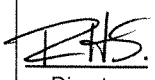



COUNCIL AGENDA/INFORMATION		
<input type="checkbox"/> Closed	Date: _____	Item # _____
<input checked="" type="checkbox"/> Reg. Council	Date: <u>May 28, '12</u>	Item # <u>8</u>
<input type="checkbox"/> Supplemental	Date: _____	Item # _____

 Director	 CAO
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8.

DISTRICT OF WEST VANCOUVER
750 – 17TH STREET, WEST VANCOUVER, BC V7V 3T3

COUNCIL REPORT

Date: May 14, 2012 File: 13-2540-08
 From: Geri Boyle, Manager of Community Planning
 Stephen Mikicich, Sr. Community Planner
 Subject: **Completion of Lower Caulfeild Heritage Conservation Area Review**

RECOMMENDED THAT:

Recommendations to be considered separately and in the order provided:

1. The opportunities for consultation on a proposed Official Community Plan amendment dealing with the Lower Caulfeild Heritage Conservation Area, with persons, organizations and authorities, as outlined in the report dated May 14, 2012 titled "Completion of Lower Caulfeild Heritage Conservation Area Review," be endorsed as sufficient consultation for the purposes of Section 879 of the Local Government Act;
2. "Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012", as attached to the report dated May 14, 2012 titled "Completion of Lower Caulfeild Heritage Conservation Area Review," be introduced and read a first time in short form;
3. "Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012", as attached to the report dated May 14, 2012 titled "Completion of Lower Caulfeild Heritage Conservation Area Review," has been considered in conjunction with the District's most recent financial plan and the regional waste management plan;
4. The Municipal Clerk be directed to give statutory notice that a Public Hearing regarding "Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012" is scheduled for Monday, June 18, 2012 at 7:00 p.m. in the Municipal Hall Council Chamber;
5. Revised Terms of Reference for the Lower Caulfeild Advisory Committee, as attached to the report dated May 14, 2012 titled "Completion of Lower Caulfeild Heritage Conservation Area Review," be presented for public comment at the June 18, 2012 Public Hearing on the proposed OCP amendment prior to Council consideration for approval; and

6. Fees and Charges Bylaw No. 4414, 2005, Amendment Bylaw No. 4721, 2012, as attached to the report dated May 14, 2012 titled "Completion of Lower Caulfeild Heritage Conservation Area Review," be introduced and read a first, second, and third time.

Purpose

The purpose of this report is to inform Council on the outcomes of the Lower Caulfeild Heritage Conservation Area review, and to present for Council's consideration:

- proposed amendments to Official Community Plan policy and guidelines for the Lower Caulfeild Heritage Conservation Area;
- proposed amendments to Council Terms of Reference – Lower Caulfeild Advisory Committee; and
- revised application fees for heritage alteration permits.

1.0 Background

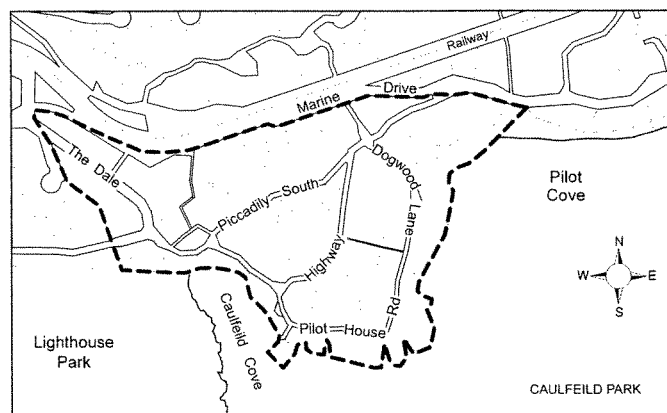
1.1 Prior Resolutions

On December 13, 2010, Council received for information a status report on the Lower Caulfeild Heritage Conservation Area review and endorsed the next steps for completion of this process.

2.0 Policy

2.1 Policy

Lower Caulfeild was designated a heritage conservation area in 1996, through an amendment to the OCP. The boundaries of the Lower Caulfeild Heritage Conservation Area are indicated by the dashed line in the map below:



LOWER CAULFEILD HERITAGE CONSERVATION AREA

As a consequence of this designation, development on private property in Lower Caulfeild is subject to a heritage alteration permit requirement. Between 1996 and 2007, a total of 14 permits were approved for: five new houses, five additions/renovations to existing houses, one lot line adjustment, and one new accessory building.

In 2004, the conservation area designation was incorporated in the current OCP, along with the objectives for the heritage conservation area, and Guidelines HE 6 for heritage alteration permits. The guidelines are primarily focussed on the heritage landscape of Lower Caulfeild, and try to address impacts of development on natural site features, streetscape character, amenities such as neighbours' privacy and views, and the overall neighbourhood ambiance.

3.0 Balanced Scorecard

STRATEGIC INITIATIVES	2010 MILESTONE	2011 & 2012 MILESTONES
1.1.2 Implement the Heritage Strategic Plan where appropriate	Complete and implement recommendations of Lower Caulfeild Heritage Conservation Area Review and present bylaws for Council approval	Continue to prepare Statements of Significance for District owned heritage resources
1.5.3 Determine appropriate balance between user-pay for individual services vs. range of services	Develop for Council approval a framework for a comprehensive review of the District's approach to fees and charges, in particular a long-term strategy to phase in optimal recovery rates and rationalize subsidies where appropriate	Conduct the annual review of specific fees and charges, including a review of the approach to recovery/subsidy rates

4.0 Analysis

4.1 The Review Process

During Council's consideration of a contentious application in 2006, public concerns were raised over construction traffic management, the composition of the Lower Caulfeild Advisory Committee (LCAC), the process for public notification, and opportunities for public input on permit applications.

These discussions, in part, led to the current review process which began in late 2009, and was completed in April 2012. This review has provided for an in-depth discussion of neighbourhood character issues in Lower Caulfeild, and possible actions to address these. Community input opportunities have included several

neighbourhood meetings/workshops, and formal questionnaires, as outlined in Appendix 'A'.

Local residents have directed the course of the review by:

- rejecting the possibility of zoning changes that would reduce maximum house size (floor area ratio and site coverage), and any reduction in the amount of permitted rock removal;
- recommending that the review focus on the guidelines and application process for heritage alteration permits; and
- recommending that there should be greater emphasis in the guidelines on the relationship between buildings and natural site features, rather than on the buildings (e.g., architectural design and materials) per se.

The Lower Caulfeild review has also benefited from a recent surge in development applications and related inquiries from property owners¹. This has provided an opportunity to work with the existing guidelines, and to facilitate both LCAC review and public input to this committee. The application review process has provided staff with some key insights:

- The existing guidelines address aspects that are not unique or specific to the neighbourhood, and do not fully reflect the heritage value and character of Lower Caulfeild. Residents have questioned the meaning or importance of individual guidelines, given the overall intent of the conservation area.
- The Statement of Significance (described in Section 4.2) has generally been accepted by residents as reflecting what they understand and value about Lower Caulfeild; and has provided the basis for proposed amendments.
- Implementation of neighbourhood-wide notification for heritage alteration permit applications, and confirmation at LCAC meetings that the committee is to consider comments from the public in its consideration of these applications, have alleviated neighbourhood concerns about meaningful public input.
- Based on recent applications, considerable staff time is required to review and process heritage alteration permits, and this effort is not reflected in the current application fees charged by the District.
- While the heritage alteration permit process is administered by the District's Planning, Lands and Permits division; policy implementation for

¹ After a four-year period with no application activity, two heritage alteration permits have been approved since 2011, three are currently under review, and up to four may be pending.

the conservation area as a whole is shared with: (1) Parks and Community Services (Caulfeild Park); and (2) Engineering and Transportation (roads).

The review process has provided an opportunity for staff from all three divisions to work collaboratively to understand the objectives for Lower Caulfeild; and to incorporate tools such as the Statement of Significance in the planning and implementation of future public works and parks management within the heritage conservation area.

The Lower Caulfeild review process has yielded:

- a Statement of Significance which articulates the heritage value and character-defining elements of Lower Caulfeild;
- proposed amendments to OCP policy and guidelines for the Lower Caulfeild Heritage Conservation Area, which affect both private and public lands within its boundaries; and
- proposed refinements to the heritage alteration permit process.

4.2 Statement of Significance (See Appendix 'B')

The physical character of a neighbourhood is shaped by many things: land use, lot pattern, topography, roads, buildings, and both natural and cultivated landscapes. In addition, individual neighbourhoods may have special attributes such as established views, characteristic architecture, or heritage features. Understanding these attributes is fundamental for defining and protecting neighbourhood character.

