

**DP001910 – 4325 Blackcomb Way – Municipal Hall Expansion  
OCP Development Permit Area Guidelines Review**

**WHISTLER VILLAGE (SCHEDULE M)**

The DP area is designated for revitalization of an area in which a commercial use is permitted; and is also designated for the establishment of objectives for the form and character of commercial or multi-family residential *development*. The following table shows the applicable guidelines for this application and offers details to indicate how the proposal complies.

(a) The Whistler Village Design Guidelines attached as Schedule T.	See Schedule T below
(b) <i>Development</i> , including construction and alterations that will inconvenience or jeopardize the use of public areas in Whistler Village by creating construction noise or the placement of construction materials or barriers in public areas, is not to be carried out between July 1 of any year and September 5 of the same year, except as may be specified in the development permit.	Will be confirmed through a Construction Management Plan. This is a condition of issuance of the permit.

WILDFIRE PROTECTION (SCHEDULE S)

This DP area is designated for the protection of *development* from hazardous conditions; specifically protection from wildfire. The following table shows the applicable guidelines for this application and offers details to indicate how the proposal complies.

The subject parcel is within the Wildfire Protection DP - Moderate Risk designation.

ALL AREAS

The following guidelines apply to all areas shown on Schedule S:

(a) Where a distance is specified by these guidelines for the purpose of establishing an area that should be cleared or remain free of vegetation, the distance should be measured from the outermost part of the building to:  (i) the distance specified in the guideline;  (ii) the property line, unless permission has been granted by the adjacent property owner; or  (iii) the boundary of an <i>environmentally sensitive area</i> unless clearing is carried out in accordance with the recommendations of a <i>QEP</i> and approved in writing by the municipality's Manager of Environmental Stewardship whichever is closer.	Not applicable
(b) Where the municipality receives a <i>FireSmart® Assessment</i> in respect of a property which is the subject of an application for a development permit under this section, the municipality may choose to apply, as permit conditions, the recommendations of the report instead of, or in addition to, the guidelines in this section.	No FireSmart report has been submitted with the application.
(c) Where these guidelines warrant tree removal preference should be given to:  (i) retaining the largest and healthiest trees;  (ii) removing coniferous vegetation located closest to principal buildings; and  (iii) retaining deciduous trees and vegetation.	The proposal will retain the largest, healthiest trees where possible.

MODERATE RISK AREAS

In areas shown as "Moderate Risk", on Schedule S, the following guidelines apply:

(a) All areas within 1.5 metres of principal buildings should be free of coniferous vegetation. This can be achieved by:  (i) planting/removing conifers to create a trunk to building spacing of at least 3 metres; or  (ii) limbing mature trees, selecting species with narrow canopies or applying similar landscaping techniques to obtain a 1.5 metre vertical and horizontal separation	Some conifers removed, others planted, as per spacing for Whistler Village Moderate Risk areas, as per below.
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between tree canopies and principal buildings.	
(b) Dead branches and twigs should be cleared within 20 metres of principal buildings. Standing dead trees with a caliper of 17 centimetres or more should be topped at 3 metres and cleared of all branches. Where dead branches are attached to logs greater than 17 centimeters wide or to trees, they should be trimmed to the trunk of the tree or log and in the case of trees, to a height of 2 metres.	Not applicable, the area is landscaped, no dead branches or trees are present.
(c) Planting native deciduous trees and shrubs is encouraged especially in cases where coniferous vegetation has been removed.	Plant selection is appropriate species for this location
(d) Roof structures should be comprised of fire-resistant roofing. Metal, clay tile, asphalt shingle and similar roofing materials should be used wherever possible. Where wood shakes are used, only <i>treated wood shakes</i> are acceptable.	Not applicable. No use of wood shakes is proposed. The existing roof is to remain.
(e) Gutters should be made of metal.	No gutters proposed.
(f) Cladding should be separated from the ground with a minimum of 15 centimeters of non-combustible ground to siding clearance.	This is a BCBC requirement.
<p>(g) Notwithstanding guideline (a), in areas shown as “Moderate Risk” within Whistler Village, as indicated on Schedule S, the following guidelines will also apply:</p> <p>(i) Individual coniferous trees may be located within 1.5 metres of a building, provided:</p> <ol style="list-style-type: none"> <li>1. no other conifers are within 3 metres (measured from trunk to trunk) of the conifer;</li> <li>2. exterior portions of the building fronting the tree’s existing and eventual canopy are clad in non-flammable materials such as stone, metal, concrete, masonry, or fiber-cement; and</li> <li>3. building roofing is comprised of metal, clay tile, fibre-cement, or similar material; wood shakes of any kind are not acceptable.</li> </ol> <p>(ii) To preserve coniferous landscaping in Whistler Village, as indicated on Schedule S, landscaped areas, especially landscaped areas beyond 1.5 metres from a building, should incorporate coniferous trees and vegetation so as to achieve an overall mix of coniferous and deciduous trees. Clusters of mature coniferous trees should be <i>spiral pruned</i>.</p>	<p>Conifers to be spaced to comply with these guidelines.</p> <p>Mature deciduous tree is to be retained.</p>

WHISTLER VILLAGE DESIGN GUIDELINES (SCHEDULE T)

OBJECTIVES

To foster Whistler Village’s unique character and sense of place, the following objectives should be considered in all development:

1. Maintain the high standard of urban design, architecture, and landscape architecture, which is the trademark of the Village and the basis for its success with visitors.	The existing heavy timber entrance structure will be retained. The grass, mature trees and informal seating area will be retained and enhanced.
2. Consider that Whistler is a year-round destination resort. Respond to the existing and future needs and interests of a broad range of visitors and residents through the four seasons.	Not applicable
3. Build upon the sense of a small and dynamic town centre that has grown and continues to evolve, while ensuring that all development is planned and designed as an integral part of the Village.	Not applicable
4. Create a street scene with significant texture in building façades. Maintain variety in the size of building sites and developments, and design larger buildings as a series of smaller modules.	The annex portion of the building is a smaller module of the main municipal hall building and offers variety.  The existing entrance structure, the proposed landscaping, and the addition of a pedestrian bridge will all add to the texture and interest of the building. Along the north of the building trellises with vines, grasses and ferns will be added to soften the long façade.
5. Create a “user-friendly” atmosphere in the Village: continue the prominent pedestrian orientation and provide <i>open space</i> amenities (e.g., outdoor seating areas, activity areas, site features) that will contribute to its success.	The existing seating area and shade tree will be preserved and will offer both visual interest and shade.  The pedestrian connection through the space to the Village Stroll will be maintained.
6. Organize spaces, orient buildings, and continue the scale of the Village to maximize mountain views and sunlight in public spaces.	The proposed addition does not significantly affect the sun/shade of any public spaces.  Staff received a letter of concern from an owner at the Eagle Lodge regarding the effect on their sun and views. The applicant has prepared a section through the building to the Eagle Lodge and shows that the impact on the units is minimal. Lodge units are not considered public spaces in the context of this guideline.
7. Express individuality yet contribute to the image of a cohesive village. To reinforce mountain village character, some uniformity of form, scale, proportion, texture, materials and colour is necessary.	The proposal preserves the existing entrance structure, which is an interesting feature and includes oversized timber posts and beams.  Fascia boards will be built out to add bulk to the appearance at the roof line.  The materials and finishes were selected to be consistent with the main hall, and to offer a cohesive but also unique style.
8. Build on the existing character and image (i.e., “mountain village”) built by local	The proposal preserves the existing entrance structure, which is an interesting feature and includes oversized timber posts and beams.

