

**MISSISSIPPI MILLS
BUSINESS PARK**

Design Guidelines for
Buildings, Site Landscapes and Streetscapes

Prepared for
The Business Park Development Subcommittee
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1.0 INTRODUCTION

This manual has been prepared to assist in the preparation of a unified, master planned approach for the Mississippi Mills Business Park, which will carry through to final land sales and Park build-out.

It is expected that this manual will be referred to by those considering a location in the Park and ultimately, by those involved in the design and development of site plan applications and development permits.

The Design Guidelines are intended to ensure high quality aesthetic standards for the Park, and provide quality control assurances to protect the long term investment of property owners and / or their tenants. The guidelines are concerned with the development of the Park on two levels:

- **Overall Business Park elements e.g. entrances and streetscapes**
- **Individual Development Sites.**

These guidelines should be read in conjunction with other relevant municipal planning and development documents, such as:

- Site Plan Application Materials
- Zoning By-law
- Signage By-law

All of these documents will act as references for the Business Park Development Sub-committee, municipal planning staff and Council in the evaluation of the acceptability of development proposals and site plan submissions within the Business Park. Should conflicts arise between these documents, municipal by-laws shall prevail over these Design Guidelines.

2.0 OVERALL BUSINESS PARK DESIGN ELEMENTS

Guidelines concerning the overall Park are:

- Entrance Features and directional Signage, which should ensure that the Park boundaries and entrance points, are well defined and identifiable.
- Streetscapes; to achieve a cohesive aesthetic for all park roadways as seen by visitors, owners and their employees.

2.1 DESIGN PRINCIPLES

- Reinforce existing site qualities and location through the creation of a Business Park environment which has year-round aesthetic appeal.
- Develop well-defined entrance features, which identify the Business Park and provide clear visitor orientation.
- Strive for a consistent level of development quality, investment and maintenance from site to site, for both buildings and site landscape.
- Recognize the preference for individual business identification.
- Consider opportunities for pedestrians and passive recreation by linking workplaces, community, green spaces, etc.

2.2 ENTRANCE FEATURES and DIRECTIONAL SIGNAGE

To achieve proper identification of Business Park entrances, the Town of Mississippi Mills will design and install four entrance features. A major civic identity is contemplated at the intersection of County Roads 49 and 17. Major entrance statements for the Business Park are envisioned at each end of Industrial Drive, with a secondary feature at Houston Drive and Paterson Street.

The quality and type of materials, finishes, lettering style and lighting will be thematic and consistent in all cases. Secondary directional

signs will be located at Business Park intersections, once again reflecting the theme materials and design.

2.3 STREETSCAPES

The aesthetics derived from streetscape design and construction are principal contributors of the visual cohesion for the Business Park. Some streetscape elements as described below will be the responsibility of the Town, while others will be completed by the property owner or tenant.

2.3.1 Views

Planting of deciduous and coniferous trees and shrubs along roadways to frame views, create vistas and provide screening will be required. Plantings should respect safety, signage, building facades and entry orientation views.

2.3.2 Location and Screening of Utility Equipment

To enhance the appearance of the Business Park, proposed utility lines, if installed overhead, are to be restricted to primary conductors only with secondary lines being installed underground. Whenever possible, complete installation of utility lines underground will be encouraged. Screening of ground mounted utility pedestals, kiosks and transformers will be encouraged (respective of customary access requirements).

2.3.3 Group Mail Boxes and Information Kiosks

If applicable appropriate location (s) will be identified along the streetscape for Canada Post group mail boxes. Such locations should be close to a streetlight, and include an information kiosk for the posting of Business Park news and information. Walkways linking directly to buildings will be required.

2.3.4 Street Fixtures

Light standards, traffic signage and other elements on the public road allowance should be co-ordinated by the Town, as they contribute to the sense of visual unity and identity for the Business Park.

2.3.5 Street Parking

To contribute to the overall Business Park environment, no long-term parking or employee parking will be allowed on the street. All off-street parking is to be screened from view of the main roadway (refer to 3.3.1 for additional details).