In the case of Lower Caulfeild, 'neighbourhood character' and 'heritage character' are fully intertwined. In fact, the impetus for the heritage conservation area was the desire of residents to protect established neighbourhood character.

A professional heritage consultant was retained during the review process to prepare a Statement of Significance (SOS). An SOS is a brief document that serves as an information tool for interpreting heritage resources and for guiding conservation efforts. The SOS for Lower Caulfeild describes the neighbourhood's principal features which should be retained in order to preserve its heritage value.

Lower Caulfeild residents have had the opportunity to provide input on earlier drafts of the SOS, and substantive public comments have been incorporated in the final SOS (see Appendix 'B'). The SOS has informed and been incorporated in proposed amendments to the OCP.

Lower Caulfeild is described in the SOS in the following terms:

- *“...combines the natural beauty of the coastal landscape with the picturesque English architectural and garden landscape traditions adapted by British settlers to coastal British Columbia.”*
- *“...excellent example of neighbourhood development following late 19th and early 20th Century English domestic architectural and gardening principles and aesthetics.”*
- *“...village of good design set naturally in the landscape and with the coastline primarily reserved for public enjoyment.”*
- *“...important aesthetically for its unique spatial organization: properties of small, medium and large size are irregularly arrayed along narrow, winding small-scaled, pedestrian-friendly lanes that were said to have been laid out along deer paths found on the site at the time of the initial survey work.”*

4.3 Proposed OCP Amendment (see Appendices ‘C’ and ‘D’)

Implementation of proposed changes to policy and guidelines requires an amendment to the Official Community Plan. The Local Government Act requires that, after first reading and before Public Hearing on an OCP amendment bylaw, Council must, consider the plan in conjunction with: (i) its financial plan, and (2) any waste management plan that is applicable in the municipality or regional district. The proposed OCP amendment has been reviewed by the Chief Financial Officer and the Director of Engineering and Transportation. It is not inconsistent with the financial plan, and does not affect waste management plans.

Proposed OCP Amendment Bylaw No. 4724, 2012 is attached as Appendix ‘C’. Appendix ‘D’ provides a comparison between existing wording and proposed wording. The purpose of these amendments is:

- To more clearly connect the conservation area designation with the heritage value and character-defining elements of Lower Caulfeild²;
- To provide distinct policies for: (1) public lands within the conservation area; and (2) private properties – which are subject to a heritage alteration permit requirement; and
- To ensure that the guidelines for heritage alteration permits are both clear and meaningful, and help to achieve the objectives for the heritage conservation area.

² As described in the Statement of Significance

4.4 Proposed Refinements to Heritage Alteration Permit Application Process (see Appendices 'E', 'F', and 'G')

Property owners in Lower Caulfeild require a heritage alteration permit prior to obtaining:

- subdivision approval; or
- a building permit; or
- permits for blasting, tree cutting within a public right-of-way, boulevard crossing, boulevard encroachment, or soil deposit and removal.

Heritage alteration permits are approved by Council if the application is for subdivision, or for new development that does not conform to the Zoning Bylaw. Council has delegated approval authority to the Director of Planning, Lands and Permits if the application conforms to the guidelines, conforms to the Zoning Bylaw (or involves minor variances due to hardship), or provides for the replacement of existing non-conforming development.

Applications are typically referred to the Lower Caulfeild Advisory Committee (LCAC) for its review and recommendations, in accordance with Council policy.

Proposed refinements to the application process are outlined in Appendix 'E'. In summary, these pertain to:

- Improvements to the District's printed and online information on Lower Caulfeild policy, guidelines, and approval requirements – given varying levels of awareness about the heritage conservation area among property owners;
- Clarifying the duties and rules of procedure for LCAC, and public notification for LCAC meetings (see Appendix 'F'); and
- Establishing an appropriate fee structure for heritage alteration permits to better reflect required District staff resources and opportunities for greater cost recovery (see Appendix 'G').

4.5 Sustainability

Heritage conservation is a fundamental component of community sustainability, and is particularly significant in preserving community identity and character, and the cultural values around our built environment. Lower Caulfeild is important for the endurance of local values that find their origins in planning and design from a century ago. The vision for Lower Caulfeild as that of an "ideal village of good design, set naturally in the landscape" resonates to this day in the widely held

community value of “designing with nature” – i.e., by minimizing alteration of a site’s natural features.

Application Fees

The development application fee for a heritage alteration permit is currently set at \$600, with \$400 of this refundable if the permit is issuable by the Director of Planning, Lands and Permits, and the decision of the Director is not appealed to Council³. The fee for renewal of a heritage alteration permit is \$350.

This current fee structure does not reflect the amount of District staff resources required to review and process heritage alteration permit applications, including: responding to pre-application inquiries, follow-up with applicants for additional information, coordination of LCAC meetings, public notification, review of project revisions (if required), and reports to Council or Director. As the application fee does not provide for cost recovery, an increase in fees is warranted.

The proposed fee structure is described below:

Proposed Application Fees for Heritage Alteration Permits in Lower Caulfeild Heritage Conservation Area	
<i>Permits requiring Council consideration</i>	<i>\$1,650</i>
<i>Permits issuable by Director of Planning, Lands and Permits</i>	<i>\$1,150</i>
<i>Appeal to Council of decision by Director of Planning, Lands and Permits</i>	<i>\$500</i>
<i>Renewal of a Heritage Alteration Permit</i>	<i>\$350</i>
<i>Heritage Alteration Permit: Review and approval of exemption</i>	<i>\$200</i>

4.6 Consultation

The Lower Caulfeild Heritage Conservation Area Review has included six neighbourhood meetings/workshops, and one meeting with former LCAC members. At each stage of the process, staff have responded to feedback from Lower Caulfeild residents regarding the issues and possible actions they wished to explore through this review. Proposed amendments to policy, guidelines, and process have incorporated substantive input from local residents.

³ There has only been a nominal fee increase of \$50 since the conservation area was established in 1996.

4.7 Communications Process

Key communications tools used during the review process have included:

- meeting invitations, information packages, questionnaires, and update letters sent to all Lower Caulfeild residents;
- neighbourhood meetings and workshops;
- web updates, and reports to Council.

5.0 Options

5.1 Council may:


(as recommended by staff)

- Introduce and give first reading to “Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012” and set June 18, 2012 as a Public Hearing date;
- Present proposed revised Terms of Reference for the Lower Caulfeild Advisory Committee (LCAC) for public comment prior to Council consideration for approval; and
- Introduce and give three readings to “Fees and Charges Bylaw No. 4414, 2005, Amendment Bylaw No. 4721, 2012”.


(or, alternatively)

- Receive this staff report for information, and request further information.

Authors:



Geri Boyle, Manager of Community Planning



Stephen Mikicich, Sr. Community Planner

Date: May 14, 2012
From: Geri Boyle, Manager of Community Planning
Stephen Mikicich, Sr. Community Planner
Subject: **Completion of Lower Caulfeild Heritage Conservation Area Review**

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Appendices:

- A. Lower Caulfeild Heritage Conservation Area Review Process
- B. Statement of Significance for Lower Caulfeild
- C. Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012.
- D. Comparison of Existing OCP Policy and Guidelines for the Lower Caulfeild Heritage Conservation Area and Proposed Amendments
- E. Proposed Refinements to Heritage Alteration Permit Process
- F. Proposed Amendments to Council Terms of Reference – Lower Caulfeild Advisory Committee (*May 2012*)
- G. Fees and Charges Bylaw No. 4414, 2005, Amendment Bylaw No. 4721, 2012.

LOWER CAULFEILD HERITAGE CONSERVATION AREA REVIEW PROCESS

The following provides an overview of how the review process has unfolded...

