should be directed downwards in order to minimize light intrusion into adjacent natural areas.

4.0 Landscape Design Guidelines

4.1 Introduction

This component of the document provides site-specific landscape design principles and strategies that compliment the site planning and architectural principles to maintain a common vision for the business park.

The landscape design principles outlined in the following sections provide a framework for the design direction of key landscape elements for the Headford Business Park and are to be read in conjunction with the Landscape Master Plan. The key landscape elements have been developed with the primary objective of establishing a strong, distinct and yet cohesive identity to the employment area.

Design Principles:

- to provide a variety of high-quality streetscapes that support and enhance the character of the public realm by integrating landscapes on both public and private lands;
- to maintain the image of a successful urban streetscape through high quality, coherent and coordinated landscape design;
- to support a consistent streetscape theme and image with emphasis on corners, along street edges, and at gateways;
- to include the “natural” valley experience into the site;
- to provide safe and comfortable pedestrian routes;
- to create a pedestrian friendly streetscape through the incorporation of pedestrian connections, focal points, features and linkages to proposed open space areas and their components;
- to provide dominant tree planting that identifies and reinforces pedestrian movement while enhancing adjacent built forms and supporting an attractive greening of the streets;
- to preserve and enhance important views/vistas to existing natural features; and,
- where possible, through sensitive design, protect and incorporate existing trees and significant vegetation as a natural amenity within the built environment.

4.2 Landscape Priorities

The Landscape Master Plan and Design Guidelines identify key areas of Urban Design that accent, complement, and unify the Business Park. Priority should be given to the hard and soft landscaping in the following areas:

- entrance features
- arterial road landscape buffer
- internal streetscape
- lot Landscape Plans
- natural environment lands
- Stormwater Management lands
- valley buffer area

4.3 Design Guidelines

4.3.1 Entrance Features

- at public street intersections, the landscaping should be formal in character, supporting the built form and creating a sense of gateway and entrance;
- entry features are to be located outside the municipal right-of-way including intersection daylighting triangles. Features and associated landscaping shall be privately owned and maintained;
- entry features are to be incorporated into designated private lands on landscape buffers and landscape zones;
- entry Features shall be configured to provide pedestrian access to adjoining lots. Connections are to be reviewed in conjunction with individual lot Site Plans during the detailed design stage to ensure coordinated integration of the built form; and,
- the use of a minimum 30% content of evergreen plant materials in the landscape shall be achieved.

Refer to Figures 3.1 to 3.3 for additional information.

4.3.2 Arterial Road Landscape Buffers

- provide a 9m wide landscape zone along Leslie Street and Major Mackenzie;
- planting within the landscape buffer shall be coordinated with and compliment existing Regional streetscaping;
- the landscape zone should contain significant plant material, incorporate landform, and be effective in all seasons;
- planting design shall provide a formal geometric edge;
- perimeter landscaping should be designed to screen views to parked cars and service areas from roadways while affording views of the building frontages; and,
- mounding shall be saddled where possible in order to provide variety in height and create visual interest. Mounding heights at service areas are to maximize screening.

Refer to Figure 4.1 for additional information.

4.3.3 Internal Streetscape

- internal streetscapes shall incorporate landscape elements on both public and private property;
- internal road right-of-ways will be treated with evenly spaced deciduous trees placed in straight rows. Average tree spacing shall be 10m on-centre for primary roads and 12m on-centre for secondary roads;
- street trees shall be high branching, tolerant of urban conditions and are to be chosen from the Town of Richmond Hill approved species list;
- street tree locations within the right-of-way shall conform to municipal standards;
- a minimum 6m wide landscape zone shall be provided on private property along all internal roads as noted on the Landscape Master Plan. Along primary roads, the landscape zone shall contain a second row of street trees (to achieve the look of a double row of street trees framing the sidewalk) and massings of formal, geometric shrub plantings. Along secondary roads, the landscape zone shall contain massings of formal, geometric shrub plantings;
- planting within the landscape zone should be designed to screen views to parked cars and service areas from roadways while affording views of the building frontages; and,
- the use of a minimum 30% content of evergreen plant materials in the landscape shall be achieved.

Refer to Figures 5.1 & 5.2 for additional information.

4.3.4 Lot Landscape Plans

- landscape design shall relate to the architecture of the buildings with particular attention to entrances, window locations, massing, detailing, signage and sightlines;
- all service areas visible to adjacent lands shall be treated with landscape screening and berming;
- all landscape areas not treated with landscape planting beds or paved for pedestrian and vehicular use shall be sodded. Seeding with low maintenance, native non-invasive seed mixtures is encouraged near or adjacent to existing natural areas, valley lands and stormwater management ponds;
- provide a minimum 1.5m wide landscape buffer/ strip along adjacent employment use property lines. Deciduous shade trees shall be provided near the property line at 10m on-centre spacing according to the Landscape Master Plan;
- provide landscaping to separate parking areas into smaller 'parking courtyards' breaking up large vistas of asphalt, especially in areas of public view;
- use native non-invasive species in a more naturalistic pattern where landscaping is required adjacent to the existing natural areas;
- tree grates, guards, bollards, benches, shelters, waste receptacles, lighting, street signage and other permanent site furnishings are encouraged to complement and harmonize in finish, colour and materials within the public lands and throughout the community;
- all pedestrian routes should be clearly identifiable through a variety of ways including alignment, different paving materials and colours, special landscaping and pedestrian scale lighting;
- pedestrian routes should be continuous and obvious into and throughout the site including between buildings and through parking areas;
- pedestrian circulation should be designed for barrier-free access with special attention being given to the design of curb cuts and pedestrian crossings;
- direct pedestrian connections are encouraged to be provided to all adjacent transit stops, public open space (trail heads) and sidewalks using hard surface material other than asphalt;
- landscaped areas are encouraged to be used to mitigate the micro-climate for users;
- other amenity areas such as seating areas and landscaped squares, are encouraged;
- courtyards and squares are encouraged where possible and are required as shown on the Landscape Master Plan;
- sidewalks, walkways and courtyards should provide sufficient width for ease of circulation, accessible grades and visually attractive surface textures and patterns; and,
- provide an automated irrigation system outside road right-of-way for all landscaped areas.

4.4 Natural Environmental Lands

The long-term survival and preservation of the natural environment lands of the Rouge River shall be the underlying principle guiding the design of key elements within the development lands and the integration of a pedestrian trail system.

- the design and implementation of trail system components within these lands – walkways, trail heads, overlooks, seating areas – should be based on detailed, site specific design studies and site reviews;
- the use of natural building material such as wood and stone shall be encouraged;
- restoration and / or naturalization plant material shall be low maintenance, native non-invasive species;
- plant material used in street boulevards and public areas adjacent to the natural environment lands shall provide a transition to the natural lands. The selection of non-native, aggressively spreading plant material shall be avoided; and,
- plant material is to be sourced from suppliers that guarantee it has been propogated from local seed sources.

4.5 Stormwater Management Lands

The landscape design for stormwater management facilities shall promote the goal of enhancing the natural landscape and acting as pedestrian feature areas.

- grading and vegetation shall be controlled to provide natural transitions that sensitively integrate them into the existing natural environment;
- use of best management practices for stormwater management, using on-site "green" measures such as permeable pavement, where possible, grassed swales around parking areas, roof run-off directed to landscaped areas, green roofs, etc.;
- plant material within these facilities shall be species of trees, shrubs, groundcovers and aquatics that promote habitat and strengthen existing natural plant communities;
- plant material layout shall be designed to create the appearance of natural plant communities;
- pedestrian pathways and trail connections shall be incorporated into the stormwater management facilities;
- consideration shall be given to the incorporation of seating areas and lookouts that provide pedestrian focal points and capitalize on valley land views and vistas; and,
- the Town of Richmond Hill's "Stormwater Management Landscape Design Criteria and Implementation Guidelines" shall be referenced for additional direction.

4.6 Valley Buffer Area

The valley buffer landscape design is intended to serve several purposes related to enhancement of the natural environment, groundwater recharge, transition between land uses and user needs.