craftsmen of local materials, incorporating elements of West Coast architecture.	Fascia boards will be built out to add bulk to the appearance at the roof line.  The materials and finishes were selected to be consistent with the main hall and offer a cohesive but also unique style.
9. Respond to extreme climatic conditions, intensive use and the surrounding mountain environment.	The proposed finish materials are suitable for the mountain climate.
10. Provide substantial landscape planting throughout the Village that links to the mountain environment and creates seasonal variety in colour and texture. Manage this landscape over time to complement the built environment.	The Landscape Plan is still being finalized, and it is required to be completed to the satisfaction of the General Manager of Climate Action, Planning and Development prior to DP issuance.
11. Create a fully accessible and inclusive built environment.	Accessibility at the main hall will not be directly impacted by the proposed addition. Opportunities for improvements have been identified and include the resurfacing and regrading of the pathway from the parking lot to the entrances into both the annex and the main hall, and widening of the path adjacent to the parking to provide a 'waiting' spot at the drop off area. The addition and bridge connection will have power door operators.

**SITE PLANNING**

**Building Siting, Form and Massing**

The size and massing of development sites in Whistler Village varies, with each site being unique depending on its location and context. The siting, form and massing of buildings in Whistler Village were established through a master planning process to create a pedestrian-oriented town centre with a “village scale”. All development should consider the original master plan and maintain the scale, structure and organization of buildings, as described in these guidelines. There are limited opportunities for increases in building massing.

Building siting, form and massing should be responsive to:

1. the overall Village development context, scale, structure and organization;	The proposed addition is an extension of the existing annex building.
2. adjacent development;	See above
3. pedestrian and vehicular access and circulation;	n/a
4. topography;	n/a
5. geology or soil conditions;	n/a
6. hydrology, drainage and floodplain considerations;	n/a
7. vegetation;	n/a
8. views and view corridors;	The flat roof minimizes roof height and mitigates impacts on adjacent properties and from the MYAC, Building section shows minimal impact to the east walkway behind the Eagle Lodge.

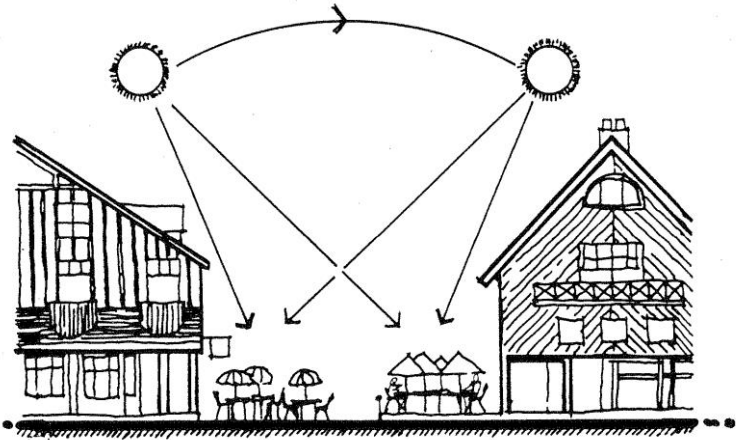
	No public spaces are impacted by this proposed addition.
9. solar and micro-climatic considerations; and	The second storey addition to the annex will have better solar exposure and will not impact existing development. Staff note that second storey will have greater southern exposure and that if solar shading is needed this will be managed with the use of interior window treatments
10. seasonal response and snow management.	The proposed addition has a flat roof which minimizes need for snow management

Encroachments onto public lands beyond the property line should be noted on the drawings and considered by the municipality at an early design stage.

PEDESTRIAN AND OUTDOOR ACTIVITY AREAS

The scale, quality and continuity of the pedestrian spaces are instrumental to the pedestrian experience and are of highest priority. The unifying element of the Village is the central pedestrian mall, which comprises the pedestrian Stroll and plaza areas. Buildings and landscape forms should create a sequence of stopping and sitting places along this space.

<p><b>1. Provide inclusivity and choice</b></p> <p>For ease of pedestrian movement throughout the Village, provide a pedestrian system that offers diversity and choices, and includes accessible routes to a universally acceptable standard.</p> <p>Trail connections should be maintained and strengthened. The municipality may accept or encourage the dedication of public trails to promote pedestrian movement.</p>	<p>Pedestrian access is not affected by the proposed development.</p> <p>The pathway in this area will be resurfaced with a smoother surface to improve the surface for those with mobility challenges, and the area will be regarded to minimize the slopes throughout.</p> <p>The curb edge and edge of the asphalt will be redone to make a more smooth transition.</p>
<p><b>2. Create outdoor activity areas</b></p> <p>Provide visible outdoor activity areas accommodating a range of ages and activities to reinforce social activity and interaction.</p> <p>Seating areas and restaurants overlooking pedestrian areas create special comfort areas and are encouraged to contribute to the social life and vitality of the Village.</p> <p>Optimal locations for restaurant patios are adjacent to a plaza, a pedestrian crossroad, or a bend on the central pedestrian mall. These locations should be preserved, as they help to activate the pedestrian mall, leverage views and sun exposure, create view terminuses, and create an active and interesting environment to entice people to walk further along the pedestrian mall.</p> <p>In some instances, there may be overall advantages to the pedestrian experience for an extension of a restaurant patio or other individual property use into the pedestrian mall. Such proposals will be considered on an individual basis by the municipality.</p>	<p>There is an existing informal sitting area, with grass, a picnic table, and landscaping. This area will be preserved and enhanced.</p> <p>A raingarden is proposed in a corner of the lawn and garden area south of the pathway. This will offer a variety of planting, and will open up the sight line and create a more inviting entranceway to the path and the stroll beyond.</p>
<p><b>3. Preserve solar access</b></p>	