Stage / Event	Purpose / Findings
Neighbourhood Meeting #1 <i>June 10, 2009</i>	<ul style="list-style-type: none"> ▪ Articulate Lower Caulfeild's heritage character ▪ Identify 'threats' to character (key issues) ▪ Seek community input on the effectiveness of the guidelines and process for heritage alteration permits
Meeting with former LCAC Members <i>Sept 15, 2009</i>	<ul style="list-style-type: none"> ▪ Gain an understanding of how the alteration permit process has or has not worked from the perspective of those who have previously served on LCAC
Neighbourhood Meeting #2 <i>Nov 18, 2009</i>	<ul style="list-style-type: none"> ▪ Elaborate on key issues, explore possible actions to address these, and gauge residents' support for pursuing specific actions through a 'workbook' exercise
Neighbourhood Meeting #3 <i>Feb 3, 2010</i>	<ul style="list-style-type: none"> ▪ Report on workbook findings ▪ Outline implications of possible Zoning Bylaw amendments to address concerns over size of new houses (floor area and site coverage)
Neighbourhood Meeting #4 <i>June 17, 2010</i>	<ul style="list-style-type: none"> ▪ Respond to vocal neighbourhood opposition to possibility of regulatory changes (zoning, blasting, and rock removal) ▪ Seek clarification on what directions are supported by the community ▪ Questionnaire subsequently mailed-out to balance of Lower Caulfeild residents to confirm focus of review
Neighbourhood Meeting #5 <i>Nov 23, 2010</i>	<ul style="list-style-type: none"> ▪ Report on directions from the community: <ul style="list-style-type: none"> <u>Actions Not Supported:</u> <ol style="list-style-type: none"> 1. Amendments to zoning regulations for floor area ratio and site coverage 2. Reduction in amount of permitted rock removal <u>Actions Supported:</u> <ol style="list-style-type: none"> 1. Review of guidelines 2. Review of process for heritage alteration permits 3. Address rock removal issues through the guidelines ▪ Seek residents' input on <ol style="list-style-type: none"> 1. Statement of Significance 2. 1st draft of proposed amendments to OCP policy and guidelines 3. Process options for review of permit applications ▪ Community input received thru early 2011
Neighbourhood Mail-Out <i>March 2012</i>	<ul style="list-style-type: none"> ▪ Information package on 2nd draft of proposed amendments mailed to all Lower Caulfeild residents
Neighbourhood Meeting #6 <i>March 29, 2012</i>	<ul style="list-style-type: none"> ▪ Present findings of review process and seek residents' input on proposed amendments ▪ Community input received thru early April 2012
<i>May 2012</i>	<ul style="list-style-type: none"> ▪ Report to Council on the completion and findings of the Lower Caulfeild review ▪ Presentation of proposed bylaw and process amendments for consideration by Council

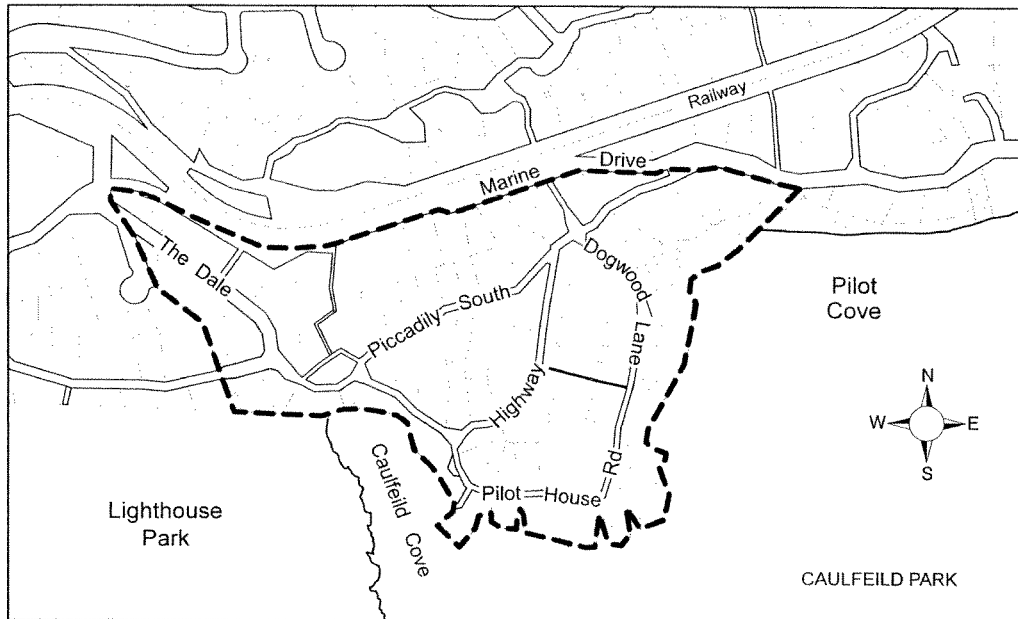
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Statement of Significance
Lower Caulfeild
West Vancouver, B.C.
April 2012¹



Description of the Historic Place

Lower Caulfeild is the collection of private residences, St. Francis-in-the-Wood Anglican Church, and public lands (parks and streets) situated on the peninsula between Pilot Bay (as shown on Canadian Hydrographic Nautical charts) and Caulfeild Cove just east of Lighthouse Park in West Vancouver, B.C.

Values

The Lower Caulfeild area is important as an historic subdivision developed and still maintained as a distinct residential neighbourhood adjacent to Lighthouse Park. As a neighbourhood it combines the natural beauty of the coastal landscape with the picturesque English architectural and garden landscape traditions adapted by British settlers to coastal British Columbia.

Lower Caulfeild is an excellent example of neighbourhood development following late 19th and early 20th Century English domestic architectural and gardening principles and aesthetics. Part of a large parcel of land purchased in 1899, Lower Caulfeild was conceived by the Englishman Francis W. Caulfeild, who took an

¹ This Statement of Significance was prepared by Birmingham and Wood Architects and Planners in February 2012; and revised by District staff to incorporate substantive public input received thru April 2012.

academic interest in town planning, as a village of good design set naturally in the landscape with the coastline primarily reserved for public enjoyment. Largely comprised of houses lightly impacting their rocky landscapes, Lower Caulfeild is important for preserving Caulfeild's original planning principles that impart a pleasant quality to the landscape and streets, allowing for both privacy and significant views through other properties to the sea or other natural features. The balance of natural landscape features and the simple early houses has created an extremely pleasing residential community.

The area is important aesthetically for its unique spatial organization: properties of varying size and shape are irregularly arrayed along narrow, winding small-scaled, pedestrian-friendly lanes that were said to have been laid out along deer paths found on the site at the time of the initial survey work.

The landscape of Lower Caulfeild is important for the prominence of its natural features. Lower Caulfeild is a point of land between two coves. The creek bed on the western edge of Lower Caulfeild is in its native location. It has a mostly undisturbed coastline – both the rocky promontories and the sandy cove – and it has rocky outcroppings scattered throughout the area. The place is important as a setting for native plant species (cedar, Douglas fir, vine maple, arbutus and dogwood) and coastal ecologies, as well as ornamental and naturalized gardens. Lower Caulfeild is important for the endurance of local values that find their origins in planning and design from a century ago.

Character-Defining Elements

Natural Systems and Features

- creek beds
- rock outcroppings throughout the area
- rocky coastline
- sandy Caulfeild Cove
- adjacent eastern coastline of Lighthouse Park

Spatial Organization / Circulation

- curving and narrow lanes as originally laid out by Sir Francis Caulfeild
- one way traffic on many roads
- properties dominated by naturalized landscapes and rockeries in the English garden landscape tradition
- English village common
- separation from development higher up the slope by Marine Drive

Land Use

- residential neighbourhood edged by waterfront parkland
- St. Francis-in-the-Wood Anglican church and village common
- public access to wharf

Vegetation

- native trees (e.g., *Arbutus menziesii*), shrubs and flowers

- naturalized plants in extensive rock gardens

Constructed Features

- Marine Drive retaining wall (hand-built portion)
- hand-built garden walls utilizing small stones
- Caulfeild Cove wharf
- St. Francis-in-the-Wood lychgate

Buildings

- houses lightly situated on and amid undisturbed or lightly modified rock outcroppings
- English Arts and Crafts-inspired domestic architecture as developed in western North America using local wood products as the primary material
- early Modernist houses
- St. Francis-in-the-Wood, particularly the original wood and stone structure

Streetscapes

- informal verges of roads
- hedge-lined lanes

Distant Views

- landscapes of mature trees, shrubbery, and hedging seen over roof peaks
- eastern shoreline of Lighthouse Park
- sea vistas from many points
- vistas east from many points

Intangible

- original lane and road names, as given by Sir Francis Caulfeild

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District of West Vancouver

**Official Community Plan Bylaw No. 4360, 2004
Amendment Bylaw No. 4724, 2012**

Effective Date:

District of West Vancouver

Official Community Plan Bylaw No. 4360, 2004 Amendment Bylaw No. 4724, 2012

A bylaw to amend the Official Community Plan

WHEREAS the Council of The Corporation of the District of West Vancouver deems it expedient to amend OCP policy and guidelines for the Lower Caulfeild Heritage Conservation Area;

NOW THEREFORE, the Council of the District of West Vancouver enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as Official Community Plan Bylaw No. 4360, 2004, Amendment Bylaw No. 4724, 2012.

Part 2 Amends Policy Section 5 [Heritage]

- 2.1 Schedule A to Official Community Plan Bylaw No. 4360, 2004 is amended as follows:
- 2.1.1 By deleting “Policy HE 6” in its entirety and replacing it with a new “Policy HE 6” as follows:
- “Conserve the heritage value and character-defining elements of the Lower Caulfeild neighbourhood as shown on Map HE 6.”
- 2.1.2 By adding “Policy HE 7” as follows:
- “Any proposals for significant change by the District of West Vancouver within a park or public right-of-way, including boulevards, roads and walkways, shall require community consultation prior to plans being finalized.”
- 2.1.3 By adding “Policy HE 8” as follows:
- “Applications for the cutting of trees on public land shall comply with the Municipal Tree Policy and/or the Caulfeild Park Management Plan.”