- the landscape character of the valley buffer area is to be informal, integrating landform and native non-invasive plant material as a transition between the existing Rouge River valley and the proposed built form;
- plant material within the valley buffer shall be species of trees and shrubs that promote habitat and strengthen existing natural plant communities;
- plant material layout shall be designed to create the appearance of natural plant communities; and,
- planting shall be used to control views into and out of the valley buffer and provide screening of parking and service areas.

5.0 Design Review Process

5.1 Site Plan Approval

Prior to application for Site Plan approval, you will be required to obtain design control approval from Watchorn Architect Inc. All aspects of the design of individual lots will be reviewed against these guidelines for compliance. Review comments will be co-ordinated with Planning Staff at the Town of Richmond Hill and issued to the applicant thereafter.

5.2 Town of Richmond Hill

The standards established by the guidelines are in addition to the requirements imposed by other authorities having jurisdiction over all types of development. Conformity with the guidelines or approval by the design control architect does not imply or guarantee compliance with or approval by any other authority having jurisdiction. Each builder is responsible for verifying conformity with all required authorities.

Approvals by Watchorn Architect Inc. do not release the builder from complying with the requirements, building codes and approvals of the Town of Richmond Hill and other governmental agencies. Each builder is responsible for compliance with all municipal Zoning By-Laws. These design guidelines are to implement the developer's architectural control as required by the Town of Richmond Hill and are not to be treated as a substitute for submissions to and approvals by, The Town of Richmond Hill and all other pertinent governmental agencies.

All drawings must be reviewed and approved by both Watchorn Architect Inc. and the business park consulting engineer prior to being submitted to the Town of Richmond Hill. The applicant shall be responsible for the cost of the review.

Any revisions requested by the Town of Richmond Hill should be reviewed with Watchorn Architect Inc.

5.3 Headford Business Park's Approvals

In order to ensure the development of integrated high quality sites, these design guidelines require that certain items be submitted for their coordination and approval.

Submissions for design review approvals including urban design, architecture and landscape design will be made by you (or your Architect) to the following Consultants:

Watchorn Architect Inc.
255 Wicksteed Avenue, Unit 1A
Toronto, Ontario
M4H 1G8

Phone: (416) 385-1996
Fax: (416) 449-1803

5.4 Orientation Meeting

After you have decided on the purchase of a specific site, Watchorn Architect Inc. will be pleased to meet with you and your Architect to familiarize you with:

1. the Headford Business Park vision
2. Site Plan process
3. approvals
4. site data package
5. design guidelines

After this meeting, your consultants will be in a position to prepare your Site Plan, building design, Landscape Plans and signage designs for submission to Watchorn Architect Inc.

5.5 Design Review Process

The design review process deals only with the external visual appearance of the buildings and the Site Plan layout. Floor plans are to be provided for information purposes only and as a guide in assessing the exterior treatment.

Items to be submitted to and approved by Watchorn Architect Inc. include:

1. preliminary design proposals
2. final working drawings
3. Site Plans
4. exterior materials and colours
5. Landscape Plans
6. exterior signage
7. engineering design

Preliminary Design Proposals

Three copies of each item are to be submitted to Watchorn Architect Inc. for review and approval (i.e. 1 copy to client, 1 copy to Town, 1 copy retained by W.A.I)

Required information includes:

1. Floor Plan
2. exterior elevations and details
3. materials and colours
4. architectural Site Plan (including site statistics)
5. Landscape Plans
6. signage

The materials presented for review need not be highly detailed but should be sufficiently representative to assess the design of the project. All items requiring review and approval, should be discussed at this preliminary stage. This procedure will remove the possibility of design issues arising when detailed drawings are being prepared.

Satisfactory submissions will be stamped "Preliminary Approval".

Final Drawing Sets:

The applicant shall co-ordinate with the Town of Richmond Hill on the number of final drawing sets required. Watchorn Architect Inc. will need to retain 1 drawing set for our records.

These include:

- final working drawings
- Site Plans
- Landscape Plans
- exterior materials & colours
- signage

5.6 Site Review

Watchorn Architect Inc. will conduct periodic site visits to ensure general compliance with the approved plans.

APPENDIX

Design Review Checklist

The following should be used by the Building Design consultants as a checklist for items which will be reviewed in the development of the Headford Business Park lands.

Architectural

Site Plan

- building siting;
- driveways, parking and leading areas including park details, surface materials and snow storage provisions;
- sidewalks and other paved areas (public or private);
- existing trees (including street trees) with existing and proposed grades;
- approved limits of development where applicable for properties adjacent to the Rouge River valley;
- lot grading and drainage;
- service lead-ins (storm, sanitary, water, hydro, gas and telephone);
- fence and wall location, design, height, materials and colours;
- exterior lighting location, design, colour and throw; and,
- exterior storage areas, if any, and their screening (including garbage).

Building Elevation

- elevations;
- materials (including samples);
- colours (colour schedule); and,
- all mechanical equipment, vent stacks, etc., on elevation or roofs (location, size, colour, and screening.

Landscaping

- irrigation system;
- existing trees, grades and measures proposed to preserve them;
- site contours;
- all planting, including location, type and size in calibre and height; and,
- all screening, including details,

Engineering Checklist

Information to be shown on drawings:

- lot grading and drainage;
- building location, driveways and walks;
- hydro transformers;
- bell vaults;
- hydrants;
- street furniture;
- all existing trees with original grades;
- trees to be removed;
- trees to be preserved;
- proposed grade;
- snow fencing;
- service lead-ins and hook-ups, meters, regulators, etc.;
- property dimensions, bearing;
- noise abatement measures; and,
- exterior door, steps or stairs.

Suggested Grading

- minimum % for swales, 2%;
- maximum slopes:
    - Landscape, 3:1
    - Driveways, 7%;
- complete grading information;
- finish floor elevation;
- underside of footing elevations;
- road/lot elevations;
- berming;
- drainage flow arrows;
- swales; and,
- retaining walls and details.