2.3.6 Street Lighting

Street lighting is to be designed and co-ordinated by the Town in conjunction with Almonte Hydro. High Pressure Sodium or Metal Halide fixtures will be specified for the main road system, and one type used consistently throughout, providing a minimum of 0.5 to 1 foot candles of light level on all Business Park roads.

2.3.7 Street Design

An 8.5m road pavement width in a 26.0m right-of-way will be built throughout the Business Park, allowing for a rural cross section with open ditches integrated into the boulevard landscape treatment along both sides. Additional landscape treatment will be required especially at corner lots and at intersections.

2.3.8 Sidewalks and Pathways

A pedestrian sidewalk of 1.8m width is to be constructed along one side of all Business Park roads. In addition, other pathways linking streets

and buildings to open spaces and other attractions will be encouraged, so as to provide a welcome environment for pedestrians and cyclists. It is envisioned that cyclists share the low speed Business Park roads with vehicular traffic.

2.3.9 Maintenance of Street Right of Way

Property owners will be required to maintain the landscape between their property line and the road shoulder, including ditches. Maintenance will include mowing, litter pick-up, fertilization, noxious weed control, pest control, etc. (Refer to 3.3.13)

3.0 INDIVIDUAL DEVELOPMENT SITES

Two major elements are addressed by these guidelines.

- Building Design
- Site Planning and Landscape Development

3.1 DESIGN PRINCIPLES

Quality of buildings, sites and their landscape all contribute to the long-term success and visual appeal of the Business Park. In this regard, **all buildings are to be architecturally designed.** In addition, to ensure consistency in quality from site to site, the following design principles have been applied in the evolution of these guidelines.

- Site size and configuration must allow for proper and efficient operation of the site's intended business.
- Site planning must provide for safe, efficient vehicular movement, parking, loading, storage, etc.
- Safe and inviting environments for pedestrians and use of outdoor space is to be promoted. For example, all sites either separately or in conjunction with adjacent sites, should include active and/or passive recreational amenities for staff and visitors
- Barrier free movement is to be achieved throughout the Business Park.

- Site landscapes should also be designed to provide a seasonally attractive and diverse landscape character.
- Conflicts between adjacent sites should be avoided in part by providing buffering and screening whenever possible, integrated into the landscape design.

These guiding principles are to be integrated into the preparation of site plans, grading and drainage plans, architecture and landscape design, which will be reviewed by the Town for each site within the Business Park.

3.2 BUILDING DESIGN GUIDELINES

3.2.1 Site Integration

The design of each site should consider any natural features and other aesthetics in terms of building placement, parking and the impact of outdoor use areas on adjacent properties. The built-form should be representative of the building's intended use and consider exterior functions, maintenance requirements and climate concerns such as solar access, shadowing, prevailing winds, snow deposits, etc.

3.2.2 Exterior Treatments

Building designs and styles should strive for a degree of compatibility and preferably exhibit a degree of consistency in terms of colour and texture of exterior materials, architectural style, size, shape, scale, massing, window fenestration, roof lines, etc.

3.2.3 Materials and Colours

The Town wishes to achieve a high standard of construction and building appearance, with interesting and tasteful exteriors. Walls are to be constructed of low maintenance, permanent materials carefully detailed (e.g. brick, textured or pre-cast concrete, natural or man-made stone, pre-finished metal, glass, acrylic stucco or other architectural surface). No temporary or inflammable material will be approved.

A dominant material shall be used, with other materials providing an accent or support role in the overall design statement. All materials and colours should be compatible with the dominant construction material.

3.2.4 Floodlighting

Soft, architectural flood lighting of building exteriors will be permitted, designed so as to compliment the architecture. The light source itself is not to be visible, and the intensity of light should not draw inordinate attention to the building.

3.2.5 Roof Top Equipment

Roof top equipment and/or penthouses shall be screened and organized in a manner integral to the architectural form of the building, so as to minimize views from the street and other public areas.