- 2.1.4 By replacing “Lower Caulfeild Heritage Conservation Area Designation HE 6” with a revised “Lower Caulfeild Heritage Conservation Area Designation HE 6”, attached as Schedule A to this bylaw.

Part 3 Amends the Guidelines for the Lower Caulfeild Heritage Conservation Area

- 3.1 Schedule A to Official Community Plan Bylaw No. 4360, 2004 is further amended as follows:
 - 3.1.5 By replacing “Lower Caulfeild Heritage Conservation Area Map HE 6” with the map showing the existing lotting pattern, attached as Schedule B to this bylaw.
 - 3.1.6 By replacing existing “Guidelines HE 6” for the Lower Caulfeild Heritage Conservation Area with the revised “Guidelines HE 6”, attached as Schedule C to this bylaw.

Schedules

- Schedule A – Heritage Conservation Area Designation HE 6
- Schedule B – Lower Caulfeild Heritage Conservation Area Map HE 6
- Schedule C – Guidelines HE 6 for Lower Caulfeild Heritage Conservation Area

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

APPROVAL by

ADOPTED by the Council on

Mayor

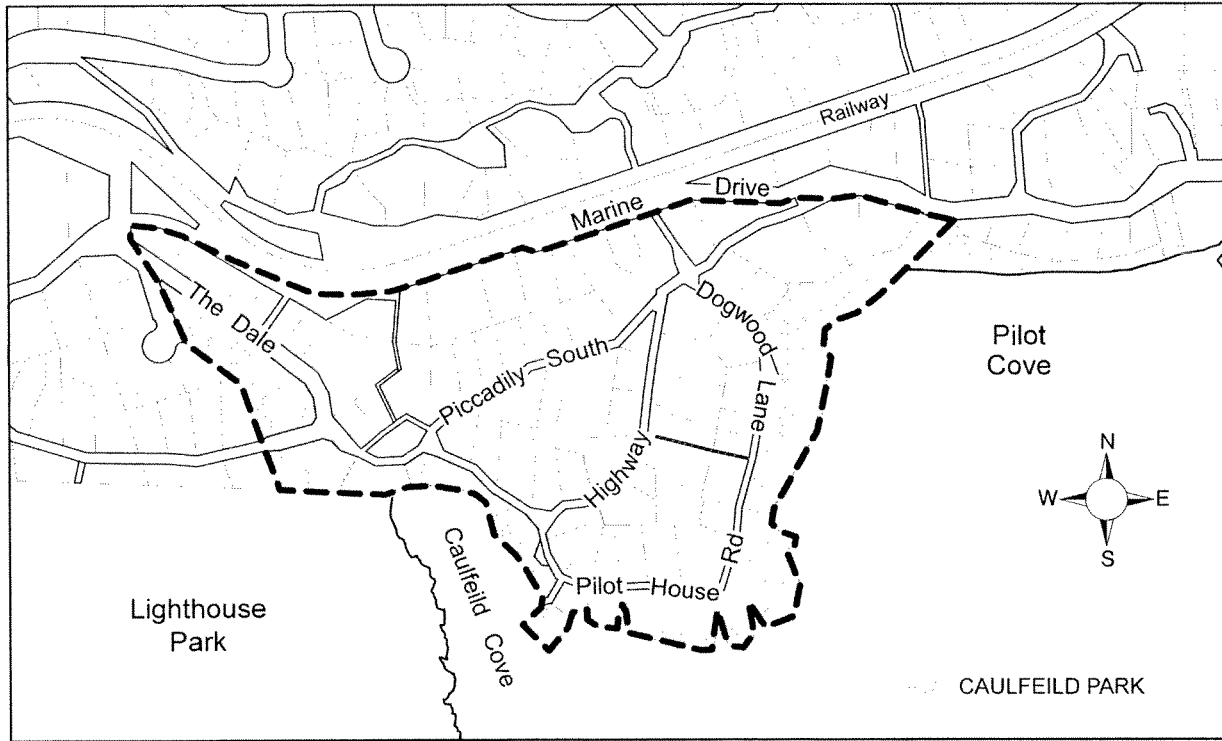
Municipal Clerk

Schedule A – Heritage Conservation Area Designation HE 6

<p>Heritage Conservation Area Designation HE 6</p>	<p>The Lower Caulfeild Area, as defined and illustrated by the Lower Caulfeild Heritage Conservation Area Map HE 6 is designated a Heritage Conservation Area</p>
<p>Category</p>	<p>Local Government Act s. 970.1 (1)</p>
<p>Heritage Features and Characteristics</p>	<p>Lower Caulfeild is the collection of private residences, St. Francis-in-the-Wood Anglican Church, and public lands (parks and streets) situated on the peninsula between Pilot Bay and Caulfeild Cove, just east of Lighthouse Park.</p> <p>The Lower Caulfeild area is important as an historic neighbourhood that combines the natural beauty of the coastal landscape with the picturesque English architectural and garden landscape traditions adapted by British settlers to coastal British Columbia.</p> <p>Originally part of a large parcel of land purchased in 1899, Lower Caulfeild was conceived by Francis Caulfeild as a village of good design set naturally in the landscape, with the coastline primarily reserved for public enjoyment. It was subdivided with properties of varying size and shape, irregularly arrayed along narrow, winding country lanes.</p> <p>The landscape of Lower Caulfeild is important for the prominence of its natural features. It has a mostly undisturbed coastline, with rocky promontories and a sandy cove; and there are rocky outcroppings throughout the neighbourhood. It is also important as a setting for native plant species (cedar, Douglas fir, vine maple, arbutus and dogwood) and coastal ecologies, as well as ornamental and naturalized gardens.</p> <p>The character-defining elements of Lower Caulfeild include:</p> <ul style="list-style-type: none"> ▪ a residential neighbourhood edged by waterfront parkland; ▪ a landscape of natural rock outcroppings and primarily native plant species; ▪ narrow, winding lands with informal verges; ▪ properties dominated by naturalized landscapes and rockeries in the English garden tradition; ▪ houses lightly situated on and amidst undisturbed or lightly modified rock outcroppings; and ▪ vistas east, west (Lighthouse Park), and south (water) from many points.
<p>Objectives</p>	<ul style="list-style-type: none"> ▪ To maintain Lower Caulfeild’s distinctive character as expressed by natural rock outcroppings, native trees, naturalized plants in domestic rock gardens, curving and narrow lanes, informal road edges, waterfront parkland, rocky shoreline, and sensitively-sited buildings. ▪ To conserve and enhance the heritage character of Lower Caulfeild through: <ul style="list-style-type: none"> - the retention and renovation of existing buildings; and

	<ul style="list-style-type: none"> - new development that is designed to fit with and retain natural site attributes.
Guidelines Schedule	Guidelines HE 6 shall apply.
Heritage Alteration Permits	<p>An Alteration Permit shall be required for development on private property involving:</p> <ul style="list-style-type: none"> ▪ subdivision, including lot line realignment; ▪ new buildings or structures; ▪ alteration of and/or addition to an existing building or structure; and ▪ alteration of natural landforms, site features, or established grade. <p>Nothing in this Policy requires Council or its delegate to issue a Heritage Alteration Permit if it believes that the Permit would allow development contrary to the guidelines of this Schedule. This Policy does not in any way affect or diminish the powers of the Approving Officer.</p>
Exemptions for Heritage Alteration Permits	<p>An Alteration Permit shall not be required for:</p> <ul style="list-style-type: none"> ▪ interior work that does not materially affect the external appearance of a building or increase the floor area; or ▪ demolition of an existing building or structure; or ▪ tree cutting or fence construction for which no municipal approval is required, except within any required yard abutting a road or public property; or ▪ a renovation or addition to an existing building, comprising a floor area increase of less than 10% of the existing building, that is consistent with Guidelines HE 6, conforms to the Zoning Bylaw, and does not include other site alteration.
Delegation of issuance of Heritage Alteration Permits	<p>In accordance with the provisions of s. 972 of the Local Government Act, Council delegates to the Director of Planning, Lands and Permits the authority to issue or refuse a Heritage Alteration Permit if the proposed development is:</p> <ul style="list-style-type: none"> ▪ a lot line realignment; or ▪ construction of a new building or structure, or renovations to an existing building or structure, that is consistent with guidelines HE 6 and conforms to the Zoning Bylaw; or ▪ construction of a new building or structure, or renovations or additions to an existing building or structure, that is consistent with guidelines HE 6 and in substantial conformity to the Zoning Bylaw, meaning that any variance is minor and compliance with the Zoning Bylaw would involve hardship or loss of heritage value or character; or ▪ replacement of an existing building or structure that was lawfully constructed but does not conform to the current Zoning Bylaw, with a new building or structure that maintains the same siting and massing, and does not require any further variances to the Zoning Bylaw.