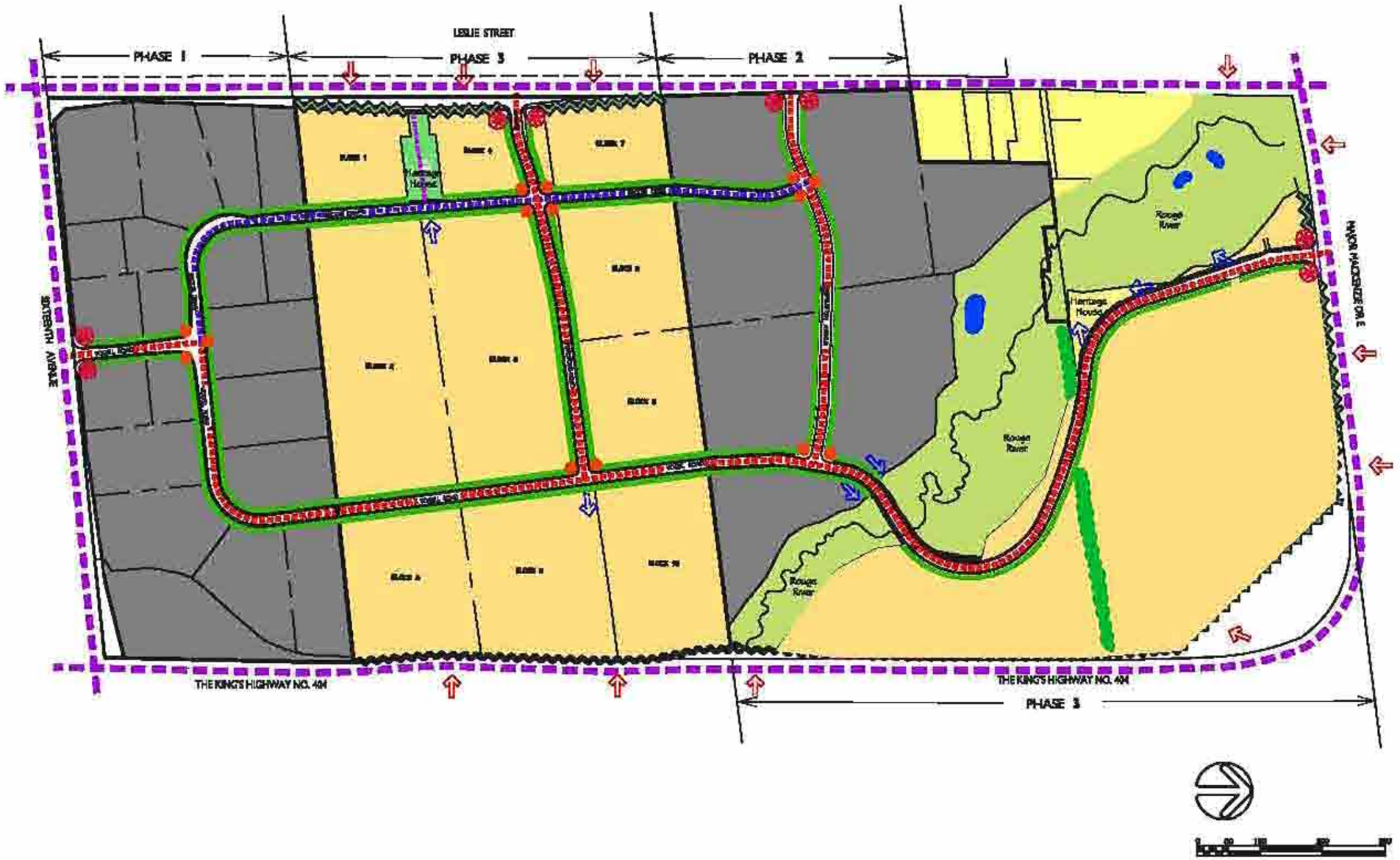
Signage and Furnishings

Exterior Furnishings (if applicable)

Flags, banners, sculptures, fountains, benches, planters, waste units, play areas, including locations, size, design materials and colours.

Exterior Signs and Graphics (temporary and permanent)

- location;
- size;
- colour;
- type of lettering;
- materials;
- lighting; and,
- framing and supporting walls or devices.



Key Plan

Legend

- Existing Residential Area
- Approved Industrial Area
- Proposed Industrial Development Area
- Existing Valley Corridor
- Proposed Park
- Existing Pond
- Proposed Landscape Buffer (Min. width)
- Proposed On-Lot Landscape Buffer (5 m wide)
- External Views & Vistas
- Internal Views & Vistas
- Eastern Highway 404 Landscape Buffer
- Ferry Feature
- Feature Landscaping
- Proposed Open Space Trail System
- Major Arterial Road
- Primary Internal Road
- Secondary Internal Road
- Eastern Remnant Rouge Row

PRELIMINARY

Headford Business Park

Sheet Title

Landscape Master Plan - Opportunities -

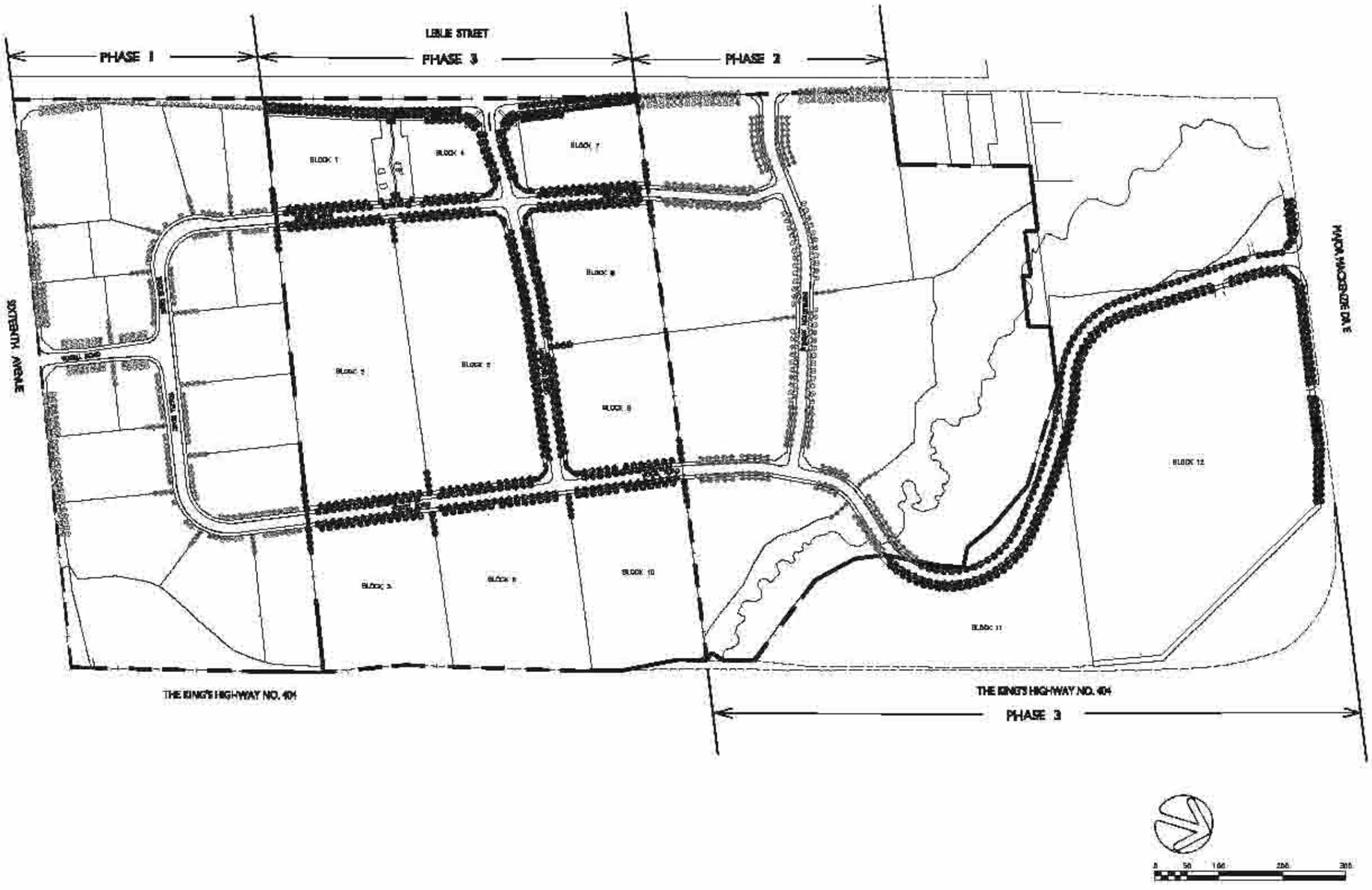
Scale: 1:7000

Date: November 2008

Job No: RIH131

Drawing No.:

FIG-1.0



Key Plan

Legend

PRELIMINARY

Headford Business Park

WALKER Architects Inc.