<p>Building volumetrics should preserve and enhance year-round sunlight on pedestrian and outdoor activity areas</p>  <p>and neighbouring indoor spaces. To encourage winter use, design building volumetrics to create sheltered sunny pockets in public spaces.</p> <p>Landscape features and plantings should provide for maximum solar access.</p> <p>Detailed solar access guidelines applicable to the original Whistler Village area are provided in the Whistler Village Solar Access Protection Guidelines, attached as Appendix A.</p>	<p>It appears that there will not be any negative impacts with respect to solar access. If necessary, the new second storey will use interior window treatments to manage sun exposure on workstations facing southern windows.</p> <p>The walkway at the rear of the Eagle Lodge may have slightly reduced sun exposure, but this is not a gathering space or outdoor activity area.</p>
<p><b>4. Preserve and enhance views</b></p> <p>Preserve and enhance public views to the mountains and the natural landscape beyond the Village precinct. Public views are views from public locations within and adjacent to Whistler Village that contain view characteristics that make a positive contribution to the aesthetics, character, identity or image of Whistler and contain special view features to protect (e.g., ski runs, ski lifts, peaks, ridgelines, mountainsides).</p> <p>Detailed guidelines applicable to the original Whistler Village area are provided in the Whistler Village View Protection Guidelines, attached as Appendix B. Development within the other areas of Whistler Village should meet the same criteria and guidelines established in Appendix B.</p>	<p>See above</p>

### Grading

<p>Grading requirements should be resolved within the property boundary.</p> <p>Cuts and fills should be minimized and blended into the existing terrain.</p> <p>Slopes of cut and fill banks should be determined by soil characteristics for the specific site to avoid erosion and promote re-vegetation opportunities. The maximum allowable slope is 2:1 (3:1 grass).</p> <p>No retaining wall should be higher than 1.0 metre adjacent to pedestrian corridors or patios.</p> <p>Walls up to 3 metres in height may be permitted elsewhere. Timber retaining walls are generally discouraged, especially where they front onto public property. Terraced or battered retaining walls are preferred.</p>	<p>Not applicable</p>
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### Drainage

The very heavy snowfalls and precipitation of the Whistler area require special attention to drainage.

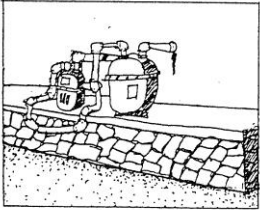
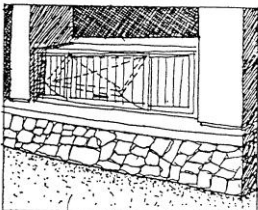
<b>1. Site drainage</b>  No surface drainage should be directed off the site.  Runoff from impervious surfaces such as roofs and pavement areas should be collected and directed to planting areas or drains. Internal storm drainage or stormwater retention may be required.	Not applicable
<b>2. Area drains</b>  Positive drainage of all public and private plaza and walkway areas is required. Drains should be full catch basins or trench drains. Balcony floor type drains are not acceptable.	Not applicable

**Servicing Infrastructure**

The predominant pedestrian orientation and compactness of the Village warrants special consideration to servicing infrastructure.

<b>1. Locate and design unobtrusive service bays and loading</b>  Locate service bays within the building or parking structure. If exterior service bays are necessary, avoid locations visible to the central pedestrian mall and main entrances to hotels or commercial businesses and provide permanent visual screening.  Organize service vehicle access, circulation, queuing and loading to address functionality and aesthetics, and minimize impacts on the pedestrian experience.	Not applicable
<b>2. Design durable service bays</b>  Select materials to withstand wear and tear.  Design service bay entries to prevent ice and snow build-up.	Not applicable
<b>3. Provide adequate solid waste storage</b>  Solid waste storage should be integrated with the site and building design, contained within the building or suitably screened, and adequately sized to meet the needs of uses on the site. Ventilation should be provided (i.e., exhaust to roof).	Management of solid waste will be managed as per the current practice. There are no new kitchen facilities proposed, and staff will continue to separate waste as per the containers and diversion in the existing facilities.  The applicant has undertaken an analysis of the solid waste management to show that the current practice is meeting the combined needs of Municipal Hall and the expanded annex.
<b>4. Minimize the visual impact of utilities</b>  Confirm locations at an early stage of the design process and locate utilities such as transformers, condensers and utility meters outside the viewscape of the pedestrian realm, or screen with planting or other landscape features.	Not applicable



<p>Incorporate fire hose connections and utility meters directly into exterior building walls to avoid damage from snow clearing</p> <div>   </div>	
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### Vehicular Access and Parking

Vehicular access, circulation and parking should minimize conflicts between vehicle and pedestrian circulation.

<p><b>1. Underground parking prevails</b></p> <p>Provide all parking in underground structures. For convenience, small amounts of surface parking may be permitted to complement the underground parking.</p> <p>Refer to Zoning and Parking Bylaw 303 for additional parking and loading regulations.</p>	Not applicable
<p><b>2. Provide easily identifiable parking entrances</b></p> <p>Parking entrances should be easily identifiable from the street. Consider the use of landscaping, materials and signage to make parking entrances a positive feature of the Village architecture. Signage should be illuminated and clearly indicate parkade use for either public or private parking. Consider colour coding to identify intended use.</p> <p>Consider automatic garage doors for aesthetic and security reasons.</p> <p>Consider making underground parkade clearance higher than usual, given the prevalence of larger vehicles made taller with ski racks.</p>	Not applicable
<p><b>3. Driveways</b></p> <p>Refer to Zoning and Parking Bylaw 303 for permitted driveway gradients.</p>	Not applicable
<p><b>4. Surface parking</b></p> <p>Surface parking should be screened by a combination of landscaping and berms, sufficiently illuminated and appropriately drained. Designated snow storage areas should be provided. Large surface parking lots should incorporate planted islands. Refer to Zoning and Parking Bylaw 303 for specific surface parking regulations.</p> <p>Ensure accessible pedestrian connections from the parking lot to adjacent sidewalks.</p> <p>Consider providing separate pedestrian circulation routes within large surface parking areas.</p>	<p>Pedestrian connections are maintained and enhanced throughout the space, and from the parking lot to the Village Stroll.</p>