Schedule B – Map HE 6



Lower Caulfeild Heritage Conservation Area Map HE 6

Schedule C – Guidelines HE 6 for Lower Caulfeild Heritage Conservation Area

- 1.0 Site and Landscape Design
 - 1.1 Alteration of existing terrain should be avoided, or minimized where it is not practical to avoid disruption, to conserve a site's natural characteristics.
 - 1.2 Healthy trees and vegetation should be retained, taking into account protection of existing views and vistas, and access to sunlight.
 - 1.3 Natural rock outcroppings should be retained and incorporated into the landscape design.
 - 1.4 The visual impact of swimming pools and deck areas should be minimized, and removal of rock outcroppings for swimming pools should be avoided.
 - 1.5 Retaining walls, particularly those that would be visible from the property's road frontage or public lands should be avoided. If not practical to do so, mitigation measures should be implemented to reduce visual impacts of retaining walls, such as stepped construction and landscape screening. Retaining walls should be constructed of, or faced with, natural or split rock material.
- 2.0 Architectural Design
 - 2.1 Where practical, new replacement buildings should be sited on previously disturbed areas of the property in order to retain remaining natural site features.
 - 2.2 Additions and renovations to existing buildings should be in keeping with the established architectural and landscape character of the property.
 - 2.3 The perceived scale of new development should be minimized through one or more of the following design considerations:
 - building massing
 - careful siting of buildings in relation to neighbouring buildings, roadway, and other public spaces
 - increased yards
 - sloping roofs
 - varied building forms

- 2.4 Design and siting of new or renovated buildings or structures should take into consideration the primary views from neighbouring properties.
 - 2.5 Overlook of adjacent properties should be minimized when designing decks, balconies and windows.
 - 2.6 Traditional building materials and exterior finishes should be used – e.g., wood siding, wood-framed windows and doors, natural stone or brick masonry (including chimneys), and cedar shakes and shingles for roofing. Where stucco is proposed, it should be used in combination with other facing materials such as wood, stone, or brick.
 - 2.7 All mechanical equipment should be screened from view, and measures should be taken to reduce noise impacts.
- 3.0 Driveways and Garages
- 3.1 Minimize the visual impact of driveways and surface parking areas using techniques such as: single-width driveways on smaller lots; narrow, curved driveways on larger lots; and landscape screening.
 - 3.2 Garages (integrated, attached or detached) should be designed in the same style and finished with the same materials as the house.
 - 3.3 Garage doors should be designed and located so as not to dominate the view from the public roadway.
- 4.0 Streetscape Character
- 4.1 To maintain the area's 'neighbourly' qualities, private properties should be bordered with soft landscaping, hedges, and/or ornamental fencing. Tall and solid fences, walls, and prominent security gates are discouraged.
 - 4.2 Public boulevards and adjacent private lands should be landscaped to maintain the 'naturalized' landscape character of the area.
 - 4.3 Exterior lighting should be kept at a low level intensity and directed downward to preserve Lower Caulfeild's dark sky environment. Light pollution onto adjacent properties and public areas should be avoided.

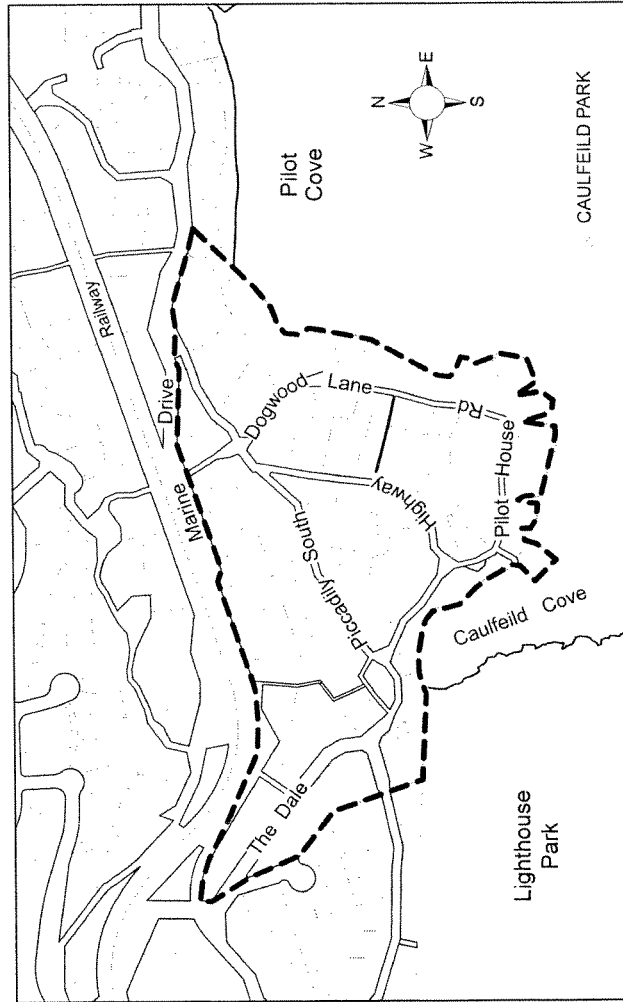
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Review of the Lower Caulfeild Heritage Conservation Area



Proposed Amendments to OCP Policy HE 6 and Guidelines for Heritage Alteration Permits

west VANCOUVER
THE WATERFRONT COMMUNITY

May 14, 2012

The Lower Caulfeild neighbourhood was designated a Heritage Conservation Area in 1996. The designation and corresponding guidelines for Alteration Permits in Lower Caulfeild are outlined in Policy HE 6 and Guidelines HE 6 in West Vancouver's Official Community Plan (OCP).

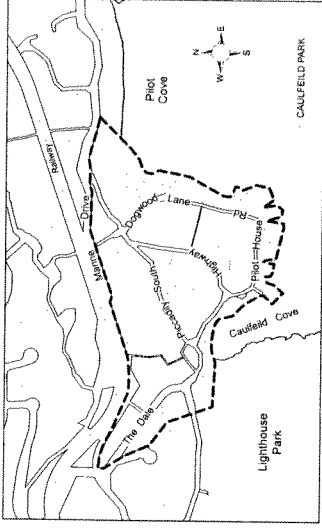
The Lower Caulfeild review process has identified the need to improve the wording of both the policy and guidelines to ensure that:

- they respond to the heritage value and character-defining elements of Lower Caulfeild; and
- that the Guidelines for Alteration Permits are both clear and meaningful.

Proposed draft amendments to policy and guidelines (as outlined in this document) have been informed by input from neighbourhood residents thru April 2012. Please note that implementation of these changes will require amendment to the Official Community Plan.

OCP POLICY HE 6

The following table provides both the existing OCP policy for the Lower Caulfeild Heritage Conservation Area, and proposed policy wording (3rd column), which incorporates substantive feedback from Lower Caulfeild residents received thru April 2012.

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>Policy HE 6</p> <p>Provide for the protection of the special heritage character of the Lower Caulfeild Area.</p> <ul style="list-style-type: none"> Any proposals by the Municipality for significant change, as determined by the Director of Planning, Lands and Permits, within a boulevard, public right-of-way, street or park shall require public review and obtain Council approval or conform to Council approved guidelines. Applications for the cutting of trees on public land shall conform to the Municipal Tree Policy and the Caulfeild Park Management Plan as applicable. 	<p>Existing Policy HE 6 includes a broad policy statement for Lower Caulfeild, and bulleted text regarding proposed changes within municipal road rights-of-way, and tree cutting on public land, including Caulfeild Park. This has been re-written as three separate and distinct policies – i.e., Policies HE 6, HE 7, and HE 8, as shown in the right-hand column.</p> <p>The phrase “provide for the protection of...” is rather vague language. “Conserve” is a more appropriate action word. It includes all actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. (Source: Standards and Guidelines for the Conservation of Historic Places in Canada, 2003)</p> <p>The explanatory map has been updated to delineate individual lot lines – in addition to public roads and park land within Lower Caulfeild. The Alteration Permit Guidelines only apply to development on private lands.</p>	<p>Policy HE 6</p> <p>Conserve the heritage value and character-defining elements of the Lower Caulfeild neighbourhood as shown on Map HE 6.</p>  <p>Policy HE 7</p> <p>Map HE 6: Lower Caulfeild Heritage Conservation Area</p> <p>Policy HE 7</p> <p>Any proposals for significant change by the District of West Vancouver within a park or public right-of-way, including boulevards, roads and walkways, shall require community consultation prior to plans being finalized.</p>