3.2.6 Mechanical Equipment, Loading, Garbage Storage

The Town will encourage the location of mechanical equipment inside the building. If it must be located outside, screening shall be

constructed of long-lasting materials compatible with the building exterior, preferably not on a direct sight line from the street.

Service and loading bays are to be screened from the street, surrounding properties and public use areas. Overhead and roll-up doors shall not be located on a building's front elevation. Side yards not exposed to the street, and preferably rear of building locations are preferred.

Any outdoor research or testing areas shall be screened from view and located in a limited, unobtrusive area of the site. Such areas are subject to the provisions of the site plan agreement with respect to controls on dust, odours, emissions, noise, etc.

3.2.7 Building Mounted Signage

Professional design of all signs will be encouraged, to achieve the desired Business Park aesthetic and comply with the provisions of the applicable Town Signage By-law. Sign materials shall co-ordinate with and compliment building materials and architecture.

For single occupant buildings, one wall-mounted sign will be allowed, per building. In the case of multiple occupancies, wall-mounted signage for individual occupancies shall be of similar proportions and design (see 3.3.9). Roof mounted signs are not permitted.

3.3 SITE PLANNING and LANDSCAPE DEVELOPMENT GUIDELINES

3.3.1 Site Screening and Parking Areas

Convenient, easily identifiable visitor and disabled parking shall be provided as close to main entrances as possible. Parking shall be located

primarily in side and rear yards, but will be allowed in the front yard, subject to the provisions of the Zoning By-law and provided that a landscaped buffer is constructed between the public road and parking, screening the parking from view of the street. This might consist of a berm with planting, low wall, etc. (See 3.3.8, 3.3.11, 3.3.12)

Parking areas and internal roads shall be covered with a hard, dust free surface (e.g. asphalt, concrete, unit pavers, etc.)

Poured-in-place concrete curbs are to separate all parking areas and internal roadways from landscaped areas. The partial elimination or depressing of curbs may be considered in areas where stormwater storage or flows are to occur as part of an on-site management program.

To break up parking lots, provide shade and windbreaks for people and cars, landscaped islands and medians 3m minimum width will be required. One median for every 6 rows of parking is recommended. However, other configurations will be considered, provided they sufficiently break up large expanses of parking.

Wherever possible, parking areas should be linked internally to minimize the number of entrance and exits to the public road, and to avoid "dead-ended" parking spaces.

Buildings should be surrounded by landscaped space, which separates them from roads and parking.

Along rear and side yard lines of abutting Business Park properties, a planting strip with a minimum width of 3.0m shall be provided to ensure an effective site to site landscape buffer. Significant evergreen content is

preferred as plant material for these buffers. This buffer strip shall increase to 6.0m when a development site has a rear or side yard abutting a residential property.

If snow is to be stored on site, areas shall be designated which do not disrupt vehicular or pedestrian movement, utilize disabled parking space or significantly reduce the number of parking spaces, or interfere with or damage landscaped areas and plantings.

3.3.2 Site Lighting

To promote a safe and secure environment for parking lots, service areas, pedestrian pathways and internal roadways, lighting (preferably free standing, vandal resistant fixtures and poles) shall be provided, with a cut-off light source design, to minimize light spill onto adjacent sites. The materials and colours of poles and fixtures will be considered in terms of their compatibility with architecture, adjacent sites and other site characteristics. The following minimum light levels are recommended :

- 0.5 to 1 foot candle for internal roads, parking areas, site entrance roads, etc.
- 0.5 foot candle for pedestrian walkways and courtyards.

3.3.3 Site Grading

Lawn areas shall have a minimum slope of 2% away from buildings. Drainage swales on lawns shall have maximum side slope of 3:1, and minimum longitudinal grades of 1%. Where maintenance is a concern, the installation of swale sub-drains should be considered.