### SITE DESIGN

#### Pedestrian Mall

<p><b>1. Create variety and continuity of interest at ground level</b></p>	<p>Connections to the Village Stroll will be maintained</p>
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<p>The pedestrian experience includes stopping, sitting, looking, strolling, as well as walking with directness to distant destinations. As such, the pedestrian system should have variation in width and character. There should be small places for sitting, as well as larger gathering places for groups of people with potential to accommodate street entertainers and small events. Pedestrian movement should be able to pass comfortably around entertainment places.</p>	
<p><b>2. Consider views</b></p> <p>Walkways and sitting places should be carefully organized to direct views toward the mountains, as well as specific spaces or objects. The physical layout of buildings and landscape spaces should consider the composition of views within spaces and views to the mountains and the nearby landscape.</p>	Not applicable
<p><b>3. Year-round seating/social organization</b></p> <p>Sitting places should be frequent. Benches should be organized in some places to permit and promote talking between people on adjacent benches. In other places, single and private benches are appropriate. Within a given area, at least 50 per cent of the available seating should be on benches with backs and at least one armrest. Other surfaces, such as steps, low walls and lawn areas should be designed to permit casual seating.</p> <p>Increase opportunities for year-round seating.</p>	Grassy, shaded seating area at the east end of the building will be maintained and enhanced.
<p><b>4. Other street amenities</b></p> <p>Garbage and recycling containers should be of the municipal Village standard and be frequently located.</p> <p>Ski and bicycle racks for use by the general public should be provided near entries to commercial spaces (e.g., stores, restaurants).</p> <p>Street amenities should be placed in areas that do not impede pedestrian movement, maintenance, or winter snow clearing.</p>	Not applicable
<p><b>5. Surface treatment</b></p> <p>Unit paving, to the municipal standard, is the predominant surface treatment on the pedestrian mall.</p> <p>In some places, a mixture of surface types can be interesting and effective in modulating the scale of a space.</p> <p>There should be a course of pavers at the base of walls, stairs and ramps to neatly edge the paver to wall, stair or ramp relationship.</p>	The existing surfacing through the area, from the parking lot to the annex, the main hall and the Village Stroll beyond will be replaced with a smoother surface and will be regraded to reduce the slopes as much as possible.
<p><b>6. Stairs and ramps</b></p> <p>All stairs and ramps providing access to buildings should be roofed. Building access ramps with a steeper than five per cent slope should be heat traced, if not roofed.</p> <p>Exterior steps should be wider and shallower than those used within buildings, so the tread can accommodate the size of a ski boot.</p>	The stairs and ramps into the building will continue to be covered

**Landscaping**

<p><b>1. Landscape standards</b></p> <p>All landscaping is to be designed, installed, and continuously maintained and managed to current British</p>	These standards are a condition of the permit.
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<p>Columbia Society of Landscape Architects/British Columbia Landscape &amp; Nursery Association (BCSLA/BCNTA) standards. Landscaping should be replaced when damaged.</p>	
<p><b>2. Integration and coordination</b></p> <p>Landscaping is a major, integral part of project design, and planting should be substantial to emphasize the natural setting.</p> <p>Preserve and protect existing vegetation, especially significant trees wherever appropriate. Replant and re-landscape areas that have been cleared.</p> <p>Landscaped areas with the capacity to infiltrate and accommodate stormwater, such as planting beds and grassed areas, are encouraged to reduce stormwater runoff from surface parking lots and rooftops.</p> <p>Coordinate planting to create a pleasing composition and cohesive look, define and enliven public spaces, moderate building massing, maximize views into stores, emphasize and frame important building features and natural focal points, and provide shade for comfort.</p> <p>Incorporate managed “higher impact” planting with texture and bold colour in the central pedestrian mall area.</p> <p>Landscaping along the outer forested edges of the Village, along primary roadways including Highway 99, and around surface parking lots should be clustered to simulate the scale and variety of forest plantings and to integrate with the surrounding trees and natural setting.</p> <p>In a few instances outside of the central pedestrian mall area a more orderly planting is appropriate: in particular, at hotel entrances and along Main Street.</p> <p>Property owners or developers should install parking, curbing, landscaping, and lighting to municipal standards beyond the edge of the parcel boundary up to the centreline of any pedestrian system or adjacent street.</p>	<p>The proposed landscaping will retain existing mature vegetation where possible and will reinstall existing plants where possible. New planting is proposed to soften the north side of the building, a raingarden is proposed on the southside of the pathway, which will offer runoff control as well as visual interest, a variety in planting and will also open up the space to make the connection to the stroll more inviting.</p> <p>Completion of a landscape plan to the satisfaction of the General Manager of Climate Action, Planning and Development is proposed as a condition of issuance of the permit.</p>
<p><b>3. Planters</b></p> <p>The pedestrian mall is to have substantial planting in raised beds a minimum of 1.5 metres in width to create transition from the building to the pedestrian mall.</p> <p>Planter walls integral to building designs are encouraged. Walls should be primarily stone, at heights varying from 0.2 metre to 1.0 metre. Higher walls discourage seating and are not in scale with pedestrian areas, and should be stepped.</p> <p>Where appropriate, visually break up long linear planter beds or walls, and consider alternative plant bed edge treatment to give relief to the rigidity of continuous walls and curbs.</p> <p>Planter beds located over structures should be drained into the storm drainage system and cannot be drained through weep holes in walls creating surface water flow over pedestrian areas.</p>	<p>Not applicable</p>
<p><b>4. Plants and planting</b></p> <p>Use plant species suited to the local climate, which require minimal irrigation and provide dynamic seasonal interest.</p> <p>A mix of evergreen and deciduous trees is required. Planting used for screening must be primarily coniferous. Understory plants are required to add to the seasonal</p>	<p>Selected species are appropriate for this climate, and achieve FireSmart objectives (i.e., deciduous replacing conifers).</p>

<p>variety of colour and texture. Spring, summer and fall floral displays are encouraged in feature areas. Lawn is acceptable, if it works well in response to social use.</p> <p>Trees should have minimum size for immediate effect. Deciduous trees should be a minimum of 75 millimetres (3 inches) caliper and 3.6 metres (12 feet) height. Conifer trees should be a minimum of 2 metres height. Deciduous trees greater than 100 millimetres (4 inches) caliper and conifer trees greater than 5 metres height are not advised.</p> <p>Trees should have sufficient soil volume and depth for long-term health consistent with BCSLA/BCNTA standards.</p> <p>Plants located in snow dump areas should be sufficiently durable to survive the effects of snow dump.</p>	<p>The draft landscape plan shows appropriate sizes to comply with this guideline.</p> <p>This will be ensured through the review of the final plan that is required prior to issuance of the permit.</p>
<p><b>5. Irrigation</b></p> <p>Provide programmable automatic irrigation systems to current Irrigation Industry Association of British Columbia (IIABC) and BCSLA/BCNTA standards, except for naturalized landscape that may not require an irrigation system.</p> <p>Provide drip irrigation for hanging planters. Irrigation lines should be concealed.</p>	<p>Irrigation is proposed for establishment of new planting and for the lawn areas.</p> <p>These standards are a condition of the permit.</p>
<p><b>6. Landscape elements</b></p> <p>All landscape elements adjacent to areas that require snow clearing by machinery should be designed to resist damage by incorporating durable materials and rounded edges and eliminating unnecessary protrusions.</p> <p>Special features such as public art, fountains, water, exterior display kiosks, flags, banners and graphics are encouraged provided they contain no commercial message.</p>	<p>Not applicable</p> <p>Machinery not used for snow clearing in this area</p> <p>It is noted that there is an opportunity to add/improve wayfinding signage in this area, to assist visitors in finding their way into the main hall and/or to the Village Stroll. This is a condition of the permit, to complete a wayfinding signage program to the satisfaction of the General Manager of Climate Action, Planning and Development prior to occupancy of the expanded building.</p>