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>Policy HE 8</p> <p>Applications for the cutting of trees on public land shall comply with the Municipal Tree Policy and/or the Caulfeild Park Management Plan.</p>		<p>Policy HE 8</p> <p>Applications for the cutting of trees on public land shall comply with the Municipal Tree Policy and/or the Caulfeild Park Management Plan.</p>
<p>Conservation Area Designation HE 6</p> <p>The Lower Caulfeild Area, as defined and illustrated by the Lower Caulfeild Heritage Conservation Area Designation Map HE 6, is designated a Heritage Conservation Area</p>		<p>Conservation Area Designation HE 6</p> <p><i>No Change</i></p>
<p>Category</p> <p>Local Government Act s. 970.1 (1)</p>		<p>Category</p> <p><i>No Change</i></p>
<p>Conditions</p> <p>The primary features and characteristics that contribute to the heritage character of the Lower Caulfeild area include:</p> <ul style="list-style-type: none"> ▪ configuration of lots, ▪ siting of development and the design of buildings to respect the natural qualities of the site and amenities of the area, ▪ balance of natural landscape with development, ▪ strong pedestrian orientation, and ▪ variety in siting and design of buildings and structures. 	<p><i>The first draft of proposed amendments (November 2010) was based on an earlier draft of the Statement of Significance (SOS) for Lower Caulfeild. This included language that was objectionable to some residents – i.e., “low house-to-lot size ratio”. The updated SOS (dated February 12, 2012) uses the phrase: “houses lightly situated on and amidst undisturbed or lightly modified rock outcroppings” to describe a key character-defining element of Lower Caulfeild.</i></p> <p><i>The proposed wording in the right-hand column is drawn from the revised SOS, and is intended to provide greater clarity about the heritage value and character of Lower Caulfeild.</i></p>	<p>Heritage Features and Characteristics</p> <p>Lower Caulfeild is the collection of private residences, St. Francis-in-the-Wood Anglican Church, and public lands (parks and streets) situated on the peninsula between Pilot Bay and Caulfeild Cove, just east of Lighthouse Park.</p> <p>The Lower Caulfeild area is important as an historic neighbourhood that combines the natural beauty of the coastal landscape with the picturesque English architectural and garden landscape traditions adapted by British settlers to coastal British Columbia.</p> <p>Originally part of a large parcel of land purchased in 1899, Lower Caulfeild was conceived by Francis Caulfeild as a village</p>

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
		<p>of good design set naturally in the landscape, with the coastline primarily reserved for public enjoyment. It was subdivided with properties of varying size and shape, irregularly arrayed along narrow, winding country lanes.</p> <p>The landscape of Lower Caulfeild is important for the prominence of its natural features. It has a mostly undisturbed coastline, with rocky promontories and a sandy cove; and there are rocky outcroppings throughout the neighbourhood. It is also important as a setting for native plant species (cedar, Douglas fir, vine maple, arbutus and dogwood) and coastal ecologies, as well as ornamental and naturalized gardens.</p> <p>The character-defining elements of Lower Caulfeild include:</p> <ul style="list-style-type: none"> ▪ a residential neighbourhood bordered by waterfront parkland ▪ a landscape of natural rock outcroppings and primarily native plant species ▪ narrow winding lanes with informal verges ▪ properties dominated by naturalized landscapes and rockeries in the English garden tradition ▪ houses lightly situated on and amidst undisturbed or lightly modified rock outcroppings

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>Objectives</p> <ul style="list-style-type: none"> ▪ maintain development characteristics that are compatible with their setting in the natural environment to promote a high standard of construction, ▪ promote redevelopment, retention and renovation compatible with lower Caulfeild's landscape, buildings and structures, ▪ maintain and enhance the pedestrian-oriented streetscape while providing for improved safety. 		<ul style="list-style-type: none"> ▪ vistas east, west (Lighthouse Park) and south (water) from many points <p>Objectives</p> <ul style="list-style-type: none"> ▪ To maintain Lower Caulfeild's distinctive character as expressed by natural rock outcroppings, native trees, naturalized plants in domestic rock gardens, curving and narrow lanes, informal road edges, waterfront parkland, rocky shoreline, and sensitively-sited buildings. ▪ To conserve and enhance the heritage character of Lower Caulfeild through: <ul style="list-style-type: none"> - the retention and renovation of existing buildings; and - new development that is designed to fit with and retain natural site attributes.
<p>Guidelines Schedule</p> <p>Guidelines HE 6 shall apply.</p>		<p>Guidelines Schedule</p> <p>Guidelines HE 6 shall apply.</p>
<p>Alteration Permits</p> <p>An Alteration Permit shall be required for any development involving:</p> <ul style="list-style-type: none"> ▪ a new building or structure, major exterior renovation or addition to an existing building or structure, or any exterior renovation or addition to an existing building or structure that does not conform to the Zoning Bylaw, 	<p><i>This section has been re-written and re-formatted for a better understanding about the use of Alteration Permits in Lower Caulfeild.</i></p>	<p>Heritage Alteration Permits</p> <p>A Heritage Alteration Permit shall be required for development on private property involving:</p> <ul style="list-style-type: none"> ▪ subdivision, including lot line realignment; ▪ new buildings or structures; ▪ alteration of and/or addition to an existing building or structure; and

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>▪ a subdivision.</p> <p>Nothing in this Policy requires Council or its delegate to issue an Alteration Permit if it believes that the Permit would allow development contrary to the guidelines of this Schedule. This Policy does not in any way affect or diminish the powers of the Approving Officer.</p> <p>Exemptions for Alteration Permits</p> <p>An Alteration Permit shall not be required if:</p> <ul style="list-style-type: none"> ▪ the development is for interior works that do not affect the size or materially affect the external appearance of the building, ▪ the application is for demolition, ▪ the work involves changes to the landscape, including construction of fences and tree cutting, that would not require the issuance of a building permit or other municipal approval, ▪ the development conforms to the guidelines established in HE 6 and is for a small renovation to an existing building or structure that conforms to the Zoning Bylaw and generally maintains the form and character of the existing development. 	<p><i>The existing wording does not define what constitutes a "small addition". However, the District's Alteration Permit Policy for the Lower Caulfeild Conservation Area defines minor addition as less than approximately 10% of existing floor area. This value has been incorporated in the proposed wording in the right hand column.</i></p>	<ul style="list-style-type: none"> ▪ alteration of natural landforms, site features, or established grade. <p>Nothing in this Policy requires Council or its delegate to issue an Alteration Permit if it believes that the Permit would allow development contrary to the guidelines of this Schedule. This Policy does not in any way affect or diminish the powers of the Approving Officer.</p> <p>Exemptions for Alteration Permits</p> <p>An Alteration Permit shall not be required for:</p> <ul style="list-style-type: none"> ▪ interior work that does not materially affect the external appearance of a building or increase the floor area; or ▪ demolition of an existing building or structure; or ▪ tree cutting or fence construction for which no municipal approval is required, except within any required yard abutting a road or public property; or ▪ a renovation or addition to an existing building, comprising a floor area increase of less than 10% of the existing building, that is consistent with Guidelines HE 6, conforms to the Zoning Bylaw, and does not include other site alteration.

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>Delegation of Issuance of Alteration Permits</p> <p>Council will consider all Alteration Permit applications except, in accordance with the provisions of s. 972 of the Local Government Act, Council delegates to the Director of Planning, Lands and Permits the authority to issue or refuse an Alteration Permit for a proposed development in the following circumstances:</p> <ul style="list-style-type: none"> ▪ the development conforms to the guidelines established in HE 6, ▪ the development is for a new building or structure or the renovation of an existing building or structure that conforms to the Zoning Bylaw; or a small addition to, or alteration of, an existing building or structure that shows substantial conformance to the Zoning Bylaw (i.e., any variance is minor and compliance with the Zoning Bylaw would involve hardship), ▪ the development is for the replacement of an existing building or structure that will have the same siting and massing of the existing building or structure but does not conform to the Zoning Bylaw. 	<p>Staff had previously recommended deleting "Delegation of Issuance of Alteration Permits" from the HE 6 designation, and adding this to the Development Procedures Bylaw.</p> <p>This was subsequently reconsidered, as there is some merit in including everything pertaining to Lower Caulfeild Conservation Area in one section of the OCP. However, the wording has been revised for greater clarity.</p>	<p>Delegation of Issuance of Alteration Permits</p> <p>In accordance with the provisions of s. 972 of the Local Government Act, Council delegates to the Director of Planning, Lands and Permits the authority to issue or refuse an Alteration Permit if the proposed development is:</p> <ul style="list-style-type: none"> ▪ a lot line realignment; or ▪ construction of a new building or structure, or renovations to an existing building or structure, that is consistent with guidelines HE 6 and conforms to the Zoning Bylaw; or ▪ construction of a new building or structure, or renovations or additions to an existing building or structure, that is consistent with guidelines HE 6 and in substantial conformity to the Zoning Bylaw, meaning that any variance is minor and compliance with the Zoning Bylaw would involve hardship or loss of heritage value or character; or ▪ replacement of an existing building or structure that was lawfully constructed but does not conform to the current Zoning Bylaw, with a new building or structure that maintains the same siting and massing, and does not require any further variances to the Zoning Bylaw.