The MBTW Group

Sheet Title

Landscape Master Plan
- Overall -

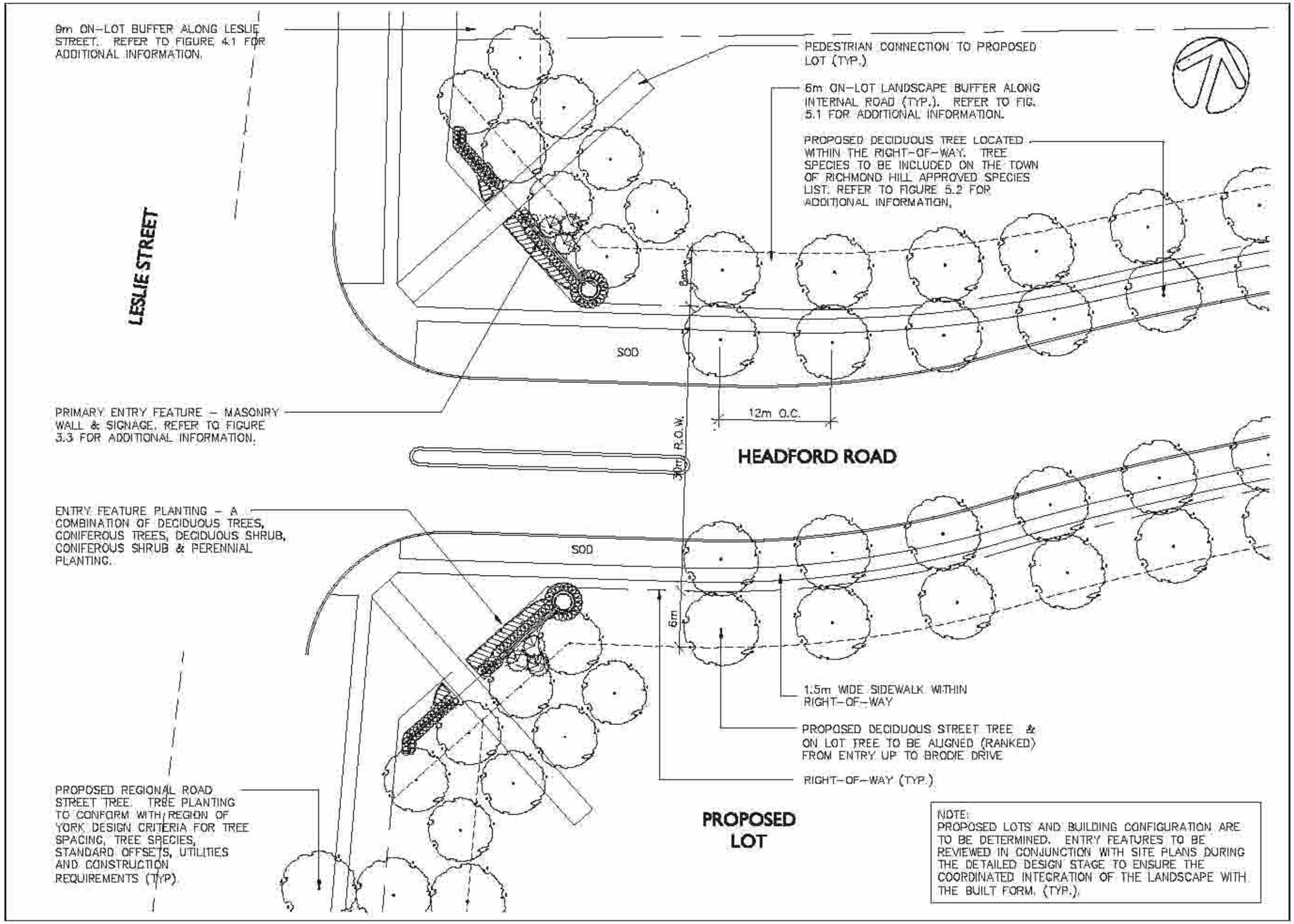
Scale:
1:7000

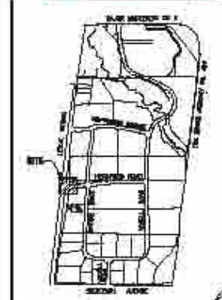
Date:
November 2008

Job No:
RH131

Drawing No.:

FIG-2.0





Key Plan

Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)
- PROPOSED SHRUB PLANTING
- PROPOSED PERENNIAL PLANTING
- PROPOSED MASONRY WALL
- PROPOSED CONCRETE PAVING