Landform berms (e.g. used for screening purposes) shall have maximum side slopes of 3:1, with flatter top and bottom transition slopes. Hard vehicular surfaces shall have a minimum across-slope gradient of 1% or maximum longitudinal gradient of 7.5%. Steeper walkways shall be classified as ramps and must meet the requirements of barrier free design as stipulated in the National Building Code (e.g. depressed curbs, ramps, doorway risers, etc.)

3.3.4 Stormwater Facilities and Drainage Channels

These facilities shall be designed with careful attention to the detailing, material selection, maintenance and long-term aesthetics when viewed from the public road and adjacent properties. Drainage channels should have a maximum side slope of 3:1 (unless constructed in rock, where 1:4 with a minimum channel width of 0.5m will be accepted.)

3.3.5 Outdoor Recreation and Amenity Spaces

The use of on-site and adjacent green spaces and recreational resources is to be encouraged. Sites should contain lawn areas for passive recreation, outdoor eating areas, and some site furniture for employee use. Efforts should be made to provide active recreational amenities either separately or in conjunction with neighbouring property owners.

3.3.6 Pedestrian Walkways

Safe, direct and convenient pedestrian walkways, constructed of asphalt, concrete or unit pavers, shall be required, which provide barrier free access for the disabled. Pathways of minimum 1.8m width should link all functional areas, entrances, etc. to the roadside sidewalk and any recreational paths linking to off-site amenities. At building entrances, pathways shall have a minimum width of 3.0 metres.

3.3.7 Bicycle Facilities

Opportunity should be provided for Business Park visitors and employees to travel to and from work, sharing the roadway with vehicular traffic. Bicycle storage facilities should be located in a well lighted, secure

and visible location, adjacent to an entrance, designed so as to avoid conflicts with pedestrian movements and maintenance activities.

3.3.8 Fencing

Fences shall be discouraged but if required, they should be softened with vines and other plantings. No side yard fencing will be allowed to project into a front yard (beyond the front face of a building). Solid fencing is to be architecturally designed, and detailed on site plan submission drawings. Chain link fencing, if required, shall be commercial grade, with black or dark brown vinyl coated posts, rails, connectors and fabric. Barbed wire fencing will not be allowed.

On corner lots, fencing will be prohibited along front or designated side yards, along the public road. Landscape screening such as berms, trees and shrubs will be encouraged in these cases, to screen or reduce unsightly views from the street.

Where free standing walls are used, they should be constructed with the same or complimentary material to that used on the exterior walls of the main building(s).

3.3.9 Free-Standing Site Signage

One free standing sign will be allowed per site, in addition to a building mounted sign (refer to 3.2.7). Site signs should preferably be located in close proximity to the designated main entrance to the property. Sign size and other details are to comply with the applicable Town Signage by-law.

Sign bases should, for example, be set perpendicular to the public roadway, approach with signs double sided so as to read from both directions. Sign materials shall co-ordinate with and compliment building materials and architecture, as well as exhibit the same lettering style, logo, etc. as used on the building mounted sign. Professionally designed signage will be encouraged, so as to contribute to the desired streetscape aesthetic within the Business Park.

3.3.10 Utility Lateral Connections

Consideration should be given to minimize the disturbance or damage to existing trees or other natural features when designing locations for utilities.

New utility laterals shall be placed underground to enhance the appearance of the Business Park. Landscape screening of utility transformers, kiosks and pedestals is desired, with due consideration for required maintenance access points.

3.3.11 Site Landscape and Planting

Owners and/or tenants will be responsible for the design, construction, and maintenance of an aesthetically pleasing and functional landscape for their building site.