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

ALTERATION PERMIT GUIDELINES

As shown in the following tables, proposed amendments to the Lower Caulfeild Guidelines include both re-writing and re-formatting of the text for greater applicability, understanding, and ease of use. Substantive feedback from Lower Caulfeild residents (received thru April 2012) is reflected in the proposed wording (3rd column) below.

1.0 SITE AND LANDSCAPE DESIGN (changed from “Site Design and Landscape”)

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING
<p>a. Reflect the natural attributes of the site and the character of the surrounding area to establish a sympathetic relationship between the landscape, buildings and structures, and hard surfaces, when undertaking site design.</p>	<p><i>Deleted. This is a general statement of intent, and has been incorporated in the “Objectives” section of the conservation area designation.</i></p>	
<p>b. Limit grading and alteration of natural grade to what may be reasonably required to achieve a balance between landscape treatment and building design.</p>		<p>1.1 Alteration of existing terrain should be avoided, or minimized where it is not practical to avoid disruption, to conserve a site’s natural characteristics.</p>
<p>c. Preserve or replace, where appropriate, healthy trees and shrubs. Decisions regarding tree retention must consider access to sunlight and views, safety, and impact of construction.</p>		<p>1.2 Healthy trees and vegetation should be retained, taking into account protection of existing views and vistas, and access to sunlight.</p>
<p>d. Minimize the removal of rock outcroppings when siting buildings, and feature them in the landscape or architectural design where practical.</p>		<p>1.3 Natural rock outcroppings should be retained and incorporated into the landscape design.</p>

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING		EXPLANATORY NOTES	PROPOSED WORDING
e.	Consider the impact of siting and architectural design on the primary views of neighbours of new development and renovation of existing development.	Existing Guideline 'e' has been incorporated in proposed Guideline 2.4, under "Architectural Design" (see p. 10).	
f.	Minimize the visual impact of swimming pools, retaining walls and hard surfaces.		1.4 The visual impact of swimming pools and deck areas should be minimized, and removal of rock outcroppings for swimming pools should be avoided.
g.	Avoid extensive retaining walls visible from the street. If required, construct retaining walls with natural or split rock materials.	<i>The use of retaining walls is contrary to the concept of designing buildings to fit a site's natural attributes. However, it is recognized that retaining walls are unavoidable in some situations. This guideline provides direction for addressing the visual impacts of retaining walls.</i>	1.5 Retaining walls, particularly those that would be visible from the property's road frontage or public lands should be avoided. If not practical to do so, mitigation measures should be implemented to reduce visual impacts of retaining walls, such as stepped construction and landscape screening. Retaining walls should be constructed of, or faced with, natural or split rock material.
h.	Discourage continuous high fences, walls, gates or hedges that form barriers to the street or other publicly accessible spaces.	<i>Deleted. This is addressed by proposed Guideline 4.1 under "Streetscape Character" (see p. 13).</i>	

2.0 ARCHITECTURAL DESIGN

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING JAN 2012
<p>a. Encourage the retention and renovation of existing buildings in keeping with the area's heritage character.</p>	<p><i>Deleted. Existing Guideline 'a' is a general statement of intent, and is incorporated in the "Objectives" section of the conservation area designation</i></p>	
<p>b. Encourage the design of replacement buildings, where appropriate, to retain existing siting and desirable site design characteristics based on surrounding development and landscape features.</p>		<p>2.1 Where practical, new replacement buildings should be sited on the previously disturbed area of the property in order to retain remaining natural site features.</p>
<p>c. Design additions and renovations to be in keeping with the character of the surrounding neighbourhood.</p>		<p>2.2 Additions and renovations to existing buildings should be in keeping with the established architectural and landscape character of the property.</p>
<p>d. Retain diversity in siting and design of buildings.</p>	<p><i>Deleted. Existing Guideline 'd' is a general statement of intent, and is incorporated in the "Objectives" section of the conservation area designation (see p. 4).</i></p>	
<p>e. Minimize the perceived scale of new, larger buildings by appropriate building massing, siting, increased setbacks, sloped roofs and varied building form.</p>		<p>2.3 The perceived scale of new development should be minimized through one or more of the following design considerations:</p> <ul style="list-style-type: none"> ▪ building massing ▪ careful siting of buildings in relation to neighbouring

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING JAN 2012
		buildings, roadway and other public spaces <ul style="list-style-type: none"> ▪ increased yards ▪ sloping roofs ▪ varied building forms
		<p>2.4</p> <p>Design and siting of new or renovated buildings or structures should take into consideration the primary views from neighbouring properties.</p>
<p>f. Minimize the overlook of adjacent properties when designing decks, balconies and windows.</p>		<p>2.5</p> <p>Overlook of adjacent properties should be minimized when designing decks, balconies and windows.</p>
<p>g. Avoid complex combinations of roofs and large flat or plain expanses of walls and roofs. Flat roofs are acceptable for contemporary “West Coast” style houses.</p>	<p><i>Deleted. Existing Guideline ‘g’ is both generic in its application and too prescriptive for Lower Caulfeild. Roof forms and wall treatments are not character-defining elements of Lower Caulfeild, but can be addressed through the Alteration Permit process without a specific guideline.</i></p>	
<p>h. Encourage the use of high quality natural materials and finishes appropriate to the character of the site (e.g., wood siding, stone, shakes and shingles), and style of the dwelling.</p>	<p><i>Existing Guidelines ‘h’ thru ‘k’ speak to the use of natural exterior building materials. There is merit in combining these, rather than focusing on individual components – i.e., walls, windows, chimneys – particularly as the heritage value of</i></p>	<p>2.6</p> <p>Traditional building materials and exterior finishes should be used – e.g., wood siding, wood-framed windows and doors, natural stone or brick masonry (including chimneys), and cedar shakes and shingles for</p>

Lower Caulfeild Heritage Conservation Area: Proposed Amendments – May 14, 2012

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING JAN 2012
	<i>individual buildings in Lower Caulfeild is subordinate to the relationship between buildings and landscape – which is the essence of the area's heritage value and character]</i>	roofing. Where stucco is proposed, it should only be used in combination with other facing materials such as wood, stone or brick.
i. Avoid large areas of smooth stucco.	<i>Incorporated in proposed Guideline 2.6.</i>	
j. Encourage the use of wood framed windows and doors.	<i>Incorporated in proposed Guideline 2.6.</i>	
k. Construct chimneys of masonry or stone.	<i>Incorporated in proposed Guideline 2.6.</i>	
l. Screen mechanical equipment visually and acoustically.		All mechanical equipment should be screened from view, and measures should be taken to reduce noise impacts.

3.0 DRIVEWAYS AND GARAGES (changed from “Circulation and Parking”)

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING JAN 2012
<p>a. Minimize the visual impact of driveways. Single-width driveways are preferred on smaller lots and narrow, curved driveways on larger lots, where practical.</p>		<p>3.1 Minimize the visual impact of driveways and surface parking areas using techniques such as: single-width driveways on smaller lots; narrow, curved driveways on larger lots; and landscape screening.</p>
<p>b. Design and finish garages to be compatible with the residential character of the dwelling.</p>		<p>3.2 Garages (integrated, attached or detached) should be designed in the same style and finished with the same materials as the house.</p>
<p>c. Situate garages so that the doors are not a dominant feature of the streetscape or structure.</p>		<p>3.3 Garage doors should be designed and located so as not to dominate the view from the public roadway.</p>
<p>d. Screen on-site visitor parking so that it does not detract from the natural landscape qualities.</p>	<p><i>The provision of ‘visitor’ parking is not a zoning requirement; but the guidelines can address the visual impacts of parking areas (see proposed Guideline 3.1).</i></p>	