**Lighting**

<p>Outdoor lighting should be used primarily for safe pedestrian passage and property identification. Seasonal festive lighting and limited architectural and landscape feature lighting are also supported.</p>	<p>No new lighting has been proposed.</p>
<p>Use the correct amount of light. Illumination levels should be of sufficient intensity to provide safe pedestrian passage and property identification, but not to overpower the nightscape. The overall preference is for a soft, lower illumination level and even lighting experience.</p>	<p>See above</p>
<p>Direct light downward by selecting full cut-off and fully shielded fixtures that shield the light source to avoid light pollution and protect dark skies. Limited applications of up lighting may be permitted to illuminate architectural and landscape features, where downward lighting cannot be accommodated, if light pollution is minimized.</p>	<p>See above</p>
<p>Select the correct light source (bulb type) to create good colour rendition and warm colour temperature. Coloured lighting is permitted but is restricted to seasonal festive</p>	<p>See above</p>

lighting and public amenities. Flashing, blinking and neon lights are not permitted.	
Use shut-off controls, such as sensors and timers.	See above
Light standards should be of the municipal Village standard.	See above
Design interior lighting so that it sufficiently illuminates window displays and reduces the mirror effect of dark interiors but does not contribute to glare outdoors.	See above

Signage

Well-executed and creatively designed signage of durable, high-quality materials is an important component of the Village visual interest and character.

Carefully coordinate the design and placement of signs with the architectural elements of the façade and associated storefronts to complement, not obscure, architectural details.	Staff note that improved wayfinding signage in this area would be beneficial. This will be a condition of the permit – see above.
The size, number, and placement of signs for a building or development should ensure a hierarchy of signage. Within this hierarchy, provide a balance between consistency and individual creativity. For instance, consistency may come in the location, size, materials, or lighting to create a rhythm, and creativity may come in the shape, colour, materials and individual mounting brackets to create interest and individual business expression.	See above
All sign materials and mounting brackets should be high quality, textured and durable. Raised or recessed letters or symbols are strongly encouraged.	See above
Lighting fixtures should be high quality, unobtrusive fixtures. Electrical conduits should be concealed.	See above
Signs may support fairly intense colour applications but should be harmonious with the colour scheme of the associated building. All signage must also meet the requirements of the Sign Bylaw, except that the bylaw requirements may be varied to authorize signs that are demonstrated to better achieve the overall objectives of these form and character guidelines.	See above

BUILDING DESIGN

Building Character and Scale

The continuity, enjoyment and excitement of the pedestrian areas are to be created in large part by thoughtful massing, scale and detail of each building.

Buildings are usually restricted to 3.5 storeys or less. Higher buildings should be stepped back or otherwise respond to pedestrian scale.	The proposed building will be 2 storeys.
Consider a large building as a series of smaller modules; the objective is to create a street scene with significant texture in building façades, rather than long buildings featuring a single design idea.	The proposed addition to the existing annex building will maintain the sense of being a smaller module to the main hall  Building façade somewhat broken by the entrance canopy and proposed bridge.
Façade design should display a consideration of the building's appearance on all sides of the	The north aspect of the building (the back) will be softened through the use of

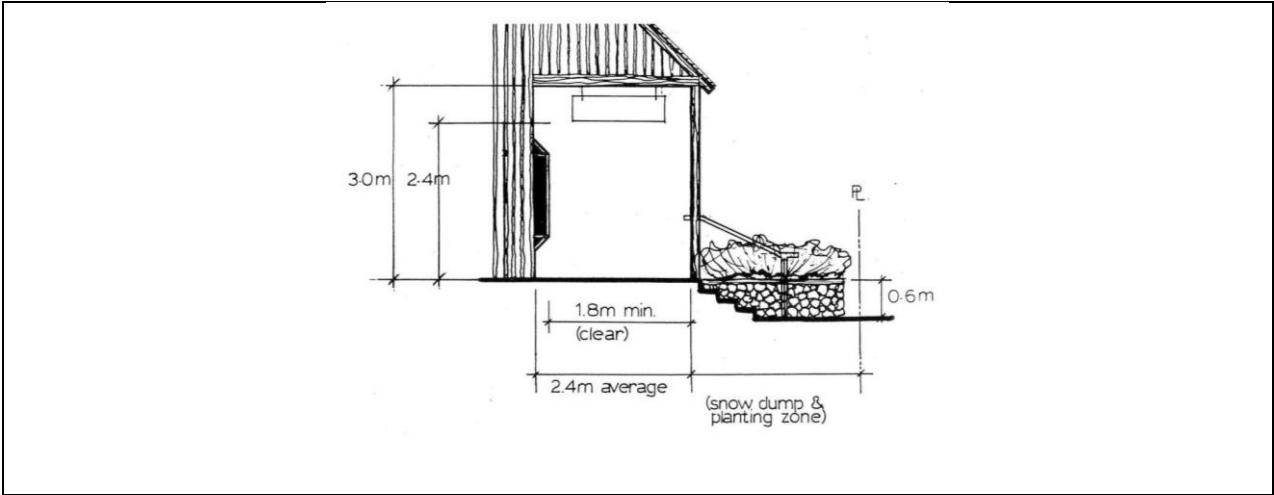
building: there are very few buildings in the Village with only a “front” and “back”.	tall form conifers (spaced to meet Fire Smart guidelines) as well as trellis with vines and low grasses and shrubs. The tree species will be reviewed to ensure that they are appropriate for this locational and do not impact distant views to Whistler Mountain from the MYAC upper foyer area.
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**Pedestrian Level Design**

The ground floor building design, in coordination with the related landscape design, provides the opportunity for the greatest visual interest. All design efforts should focus on the organization of form and materials so that the pedestrians relate clearly to the retail shops and pedestrian level activities.