PRELIMINARY

Headford Business Park

Sheet Title
Primary Entry Feature
Leslie Street @ Headford Road

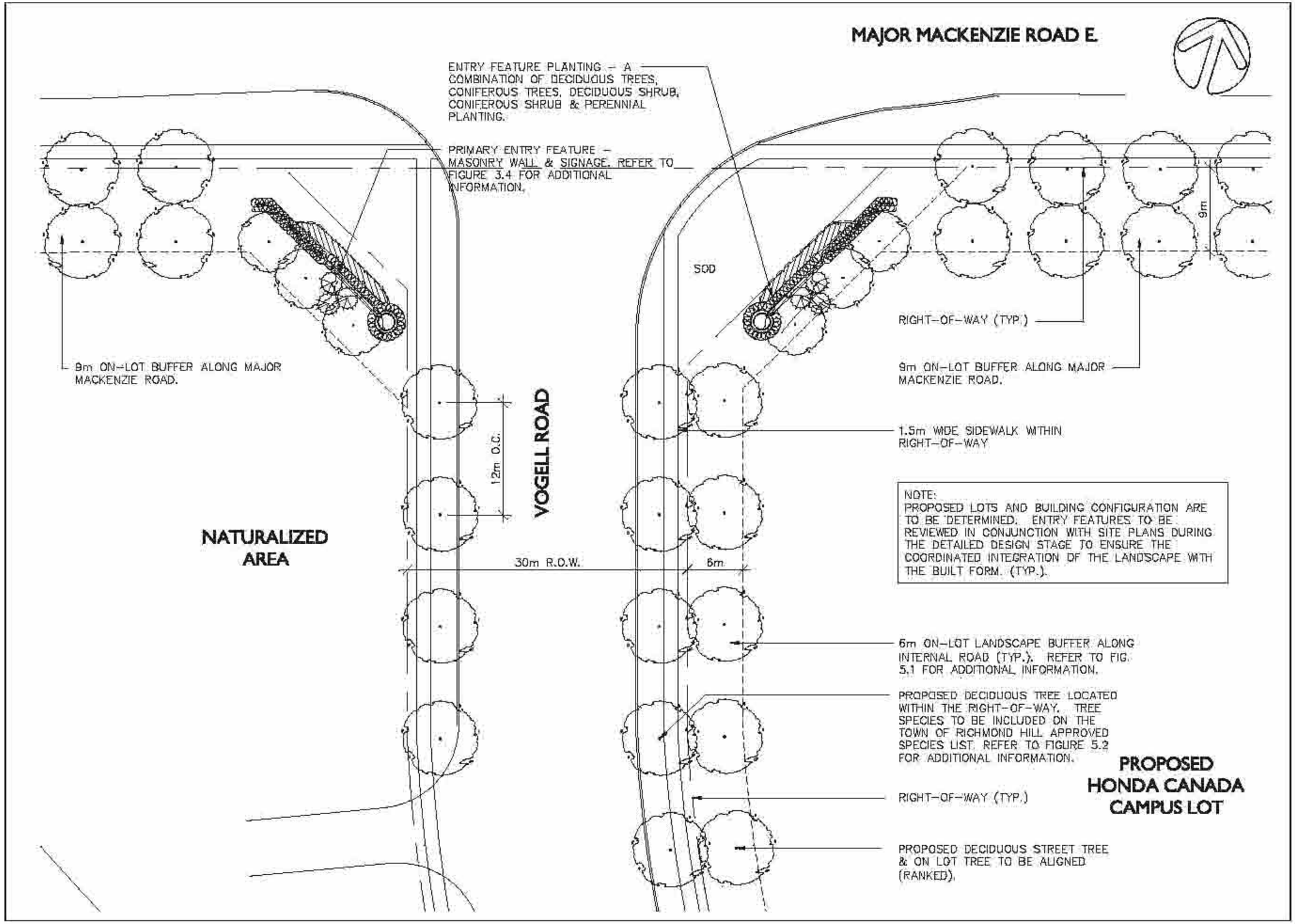
Scale: 1:400

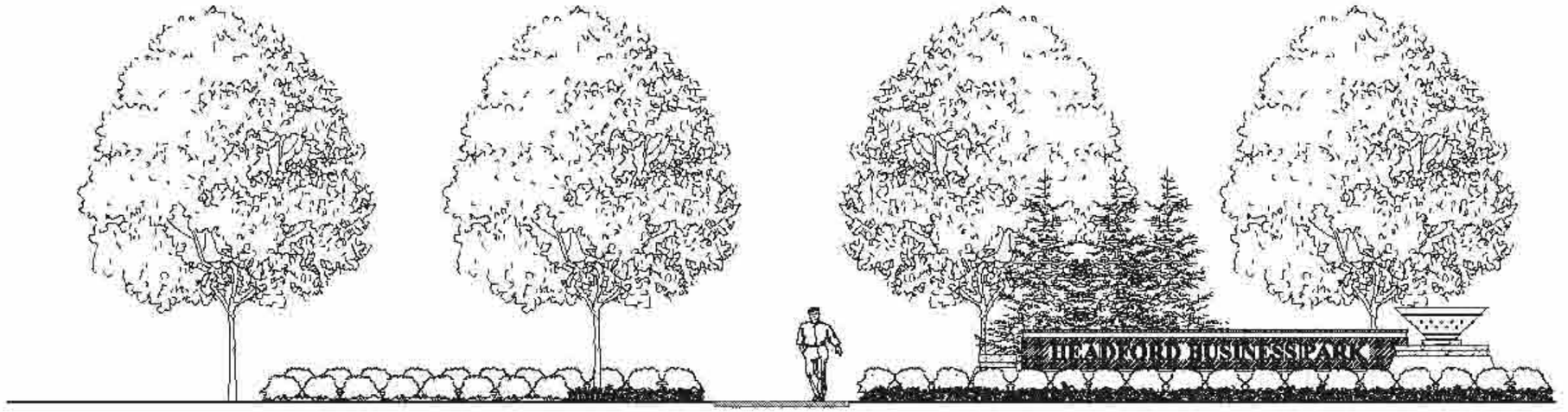
Date: November 2008

Job No: RH131

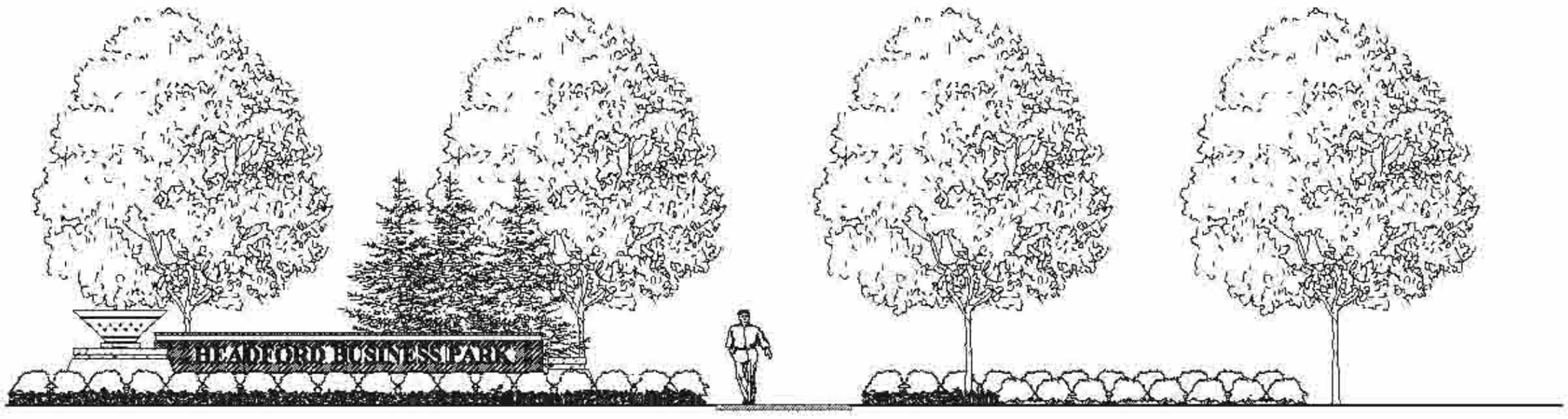
Drawing No.:

FIG-3.1


MAJOR MACKENZIE ROAD E.
ENTRY FEATURE PLANTING - A COMBINATION OF DECIDUOUS TREES, CONIFEROUS TREES, DECIDUOUS SHRUB, CONIFEROUS SHRUB & PERENNIAL PLANTING.
PRIMARY ENTRY FEATURE - MASONRY WALL & SIGNAGE. REFER TO FIGURE 3.4 FOR ADDITIONAL INFORMATION.
9m ON-LOT BUFFER ALONG MAJOR MACKENZIE ROAD.
SOD
9m
RIGHT-OF-WAY (TYP.)
9m ON-LOT BUFFER ALONG MAJOR MACKENZIE ROAD.
1.5m WIDE SIDEWALK WITHIN RIGHT-OF-WAY
12m O.C.
VOGELL ROAD
NATURALIZED AREA
30m R.O.W.
6m
NOTE:
PROPOSED LOTS AND BUILDING CONFIGURATION ARE TO BE DETERMINED. ENTRY FEATURES TO BE REVIEWED IN CONJUNCTION WITH SITE PLANS DURING THE DETAILED DESIGN STAGE TO ENSURE THE COORDINATED INTEGRATION OF THE LANDSCAPE WITH THE BUILT FORM. (TYP.).
6m ON-LOT LANDSCAPE BUFFER ALONG INTERNAL ROAD (TYP.). REFER TO FIG. 5.1 FOR ADDITIONAL INFORMATION.
PROPOSED DECIDUOUS TREE LOCATED WITHIN THE RIGHT-OF-WAY. TREE SPECIES TO BE INCLUDED ON THE TOWN OF RICHMOND HILL APPROVED SPECIES LIST. REFER TO FIGURE 5.2 FOR ADDITIONAL INFORMATION.
PROPOSED HONDA CANADA CAMPUS LOT
RIGHT-OF-WAY (TYP.)
PROPOSED DECIDUOUS STREET TREE & ON LOT TREE TO BE ALIGNED (RANKED).
Key Plan
Legend
PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)
PROPOSED SHRUB PLANTING
PROPOSED PERENNIAL PLANTING
PROPOSED MASONRY WALL
PROPOSED CONCRETE PAVING
PRELIMINARY
Headford Business Park
Sheet Title
Primary Entry Feature
Major MacKenzie Rd @ Vogell Rd.
Scale: 1:400
Date: November 2008
Job No: RH131
Drawing No.:
FIG-3.2



PRIMARY ENTRY FEATURE - ELEVATION



PRIMARY ENTRY FEATURE - ELEVATION

Legend

PRELIMINARY

Headford Business Park

Sheet Title
Primary Entry Feature
- Elevation -

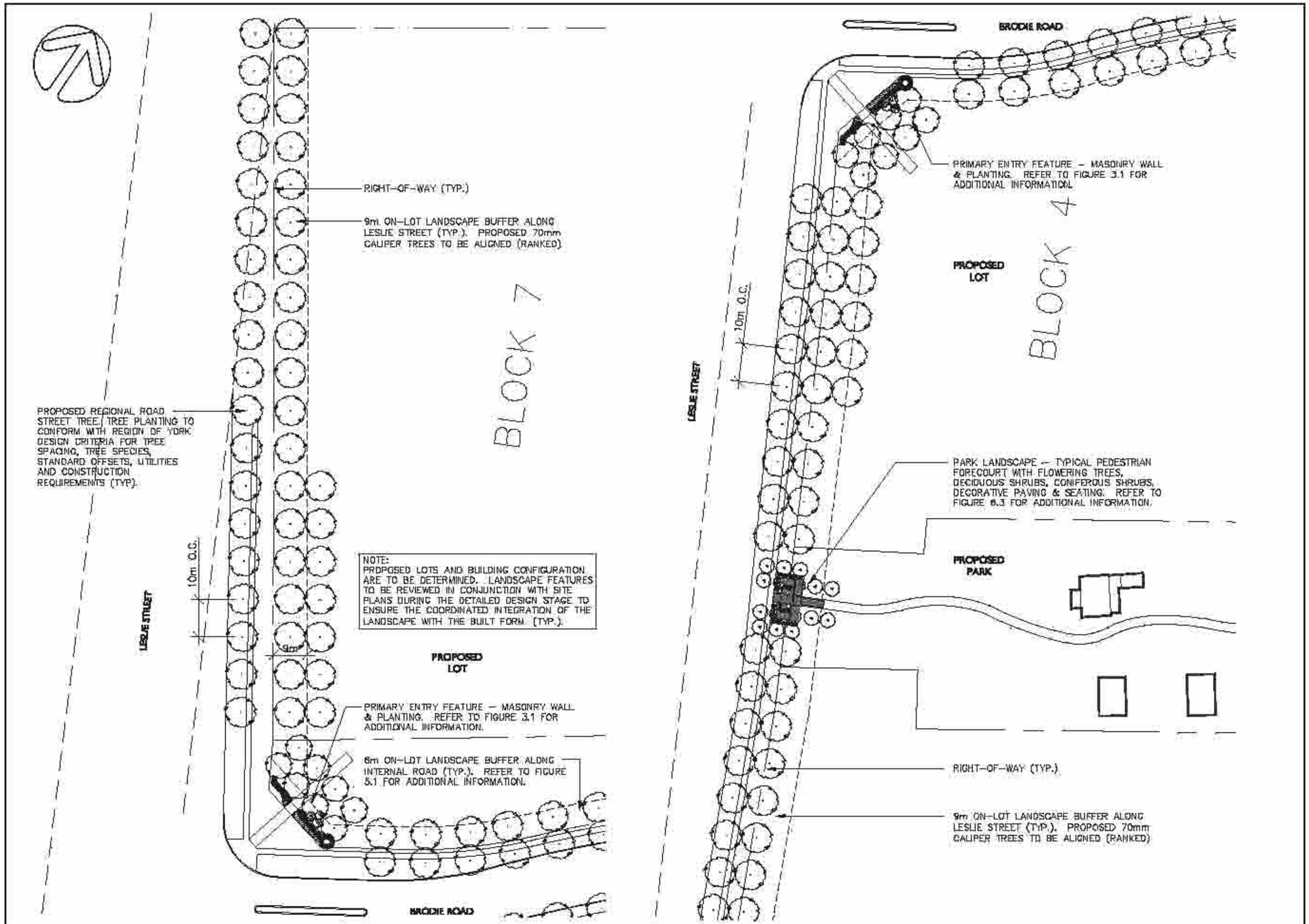
Scale: 1:100

Date: November 2008

Job No: RH131

Drawing No.:

FIG-3.3



Key Plan

Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (60mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)
- PROPOSED SHRUB PLANTING
- PROPOSED PERENNIAL PLANTING

PRELIMINARY

Headford Business Park

Sheet Title
Leslie Street Edge Treatment (9m Buffer)

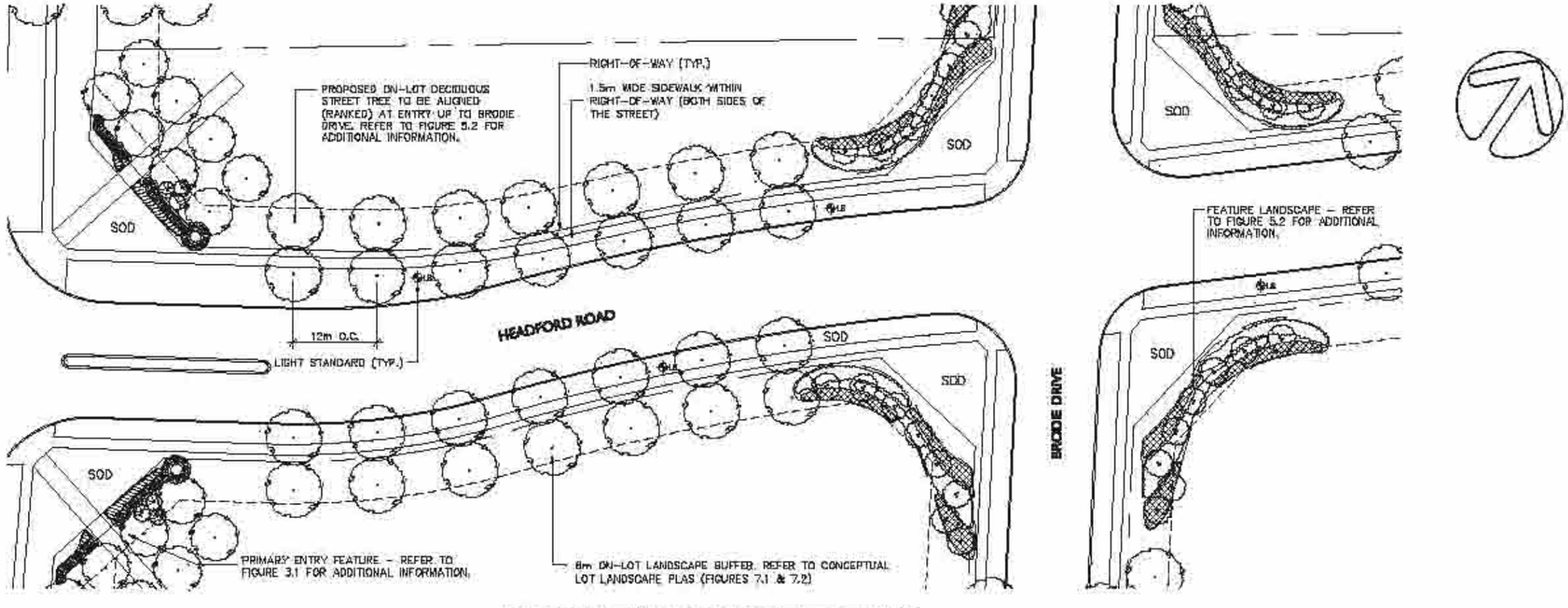
Scale: 1:1000

Date: November 2008

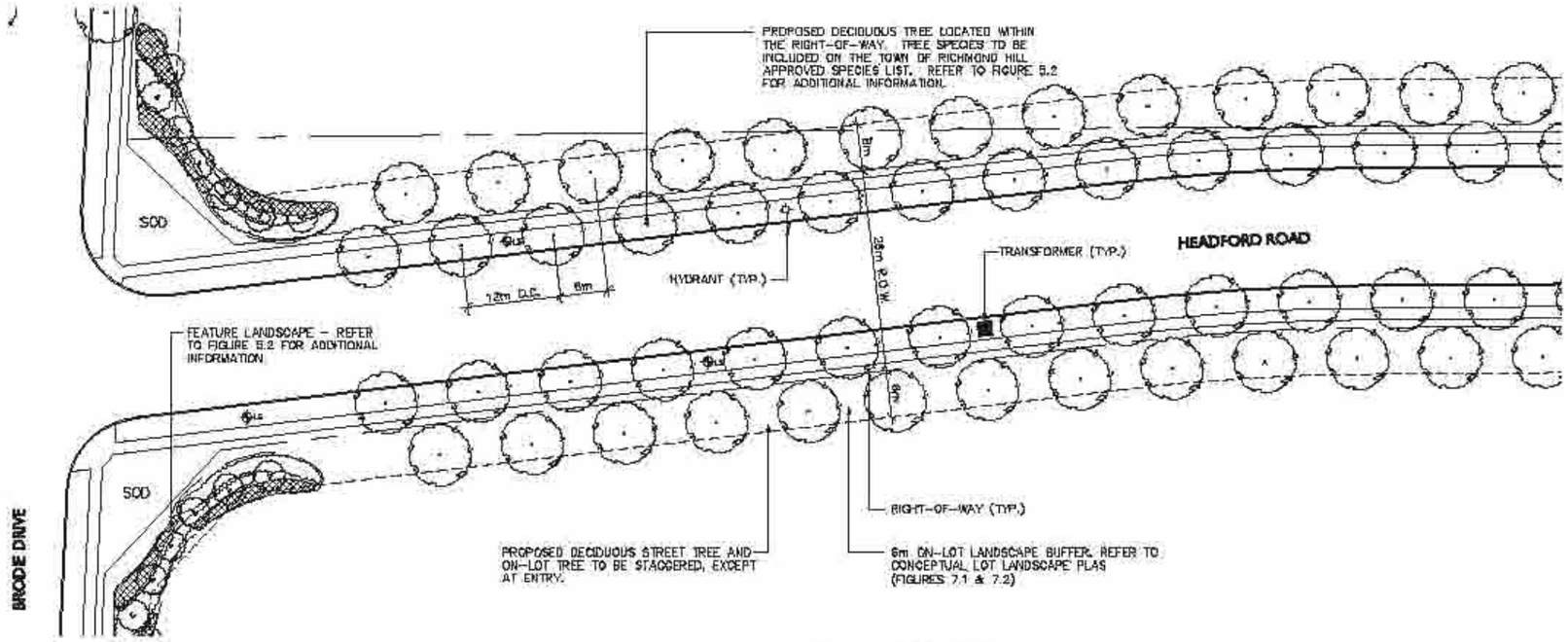
Job No: R01131

Drawing No.:

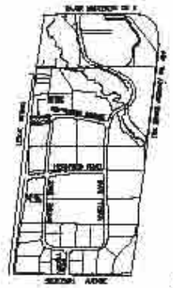
FIG-4.1



PRIMARY INTERNAL ROAD NEAR ENTRY FEATURE



PRIMARY INTERNAL ROAD - TYPICAL STREETSCAPE



Key Plan

Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)
- PROPOSED SHRUB PLANTING
- PROPOSED PERENNIAL PLANTING
- PROPOSED MASONRY WALL
- PROPOSED CONCRETE PAVING