4.0 STREETSCAPE CHARACTER (changed from “Streetscape Elements”)

EXISTING WORDING	EXPLANATORY NOTES	PROPOSED WORDING JAN 2012
<p>a. Contribute to the pedestrian friendliness and scale of the street.</p>	<p><i>Deleted. Guideline ‘a’ is a general statement of intent, and is incorporated in the “Objectives” section of HE 6 designation (see p. 4).</i></p>	
<p>b. Maintain the area’s neighbourly (versus a private “gated” or hidden) quality through site design.</p>		<p>4.1 To maintain the area’s ‘neighbourly’ qualities, private properties should be bordered with soft landscaping, hedges, and/or ornamental fencing. Tall and solid fences, walls, and prominent security gates are discouraged.</p>
<p>c. Landscape the boulevard and adjacent areas appropriately to conform to the character of the street and site. Screen paved or other non-porous parking surfaces from the street.</p>	<p><i>The second sentence in existing Guideline ‘c’ is deleted, as this is addressed by proposed Guideline 3.1 under “Driveways and Garages”.</i></p>	<p>4.2 Public boulevards and adjacent private lands should be landscaped to maintain the ‘naturalized’ landscape character of the area.</p>
<p>d. Provide exterior lighting to be compatible with the building and landscape design and kept to a low level intensity and pedestrian scale within the front yard.</p>		<p>4.3 Exterior lighting should be kept at a low level intensity and directed downward to preserve Lower Caulfeild’s dark sky environment. Light pollution onto adjacent properties and public areas should be avoided.</p>

LOWER CAULFEILD HERITAGE CONSERVATION AREA REVIEW PROPOSED REFINEMENTS TO HERITAGE ALTERATION PERMIT PROCESS

1. INFORMATION MATERIALS

During the review process, staff found that there are varying levels of awareness among Lower Caulfeild property owners about the requirement for a heritage alteration permit - perhaps because there is no notation about the conservation area on property title. Because property owners rely upon the District's printed and online information on Lower Caulfeild policy, guidelines and approval requirements, this information should be clear and concise, and readily accessible:

- Information about the conservation area, the current review process, and the status of current applications is regularly updated on www.westvancouver.ca
- Staff will also be revising an information brochure on the application process for heritage alteration permits.

There will be ongoing opportunities for community input on new applications, significant District projects, and issues related to Caulfeild Park. However, maintaining public awareness about the conservation area objectives is more challenging in the absence of new applications, and with changes in property ownership.

2. PUBLIC NOTIFICATION PROCEDURES

The Development Procedures Bylaw stipulates that notice of Council consideration of an application for heritage alteration permit is to be given to property owners and occupants within 50 metres of the subject property. This was also previously used as a notification boundary for LCAC meetings.

In response to community concerns over notification and public input opportunities raised during the review process, staff implemented neighbourhood-wide notification in 2011. Given a total of 71 properties within the conservation area boundaries, expanded notification is quite manageable and serves to engage the entire neighbourhood, but adds to required District resources (see discussion on Application Fees below).

3. LOWER CAULFEILD ADVISORY COMMITTEE

At the outset of the review process, some residents had expressed concern about the composition of LCAC, and debated whether members should be appointed from within or outside the neighbourhood, what skills and experience should be required to serve on LCAC, and how the committee should receive and consider public input.

Residents were presented with possible alternatives to LCAC review, such as referring heritage alteration permit applications to the Design Review Committee (DRC), or having a third party review for guideline compliance undertaken by a qualified heritage consultant. Both of these options would require a separate opportunity for public input.¹

In general, residents felt that application reviews by LCAC seemed to be working, but improvements could be made to the process. As noted above, staff have already addressed residents' concerns over public input to LCAC. Staff have also reviewed the committee's Terms of Reference and are proposing minor amendments, as outlined in Appendix 'F' to this report. Specifically, the intent of these amendments is to clarify the committee's duties, rules of procedure, and public notification.

¹ For example, DRC is an advisory body of design and development professionals, and is not structured to receive submissions from neighbourhood residents or the general public.

District of West Vancouver CORPORATE POLICY

Administration Division	<p>Council Committee Terms of Reference</p> <p>Lower Caulfeild Advisory Committee</p>
Policy No. 02-10-289	
CIS File: 0115-20-LCAC	

1.0 Purpose

The Lower Caulfeild Advisory Committee (LCAC) is established as an advisory body to Council and the Director of Planning, Lands and Permits in the application of objectives and guidelines for the Lower Caulfeild Heritage Conservation Area.

2.0 Duties

To consider and review the following, in accordance with applicable District policies and guidelines, and provide recommendations to Council and the Director of Planning, Lands and Permits, as appropriate:

- Heritage Alteration Permit applications for consistency with the Lower Caulfeild Heritage Conservation Area Guidelines; and
- Any matters which may be referred by Council from time to time, including District projects.

3.0 Origin of Work

- Referral of heritage alteration permit application by staff, in accordance with Council policy;
- Council referral.

4.0 Membership

4.1 Voting Members (5)

This Committee is to consist of five (5) voting members, none of whom shall reside or own property in the Lower Caulfeild Conservation Area:

- One member of the Design Review Committee who has architectural expertise;
- One member of the Design Review Committee who has landscape expertise;

Document # 551875
(Amended LCAC Terms of Reference as approved by Council _____)

- One member, preferably a West Vancouver resident, with expertise in heritage management issues; and
- Two members, who shall be residents of West Vancouver, appointed by Council to be members-at-large.

4.2 Terms

Members at large of the Committee are appointed for three year terms to a maximum of six years. Any remaining members are appointed for one year terms.

5.0 Operations of the Committee

5.1 Meeting Schedule

As determined by committee, bylaw or policy to ensure that heritage alteration permit applications are processed in a timely manner, and that other items referred to the Committee can also be addressed as required.

5.2 Notice of Meetings

Notice of LCAC meetings shall be provided by the Planning Department to all property owners and residents within the boundaries of the Lower Caulfeild Heritage Conservation Area.

5.3 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in Council Procedure Bylaw and Council Committee Policy. Notwithstanding, the Committee shall provide an opportunity for applicants and members of the Lower Caulfeild community to make written and verbal submissions at a meeting of the Committee regarding heritage alteration permits, and will consider these submissions in forming its recommendations.

5.4 Support Services / Reporting

A designated staff person will provide committee support services, including agendas and minutes. Professional staff support is to be provided from the Planning Department and other Departments as necessary.

5.5 Council Representative(s) and Alternates

One Council member and one alternate

5.6 Staff Liaison

Sr. Community Planner

5.7 Revisions to this Policy

To be made by Council and Chief Administrative Officer

<p>Approval Date of Original Terms of Reference: December 10, 2001 Regular Council Meeting (Item 6.1)</p>	<p>Approved by: Council</p>
<p>Amendments made in January 2007 to update obsolete references in Sections 4.1, 4.2 and 5.5 regarding former advisory committees and staff position of Assistant Planner. Original policy is contained in document #45971</p>	<p>Approved by: CAO</p>
<p>Amendment Date:</p>	<p>Approved by: Council</p>

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District of West Vancouver

**Fees and Charges Bylaw No. 4414, 2005
Amendment Bylaw No. 4721, 2012**

Effective Date:

District of West Vancouver

Fees and Charges Bylaw No. 4414, 2005 Amendment Bylaw No. 4721, 2012

A bylaw to establish new development application fees
for Heritage Alteration Permits.

WHEREAS the Council of The Corporation of the District of West Vancouver
deems it expedient to provide for amendment of the Fees and Charges Bylaw;

NOW THEREFORE, the Council of the District of West Vancouver enacts as
follows:

Part 1 Citation

- 1.1 This bylaw may be cited as Fees and Charges Bylaw No. 4414, 2005,
Amendment Bylaw No. 4721, 2012.

Part 2 Amends Schedule 8D

- 2.1 Fees and Charges Bylaw No. 4414, 2005, Schedule 8D – Planning, Land
and Development Services is hereby amended by:
- 2.1.1 Replacing the term “Alteration Permit” with “Heritage Alteration
Permit”; and
 - 2.1.2 Establishing new development application fees for “Heritage
Alteration Permits”, as set out in Appendix ‘A’ to this bylaw.

Schedules

Schedule A – Proposed Development Application Fees for Heritage Alteration
Permits

READ A FIRST TIME on

READ A SECOND TIME on

READ A THIRD TIME on

ADOPTED by the Council on

Mayor

Municipal Clerk

Schedule A – Proposed Development Application Fees for Heritage Alteration Permits

APPLICATION TYPE	PROPOSED FEE
Heritage Alteration Permit (Lower Caulfeild Heritage Conservation Area):	
▪ Permits requiring Council consideration	\$1,650
▪ Permits issuable by the Director of Planning, Lands and Permits	\$1,150
▪ Appeal to Council of decision by Director of Planning, Lands and Permits	\$500
▪ Renewal of a Heritage Alteration Permit	\$350
▪ Heritage Alteration Permit review and approval of exemption	\$200