**1. Continuous covered walkway system**

The ability for a pedestrian to walk undercover throughout the central pedestrian mall area is important for visitor weather protection and comfort and covered walkways on one or two sides of all commercial buildings are typically provided.	Not applicable  The proposed building is not on the Village Stroll and does not provide pedestrian access to any commercial retail units. Access will be via the existing doorways and a new upper-level connection to municipal hall.
In some instances, covered walkways may be changed and storefronts may extend outward to the edge of the pedestrian mall if weather-protected access into the retail space is provided.	Not applicable
Covered walkways should have a varied width to enable pedestrian circulation and provision for outdoor displays and amenities. Covered walkways should have a 1.8 metre minimum clear width and 3 metre minimum clear height.	Not applicable
Walkways may be within the building (i.e., set in from the face of upper storeys) or may extend partially or fully outwards from the building face. Walkway roof and column design should be an integral part of the building design and strike a balance between the creation of a strong building base and unobstructed views of storefronts from the pedestrian mall.	Not applicable
The ceilings and the space of the covered walkways should be illuminated in a creative way to create  a welcoming and engaging environment between the pedestrian mall and the store interior. Refer to section 4.3 Lighting	Not applicable
Canvas or acrylic awnings in lieu of structural covered walkways are not acceptable; however, they may be used to add to visual interest, storefront identity and character.	Not applicable



2. Inviting building entrances and storefront access

Building entrances should front the street and pedestrian mall and be visible, identifiable and inviting from both sides.	Not applicable  The proposed building is off the stroll and does not provide pedestrian access to any commercial retail units. Access will be via the existing doorways and a new upper-level connection to municipal hall.
Although the main entrances into buildings from the pedestrian mall should be noticeable, they should not be monumental such that they disrupt the continuity and flow of retail façades and the harmony of the pedestrian mall. Street entrances may be more prominent and may include a porte-cochere. The ground floor level of the building should be as close as possible to the pedestrian mall grade. In many instances, the ground floor level is a minimum of 0.6 metre above the adjacent pedestrian mall for flood-proofing. Where the vertical separation is greater than 0.6 metre, intermediate terraces should be created to break up the vertical separation and enhance the connection between storefronts and the pedestrian mall; in no case should the vertical separation exceed 1.2 metres.	Not applicable
In some instances, there may be overall advantages to the pedestrian experience to permit encroachments into the pedestrian mall to enhance stair and/or ramp access to building and storefront entrances. Such proposals will be considered on an individual basis by the municipality.	Not applicable

3. Façade design requires variety, scale and modulation while achieving visual harmony

Create pedestrian interest with use of scale and modulation in the placement and detailing of architectural elements such as canopies, entrances, doorways, windows, lighting and signage.	The proposed addition maintains the existing heavy timber entranceway, and adds a bridge connection at the second storey, adding both visual interest and functionality.
The quality of individual storefronts is of highest priority. Design shop façades as individual entities, to strengthen their character and interest to the pedestrian. Continuous linear storefronts are not acceptable. The organization of the upper floors does not have to dominate the order of the retail level; allow retail frontages to be evident in the architecture of the building at street level and break	Not applicable

up the structural rhythm of the building. This may be achieved by stepping of façades, by material change, or by colour change.	
Inviting entrances and clear window glazing offering visibility into a store are especially important to enhance indoor/outdoor connections. Windowpanes should be divided with a muntin or mullion bars to add detail and expression. Glass should not extend to the ground level.	Not applicable

**4. Consider outdoor displays**

High quality outdoor displays that contribute to Village visual interest and storefront character are encouraged. Ensure 1.5 metre minimum clear width is maintained for pedestrian circulation.	<p>Not applicable</p> <p>Staff note that the pathway, lawn, and proposed raingarden will add visual interest and variety.</p>
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**UPPER FLOOR DESIGN**

The design of the upper façade of buildings is important to the scale and texture of the Village. The building faces are envisioned as a rich collection of varied yet harmonious façades, adding interest, scale and rhythm to the Village.

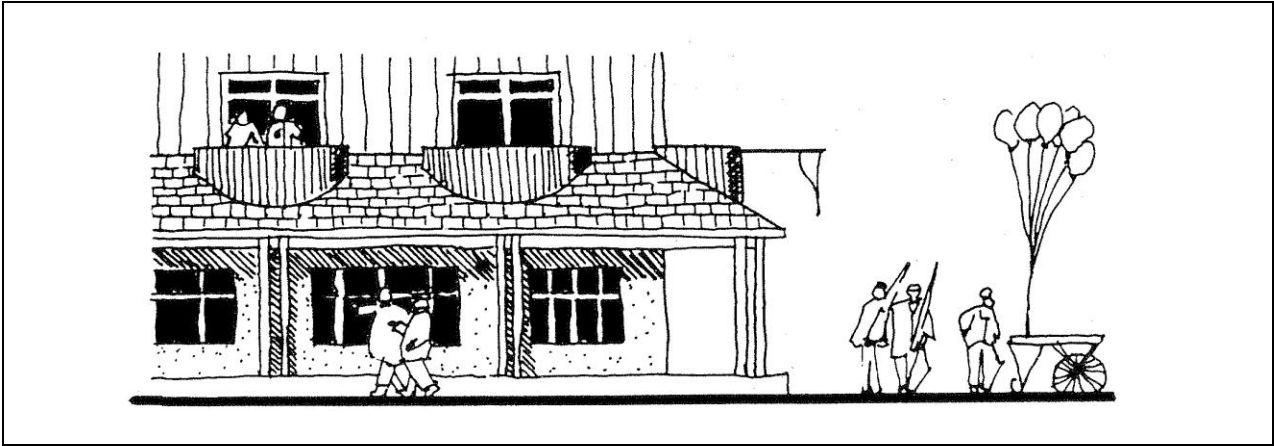
**1. Use façade elements to reflect “Village scale”**

Building façades should include architectural features including bay windows, balconies, dormers, and façade detailing as textural elements, which strengthen the Village scale and resort image.	<p>The proposed bridge at the second story adds interest and texture.</p> <p>Finishing materials and details include windows with divided panes, window trim, and built-up fascia for increased depth.</p>
Building façades should give a substantial appearance consisting of “punched” openings. Curtain walls or façades incorporating long horizontal strip windows are not permitted. Long, motel-like balconies and exterior circulation systems are not permitted.	See above

**2. Every living unit should have a spot to catch the sun**

Decks, balconies and porches are strongly encouraged, as they provide sunny usable outdoor space and add life and interest to the street.	<p>Not applicable</p> <p>There are no living units proposed.</p>
In the design and positioning of elements such as decks, balconies, bay windows and living area windows, incorporate the opportunity of formal and informal “overlooks” to activity outside.	Not applicable
Decks and balconies should consider proper detailing to minimize snow catching, interior leakage, water staining and improper runoff.	Not applicable





**ROOF DESIGN**

Roof design is important for snow management and is a major contributor to Village visual harmony and character. Roofscapes are an important design element, which are viewed from the pedestrian level, the ski slopes above the Village, Highway 99 and the Village approaches.