The work is to be completed in an expeditious fashion in accordance with the terms of the Site Plan Agreement between the Owner and the Town. The following guidelines should be taken into consideration:

- Landscape and planting design should compliment the front facades of buildings and be arranged to focus views on signage, main entrances and distinctive architectural features of the building.
- Landscape treatments should unite complementary buildings and buffer buildings of contrasting style.
- Existing healthy trees shall be retained wherever possible, and the overall tree planting requirement may be reduced in the case of significant preservation.
- Any portion of a building site not covered by buildings or hard surfaces shall be landscaped.
- Front and side yards shall be sodded out to edge of ditch and up to the road shoulder, on minimum 100mm depth of top soil. Seeding of side yards (behind the front face of the building) and rear yards, shall be considered. Sod is to be No. 1 quality as specified by the Canadian Nursery Sod Growers Association.
- Trees, to be planted along the streetscape between the building face and the street, shall be a 50%-50% mixture of deciduous and coniferous trees to maximize seasonal effect. A minimum of 1 tree per 6m of road frontage (measured along the front and/or exterior side yard) shall be

required, with layout subject to the overall landscape design prepared.

- The landscape design shall consider safety factors such as clear lines of sight to entrances, pedestrian security, traffic movements and conflicts, snow removal requirements, and so on.
- All site landscapes shall be completed according to detailed landscape documents prepared by a professional landscape architect (member of the Ontario Association of Landscape Architects). Landscape work shall be inspected and certified for compliance by the landscape architect on behalf of the Town.

3.3.12 Plant Materials

All plant material shall be No. 1 rated stock, in compliance with the metric guide specifications (most current edition) published by the Canadian Nursery Trades Association, and planted according to accepted nursery trade practices.

The following sizes shall apply for plant material located in the front or side yard (up to building face) of all sites.