PRELIMINARY

Headford Business Park

Sheet Title
Typical Streetscape Treatments

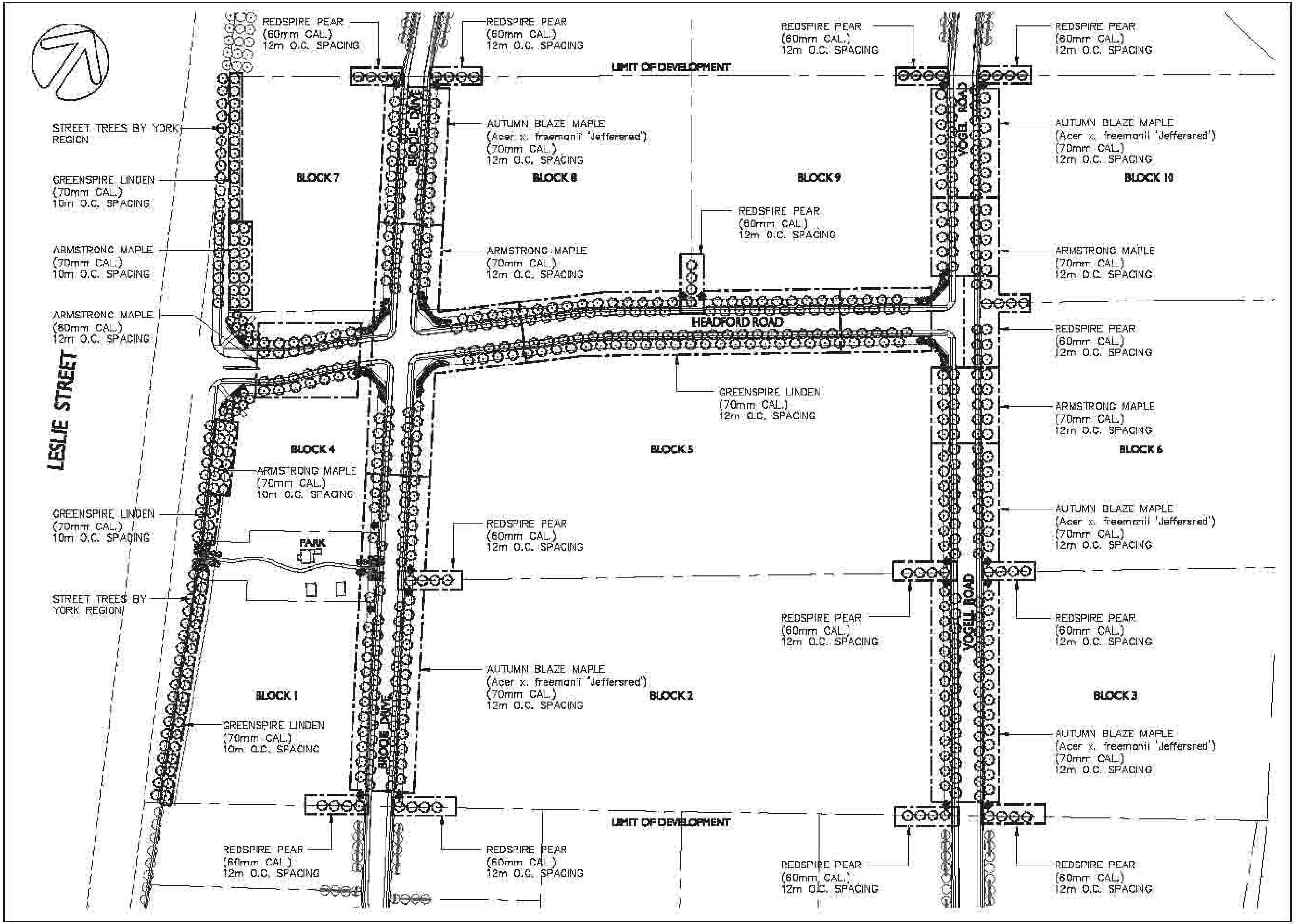
Scale: 1:750

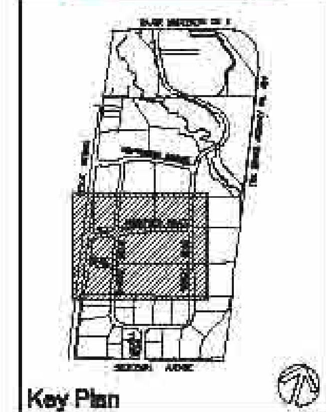
Date: November 2008

Job No: RH131

Drawing No.:

FIG-5.1





Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (60mm CALIPER)
- POTENTIAL DRIVEWAY LOCATION (SUBJECT TO SITE PLAN APPROVAL)

NOTES:

1. SPECIES OF STREET TREES LOCATED ON PRIVATE PROPERTY (WITHIN LANDSCAPE BUFFERS) TO MATCH STREET TREE SPECIES WITHIN MUNICIPAL RIGHT-OF-WAY
2. ALL STREET TREES TO BE 70mm CALIPER UNLESS OTHERWISE SPECIFIED.

PRELIMINARY

Headford Business Park

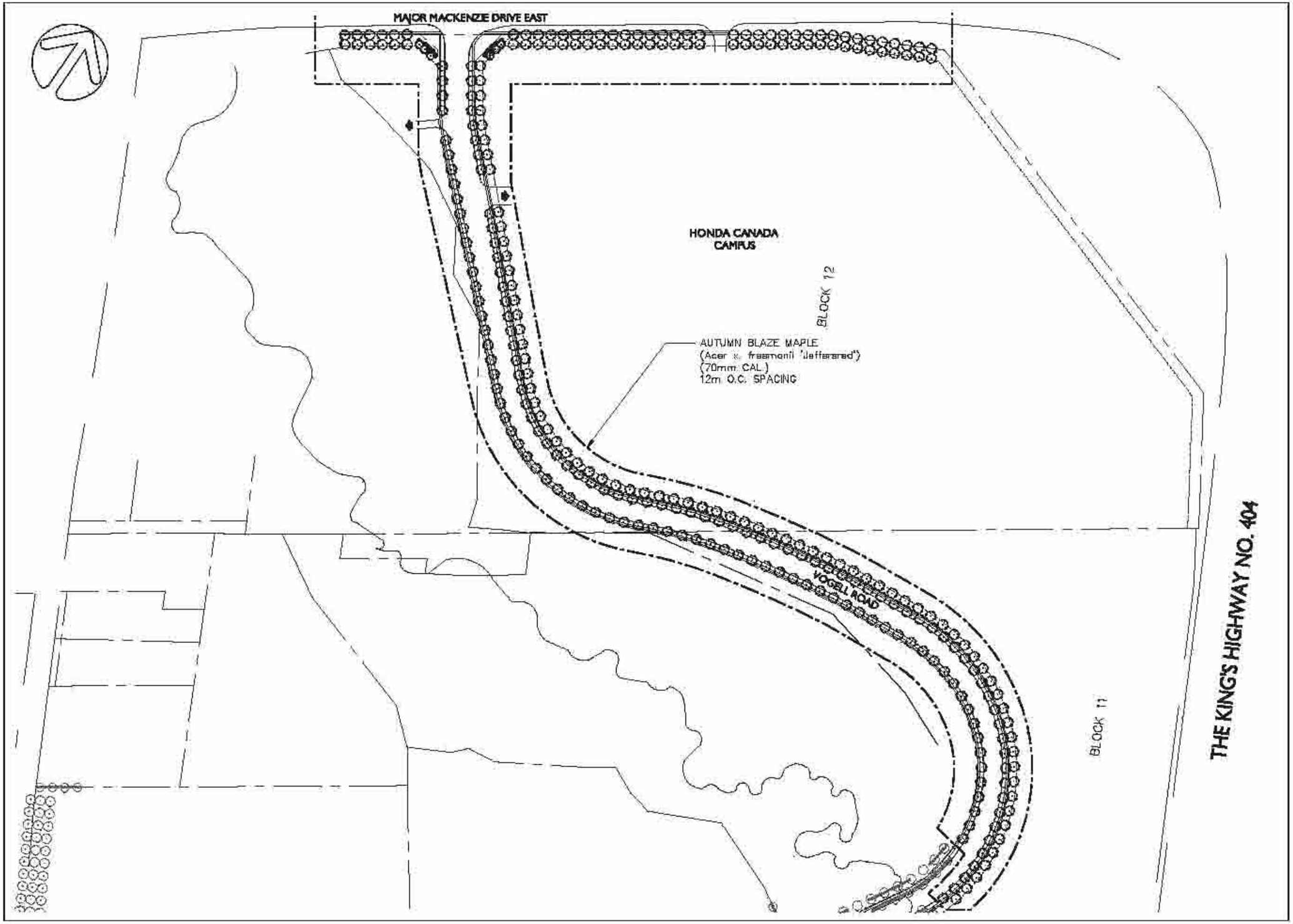
Sheet Title: Stree Tree Planting Plan

Scale: 1:3000

Date: November 2006

Job No: RH131

Drawing No.: FIG-5.2



Key Plan

Legend

PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)