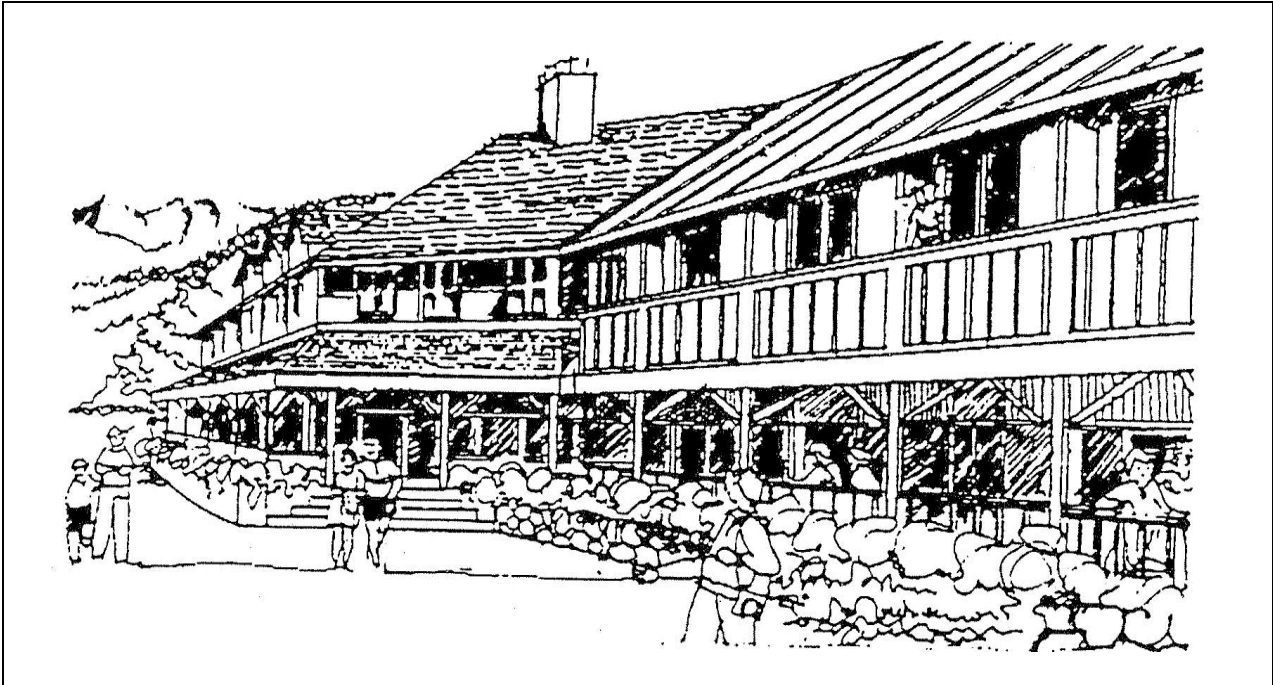
The skyline of the Village is conceived as a unified composition of sloping roofs in a limited variety of materials and colours.

**1. Roof form should be modulated**

Roof form should be suited to mountain shapes and views and broken up with the use of dormers or other architectural features to reduce the apparent bulk of a building and create more visual interest. The ridgeline should not be continuous but should be varied in height or broken with chimneys, cupolas, towers, or other features.	The proposed building addition maintains the flat roof.

**2. Roofs should have sloped appearance and sufficient overhangs**

A composition of sloped roofs is required for each development, and small areas of flat or mansard roofs are acceptable. Roof slopes should be between 5:12 and 12:12; lower sloped roofs may be permitted subject to design justification that meets the objectives of the Roof Design guidelines. Large areas of flat roofs are not acceptable.	The proposed addition maintains the existing flat roof, and no overhangs are proposed.
Roof overhangs should be sufficient to protect the building fascia from rain and snow	See above



**3. Fully coordinate roofs of connected and adjacent buildings**

Consider coordination with adjoining eaves, peaks, gables, and slopes.	The bridge is coordinated to connect the Municipal Hall and Annex at the second storey.
Minimize exposure of party walls. Where present, consider them as an important feature designed in a manner to complement the overall building design, while minimizing flashing workmanship problems.	Not applicable

**4. Flat roof design**

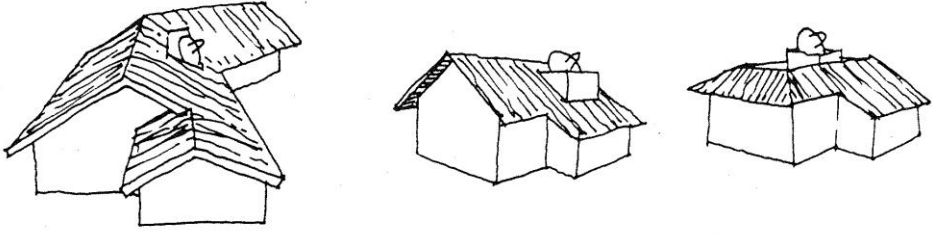
All flat roofs should incorporate a neutral or muted coloured roof membrane or roof aggregate.	The existing roof is a neutral colour
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**5. Roof materials and colour**

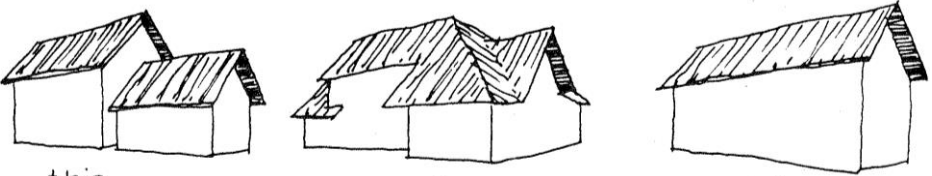
Roof materials should be of high quality and architectural dimension and texture, and sufficiently durable to withstand Whistler’s harsh climate.	The existing roof is a suitable texture and is durable for the climate.
The colour of roof materials should be generally neutral or muted to blend with the colours of the natural landscape. Brightly coloured enamelled metal roofs will not be considered.	The existing roof is neutral in colour.
All roof flashing materials should be pre-finished metal to match roof colour.	The flashing is metal and is a neutral colour.
All chimneys should be enclosed in a material identical or similar to the building cladding (or other architectural treatment incorporated).	Not applicable

**6. Conceal roof mounted equipment**

Satellite dishes, communications antennae and mechanical equipment should be planned as part of the roof, so they are concealed from pedestrian viewpoints and overlooking development.	Existing mechanical equipment on the roof will be removed.
Venting stacks, flues and other similar projections should be concealed or integrated within the roof form as sculptural elements.	Large roof fans will be removed as the HVA system is being replaced with air source heat pumps.

Roof designs which incorporate evolving technology and best practices for stormwater management and energy systems are encouraged within the context of the overall Roof Design guidelines	
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**7. Trim and eave lines**

Trim and eave lines should have substantial appearance for visual interest; thin wood trim sections are discouraged.	Trim is matching the existing main hall.
Eave lines or a major cornice or trim line should be located below the third storey to bring the building face down to a pedestrian scale.	Not applicable
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**BUILDING MATERIALS**

A consistent use of a small number of materials chosen for their durability and natural quality is an important component of the Village visual harmony and character. The materials and their method of application should reflect the regional style and ruggedness of the Whistler region and convey the image of a mountain village.