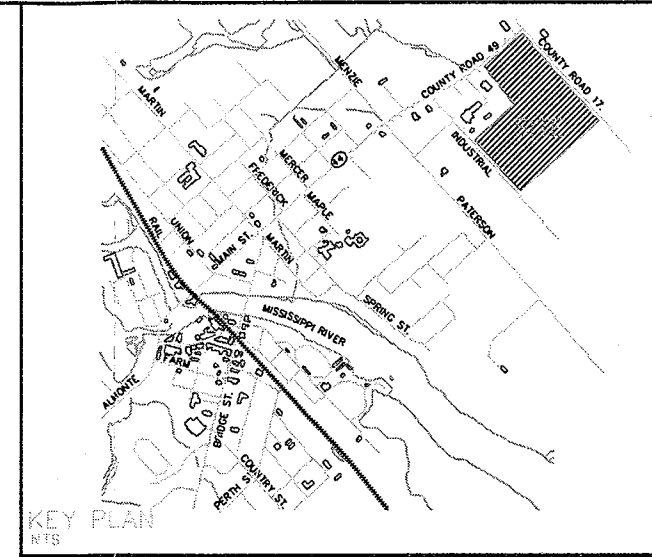
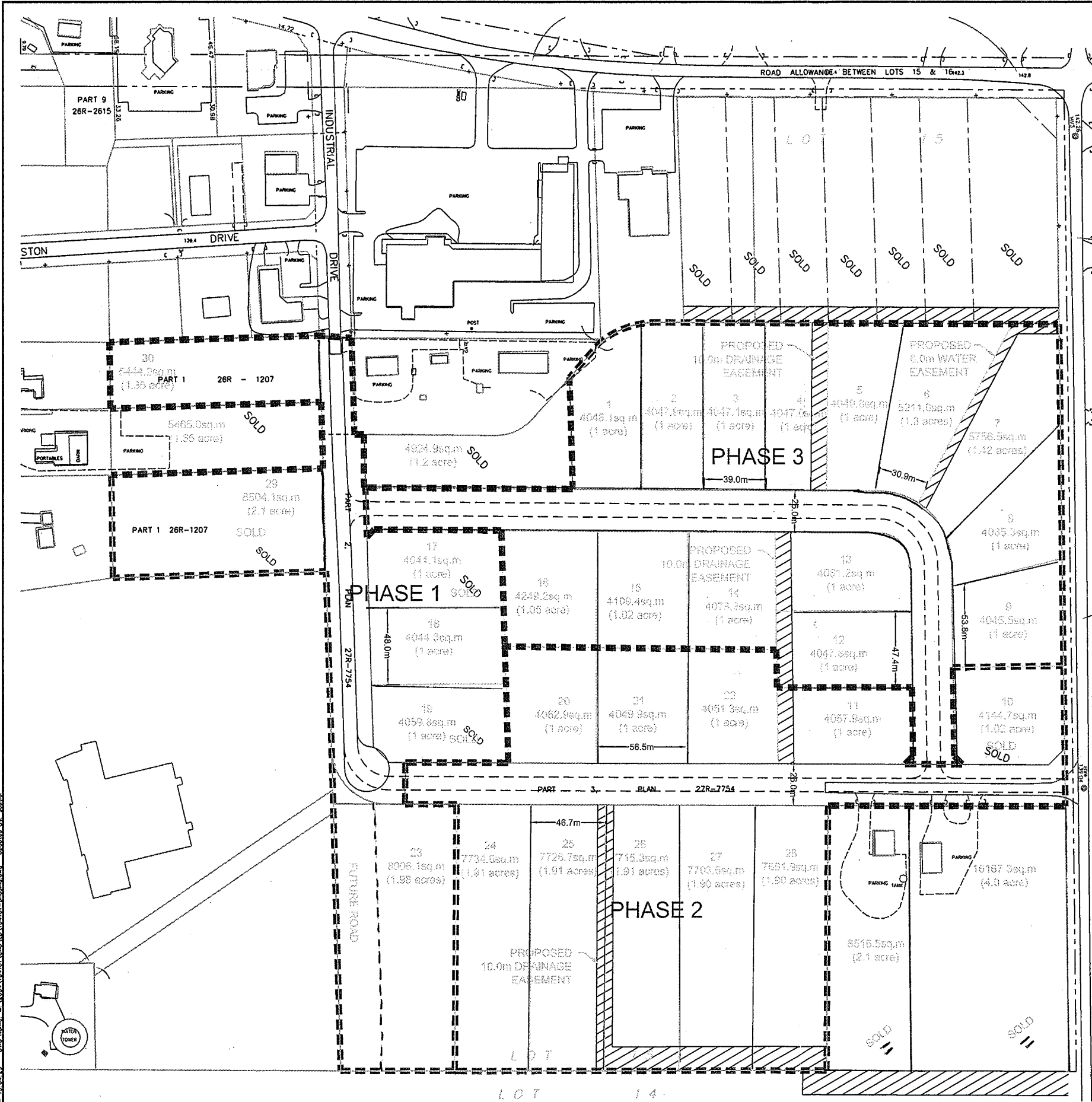
- Deciduous trees, minimum diameter of 70mm (measured up 300mm from the root ball); 60mm for flowering trees.
- Coniferous trees shall have a minimum height of 1.8m.

- Deciduous shrubs shall have a minimum height of 0.6m (potted stock preferred)
- Coniferous shrubs shall have a minimum spread of 0.6m (potted or balled and burlapped)
- Smaller, whipstock trees shall be considered for mass reforestation of naturalized plantings, in prepared beds as described below.
- Shrubs, and/or whipstock trees shall be planted in a continuous, prepared bed with a minimum soil depth of 450mm, incorporating composted organic materials. Planting beds shall have a minimum of 75mm depth wood chip mulch covering, and weed barriers will be encouraged.

3.3.13 Landscape Maintenance

The owner or tenant of each site shall maintain all landscape materials (including lawns to the road edge, refer to 2.3.9) so as to achieve a neat, corporate standard on all sites. Maintenance shall include mowing, litter pickup, watering, fertilization, pruning, pest and disease control, noxious weed removal, etc.

Owners will be encouraged to consider automated, in-ground irrigation systems for at least front yard landscapes, up to the building face.



PREFERRED CONCEPT & PHASING PLAN

MISSISSIPPI MILLS BUSINESS PARK

TOWN OF MISSISSIPPI MILLS

1:1250

No.	REVISION	DATE	BY
1	MINOR REVISIONS	FEB 16, 2005	GAN

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