PROPOSED DECIDUOUS ORNAMENTAL TREE (60mm CALIPER)

POTENTIAL DRIVEWAY LOCATION (SUBJECT TO SITE PLAN APPROVAL)

NOTES:

1. SPECIES OF STREET TREES LOCATED ON PRIVATE PROPERTY (WITHIN LANDSCAPE BUFFERS) TO MATCH STREET TREE SPECIES WITHIN MUNICIPAL RIGHT-OF-WAY.
2. ALL STREET TREES TO BE 70mm CALIPER UNLESS OTHERWISE SPECIFIED.

PRELIMINARY

Headford Business Park

Sheet Title
Street Tree Planting Plan

Scale: 1:3000

Date: November 2008

Job No: RH131

Drawing No.:

FIG-5.3

DECIDUOUS TREE ON LOT (TYP.)

1.5m WIDE SIDEWALK WITHIN RIGHT-OF-WAY

BRODIE DRIVE

23m R.O.W.

SOD

SOD

SOD

PROPOSED LOT

NOTE:
PROPOSED LOTS AND BUILDING CONFIGURATION ARE TO BE DETERMINED. LANDSCAPE FEATURES TO BE REVIEWED IN CONJUNCTION WITH SITE PLANS DURING THE DETAILED DESIGN STAGE TO ENSURE THE COORDINATED INTEGRATION OF THE LANDSCAPE WITH THE BUILT FORM (TYP.).

RIGHT-OF-WAY (TYP.)

6m

6m

12m O.C.

28m R.O.W.

HEADFORD ROAD

SOD

SOD

PROPOSED LOT

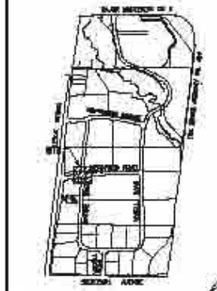
RIGHT-OF-WAY (TYP.)

1.5m WIDE SIDEWALK WITHIN RIGHT-OF-WAY (TYP).

PROPOSED 70mm CALIPER DECIDUOUS TREE LOCATED WITHIN THE RIGHT-OF-WAY. TREE SPECIES TO BE HIGH BRANCHING AND INCLUDED ON THE TOWN OF RICHMOND HILL APPROVED SPECIES LIST (TYP.).

6m ON-LOT LANDSCAPE BUFFER ALONG INTERNAL ROAD (TYP.). REFER TO FIG. 5.1 FOR ADDITIONAL INFORMATION.

ACCENT PLANTING AREA WITH NATURALIZED APPEARANCE THAT EMPHASIZES MOTION AND CHANGE. A COMBINATION OF ORNAMENTAL TREES, DECIDUOUS SHRUBS, CONIFEROUS SHRUBS AND ORNAMENTAL GRASSES IN LARGE, ORGANIC SHAPED MASSES (TYP)



Key Plan

Legend

PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)

PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)

PROPOSED SHRUB PLANTING

PROPOSED PERENNIAL PLANTING

PROPOSED CONCRETE PAVING

PRELIMINARY

Headford Business Park

Sheet Title
Primary Internal Intersection
Brodie Dr @ Headford Rd

Scale: 1:500

Date: November 2008

Job No: RH131

Drawing No.:

FIG-6.1

NOTE:
PROPOSED LOTS AND BUILDING CONFIGURATION ARE TO BE DETERMINED. LANDSCAPE FEATURES TO BE REVIEWED IN CONJUNCTION WITH SITE PLANS DURING THE DETAILED DESIGN STAGE TO ENSURE THE COORDINATED INTEGRATION OF THE LANDSCAPE WITH THE BUILT FORM. (TYP.).

PROPOSED LOT

ACCENT PLANTING AREA WITH NATURALIZED APPEARANCE THAT EMPHASIZES MOTION AND CHANGE. A COMBINATION OF ORNAMENTAL TREES, DECIDUOUS SHRUBS, CONIFEROUS SHRUBS AND ORNAMENTAL GRASSES IN LARGE, ORGANIC SHAPED MASSES (TYP).

SOD

6m

12m O.C.

6m

26m R.O.W.

HEADFORD ROAD

SOD

RIGHT-OF-WAY (TYP.)

1.5m WIDE SIDEWALK WITHIN RIGHT-OF-WAY (TYP).

PROPOSED 70mm CALIPER DECIDUOUS TREE LOCATED WITHIN THE RIGHT-OF-WAY. TREE SPECIES TO BE HIGH BRANCHING AND INCLUDED ON THE TOWN OF RICHMOND HILL APPROVED SPECIES LIST (TYP.). REFER TO FIGURE 5.2 FOR ADDITIONAL INFORMATION.

6m ON-LOT LANDSCAPE BUFFER ALONG INTERNAL ROAD (TYP.). REFER TO FIG. 5.1 FOR ADDITIONAL INFORMATION.

PROPOSED LOT

26m R.O.W.

BRODIE DRIVE

12m O.C.

RIGHT-OF-WAY (TYP.)

DECIDUOUS TREE ON LOT (TYP.)

PROPOSED LOT

PROPOSED LOT

Key Plan

Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALIPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALIPER)
- PROPOSED SHRUB PLANTING
- PROPOSED PERENNIAL PLANTING
- PROPOSED CONCRETE PAVING

PRELIMINARY

Headford Business Park

Sheet Title
Secondary Internal Intersection Vogell Rd. @ Headford Rd

Scale: 1:500

Date: November 2008

Job No: R0H131

Drawing No.:

FIG-6.2

LESLIE STREET

1.5m WIDE SIDEWALK WITHIN RIGHT-OF-WAY

PROPOSED DECIDUOUS STREET TREE & ON LOT TREE TO BE ALIGNED (RANKED). REFER TO FIGURE 4.1 FOR ADDITIONAL INFORMATION.

PROPOSED LOT

SOD

PEDESTRIAN FORECOURT - A COMBINATION OF FLOWERING TREES, DECIDUOUS SHRUBS, CONIFEROUS SHRUBS, PERENNIAL PLANTING, DECORATIVE PAVING & SEATING (TYP.)

PROPOSED PARK

SOD

RIGHT-OF-WAY (TYP.)

PROPOSED REGIONAL ROAD STREET TREE. TREE PLANTING TO CONFORM WITH REGION OF YORK DESIGN CRITERIA FOR TREE SPACING, TREE SPECIES, STANDARD OFFSETS, UTILITIES AND CONSTRUCTION REQUIREMENTS (TYP).

PROPOSED LOT

9m ON-LOT BUFFER ALONG LESLIE STREET. REFER TO FIGURE 4.1 FOR ADDITIONAL INFORMATION.

Key Plan

Legend

- PROPOSED DECIDUOUS SHADE TREE (70mm CALPER)
- PROPOSED DECIDUOUS ORNAMENTAL TREE (50mm CALPER)
- PROPOSED SHRUB PLANTING
- PROPOSED PERENNIAL PLANTING
- PROPOSED BENCH
- PROPOSED DECORATIVE PAVING
- PROPOSED CONCRETE PAVING

PRELIMINARY

Headford Business Park

Sheet Title
Typical Pedestrian Forecourt

Scale: 1:300

Date: November 2008

Job No: R01131

Drawing No.:

FIG-6.3