**1. Materials should be complementary to those of adjoining buildings**

All building materials are to be sufficiently durable and detailed to withstand Whistler’s harsh climate.	The proposed finish materials are sufficiently durable for this climate and are primarily fibre-cement board and metal.
Primary exterior materials include stone, wood, stucco and architectural concrete.  Other materials may be acceptable subject to particular technical and design justification that meets the objectives of the Building Materials guidelines.	The proposed cladding is fibre-cement board.
(a) Stone  The use of natural stone is required at ground level both for building base and for streetscape elements. Artificial or “cultured” stone is not acceptable.	None proposed
(b) Wood  Wood siding is strongly encouraged. Board and batten is recommended. Wood may also be present as timber elements and for infill panels in non-wood frame	Window trim is wood.  The fibre-cement cladding is in a profile to match the existing wood siding on the main hall building, but is oriented

buildings. Small areas of wood shingle are appropriate. Plywood or particle board is not acceptable as exterior cladding.	vertically, to appear more like board and batten
(c) Stucco  Stucco should be acrylic based and incorporate an acrylic (as opposed to painted) finish. Stucco should incorporate heavy reveals and expansion joints. Stucco should be protected from weather exposure by deep overhanging eaves. Stucco is acceptable for large areas, only where it is combined with heavy timber, wood or stone detailing.	None proposed
(d) Concrete  Exposed concrete should be trowel finished, heavily ribbed, textured or bushhammered; unfinished exposed concrete and exposed standard concrete block are not acceptable. Seal all finished concrete.	None proposed

2. Windows

Reflective or heavily tinted glass is not permitted	None proposed
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BUILDING COLOUR

Building colours should consist of muted tones or shaded tints, neutrals and earth tones that are drawn from Whistler’s surrounding natural environment and contribute to the Village visual harmony and character. Building colours should also be complementary to neighbouring buildings.	Proposed colours are muted and match the existing hall. Main colour is blue, and accents are green and off-white to match the main hall buildings
Colour schemes should accent the architectural detailing of the building.	The blue complements the main hall and the accents are the same colours, to match the existing hall.
Deeper shades and more vibrant colours may be used in the design of individual retail storefronts to create a sense of uniqueness and visual interest at the street level. A storefront colour scheme, however, should acknowledge and be harmonious with adjacent storefronts, as well as the general colour scheme of the larger building to which the store belongs.	Not applicable
Building accessories, such as awnings and signs, may support fairly intense colour applications drawn from the surrounding natural environment, but should be harmonious with the colour scheme of the building with which they are associated.	Not applicable
Detailed guidelines applicable to the original Whistler Village area are provided in the Whistler Village Colour Guide, attached as Appendix C. Development within the other areas of Whistler Village should meet the general colour principles as established in Appendix C.	Consistent

NOISE CONTROL

The relatively high density of Whistler Village, combined with the mix of residential, commercial and entertainment facilities, creates the potential for noise problems.

1. Locate nightclubs below grade

Nightclubs should be located primarily below grade unless exceptional noise isolation measures are included.	Not applicable
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2. Locate entrances to nightclubs, licensed lounges and pubs away from tourist or residential accommodation

Provide vestibule (double door) entrances.	Not applicable
No operable windows for nightclubs are permitted facing a public street or mall. Other licensed premises may have operable windows facing a public street or mall subject to limiting noise escaping to the street.	Not applicable

BUILDING RENOVATION AND REDEVELOPMENT CHECKLIST

Renovation and redevelopment create opportunities for improvements that could produce measurable benefits to the Village character and quality, contributing to the overall success of the Village. Targeted improvements are categorized and listed below:

1. Enhancement of the pedestrian precinct

• Changes that promote social life in public spaces	The existing grassy picnic area at the east of the building is being preserved and enhanced
• Improvements in ease of access to stores	Not applicable
• Improvements in storefront visibility, life, colour and interest	Not applicable
• Changes to the base of buildings and improvement of the building connection to the land	Not applicable
• Entrance improvements (e.g., shelter, welcoming, personality)	Not applicable
• Preservation or creation of intimate, close-up views	Not applicable
• Preservation or creation of distant mountain views	Not applicable
• Improvements in solar access, brightness, colour and delight	Not applicable
• Improvements to the landscape	Proposed landscaping plan retains mature trees where possible and adds new trees along the north side to soften the appearance of that building façade. Additional improvement includes the raingarden and extended grassy area, resurfacing to a more smooth finish, reduced grades as much as possible, and a widened pathway at the parking lot end.
• Accessibility improvements	The accessible route from the parking area to the annex entrance and the lower floor entrance ramp will be improved as described elsewhere.

2. Modification of roof forms

<ul style="list-style-type: none"><li>Forms better suited to mountain shapes and views</li></ul>	The existing flat roof will remain. It is noted that this reduces view impacts on neighbouring properties.
<ul style="list-style-type: none"><li>Resolution of snow dump issues, which impact on the form and usability of pedestrian spaces</li></ul>	Not applicable
<ul style="list-style-type: none"><li>Improved forms that contribute to Village visual harmony</li></ul>	Not applicable
<ul style="list-style-type: none"><li>Forms that protect the building envelope</li></ul>	Not applicable

3. Modification of building façades

<ul style="list-style-type: none"><li>Changes that emphasize horizontal features, rather than vertical features</li></ul>	The proposed cladding will use the same profile as the existing main hall, but for interest will turn it to a vertical orientation.
<ul style="list-style-type: none"><li>Windows and balconies that are direct and well-shaped</li></ul>	Not applicable
<ul style="list-style-type: none"><li>Surface colours and textures that catch the light and are not dull</li></ul>	Proposed colours are to match existing building
<ul style="list-style-type: none"><li>Façades that are weather resistant</li></ul>	Cement fibre board offers suitable weather resistance.

SNOW MANAGEMENT

The effects of snow and ice build-up, if improperly handled, can be destructive to buildings, pose risks to pedestrians and vehicles, and impose high ongoing snow removal and maintenance costs. The heavy snows and extreme freezing and thawing cycles of Whistler combine to make snow management an important design consideration. Designers, who are not thoroughly familiar with snow country design, should retain an expert consultant early in the design process.

1. Snow management is the responsibility of each developer

The basic building form should be conducive to snow management.	Flat roof is generally conducive to snow management.
Snow and drainage from roofs should not be dumped onto adjoining streets or properties.	See above
Snow should be positively shed or positively retained. Snow diverters or snow retainers should be designed as an integral part of the roofscape.	See above
Fully protect building entrances and pedestrian routes from snow shed and ice accumulation utilizing dormers, angled roofs, canopies or other means.	See above
Snow dump areas should not be accessible to pedestrians.	See above
Building projections below the main roof should be durable. Generally, conventional eaves troughs or built-in eaves troughs should be avoided as they are subject to damage from snow shed.	See above