



Town of Blackfalds
Downtown Architectural Guidelines

November 2012



BLACKFALDS
ALBERTA

TABLE OF CONTENTS

Introduction	1	Section 3: Determining Your Project	11
<i>Purpose</i>	1	Site Design	12
<i>The Blackfalds Vision</i>	1	<i>Siting</i>	12
<i>Governing Municipal Policies</i>	2	<i>Parking</i>	12
		<i>Screening</i>	13
Section 1: Getting Started	3	Building Design	15
Understanding Your Building Facade	4	<i>Facade</i>	16
<i>Evaluating Your Building Facade's Needs</i>	4	<i>Massing and Height</i>	17
<i>Defining Your Choices</i>	4	<i>Roof</i>	17
<i>Planning Your Building's Facade Improvements</i>	5	<i>Awnings and Overhangs</i>	18
		<i>Entrances and Doorways</i>	19
Section 2: Understanding The Process	6	<i>Windows</i>	19
Revitalization Process	7	<i>Signage</i>	20
<i>1.0 Pre-Application Meeting</i>	7	<i>Lighting</i>	21
<i>2.0 Create a Project Plan</i>	8	<i>Highway Commercial</i>	22
<i>3.0 Application Meeting</i>	8		
Revitalization Incentives	9	Appendix 1 Guidelines Review Checklist	
<i>Who Can Qualify?</i>	9	Appendix 2 Project Plan Checklist	
<i>What Area Eligible Improvements?</i>	9	Appendix 3 Material Palette	
<i>How to be Considered</i>	10	Appendix 4 Colour Palette	
<i>What to Expect</i>	10	Appendix 5 Example Photographs	
		Appendix 6 Glossary	



INTRODUCTION

PURPOSE

These guidelines are part of an ongoing process by the Town of Blackfalds to revitalize the Downtown. The Town of Blackfalds has created a set of Architectural Guidelines to ensure the built form within Blackfalds's Downtown meets the vision set out within the Downtown Revitalization Plan. These Guidelines are intended to assist business owners, future developers, builders, architects, engineers, and the Town in the design, development, and construction of projects within the Downtown and Highway 2A Commercial Areas.

The Architectural Guidelines are envisioned to promote:

- Adherence to the vision as described within the Town of Blackfalds's Downtown Revitalization Plan;

- Distinctive features and clear identity for the community, from design through construction;
- Compatibility and harmony between the permitted uses, landscape areas, open spaces, and adjacent properties; and
- Use of quality design, materials, and construction methods.

Adherence to these Guidelines will establish consistency and continuity throughout the Downtown and Highway 2A Commercial Areas; thereby, promoting a safe, vibrant, and aesthetically pleasing area.

Who is This Document For?

The Town of Blackfalds Downtown Architectural Guidelines have been written for land owners, business owners, developers, builders,

architects, engineers, residents of Blackfalds Downtown, and businesses located in the Highway 2A Commercial Area.

These Guidelines are intended to provide a starting point for the detailed design of the Downtown and highway commercial areas. It is hoped that the guidelines may serve land owners and business owners as a planning and design resource for immediate and long-term purposes.

THE BLACKFALDS VISION

The Town of Blackfalds' Downtown Revitalization Plan describes the vision for Blackfalds's Downtown, creating a "Blackfalds sense of place"; a combination of "new and old". Specifically, this means:

1. The recognition of residents' needs.
2. The accommodation of anticipated visitors' and prospective businesses' and land owners' needs in the Downtown and Highway 2A Commercial Areas.

3. The use of architectural character, materials, forms and features compatible with the Town’s history and geographical location.
4. The use of the most current lighting, safety, accessibility and construction standards and practices.

The Downtown vision focuses on:

- Safe pedestrian circulation and amenities with appropriately-scaled and detailed furnishings ,
- Niche markets to offer a larger diversity of shopping and services,
- Mixed residential, commercial and retail uses,
- Public outdoor gathering spaces, and
- Visual consistency in the design of building architecture and streetscapes.

The guidelines outlined within this document are intended to be utilized throughout the Downtown’s commercial and public areas, as well as referenced for development located along Highway 2A.

GOVERNING MUNICIPAL POLICIES

These Architectural Guidelines have been adopted by Council via resolution. This means that it is formally supported by Council; however, it is not legally binding. The Guidelines are intended to be used as a resource for Administration during their development permit approval processes.

The Town of Blackfalds has specific bylaws, requirements, standards, and guidelines that must be taken into account along with the Architectural Guidelines. All new construction within Blackfalds’s Downtown must conform to Blackfalds’ Land Use Bylaw regulations and engineering standards. Local bylaws and building codes shall be consulted prior to the design of any building. These regulations can be found in the Planning and Development section of the Town’s website.

In addition to the Architectural Guidelines, the Downtown Revitalization Plan should be considered a supplemental guiding document in regards to the character and aesthetic expectations for development within Blackfalds’s Downtown and Highway 2A commercial areas.

It is not the intention of these guidelines to limit new development in terms of materials and construction methods; however, they have

been created to guide the Downtown towards its vision as set out within the Town of Blackfalds Downtown Revitalization Plan.





SECTION 1:

GETTING STARTED



UNDERSTANDING YOUR BUILDING FACADE

As a building owner, or business operator, your building's façade is your public face. It says who you are, and what you offer to customers. It is what gives people their first impression of you and you want this first impression to be a positive one. Many aspects of your façade contribute to a positive and memorable impression, including:

- Readable and unique signage.
- A readily identifiable entrance.
- A welcoming entry.
- The ability to see what you have to offer.
- Lighting for safety.
- A clean, organized, attractive exterior treatment of the building.

EVALUATING YOUR BUILDING FACADE'S NEEDS

An objective analysis of the needs of your building's façade is the first step to ensure that your public face does what it is intended to do.

As part of the Blackfalds Architectural Guidelines this evaluation should include:

- Building Scale
- Fenestration
- Signage
- Visual Amenities
- Use of Exterior Materials Palette
- Use of Colour Palette
- Accessibility
- Parking

DEFINING YOUR CHOICES

Your Building Needs Analysis should have enabled you to identify your building's strengths and any potential areas for improvement. Taking action on these improvements requires an understanding of your priorities, which should include:

- **Structural Integrity**

Is the building structurally sound?

- **Weatherization**

Does the building provide adequate protection against climatic conditions (moisture, heat loss, cooling needs, and air quality)?

- **Safety**

Is the building meeting public safety requirements inside and outside?

- **Security**

Does the building provide physical protection against theft or illegal entry?

- **Protection from Hazardous Conditions**

Does the building screen views or block access to areas or items not appropriate for the public?

- **Visibility**

Does the building offer the public appropriate views of interior public spaces?

- **Compliance with Blackfalds Architectural Guidelines**

Does the building meet the established architectural guidelines?

A thorough evaluation makes it possible to:

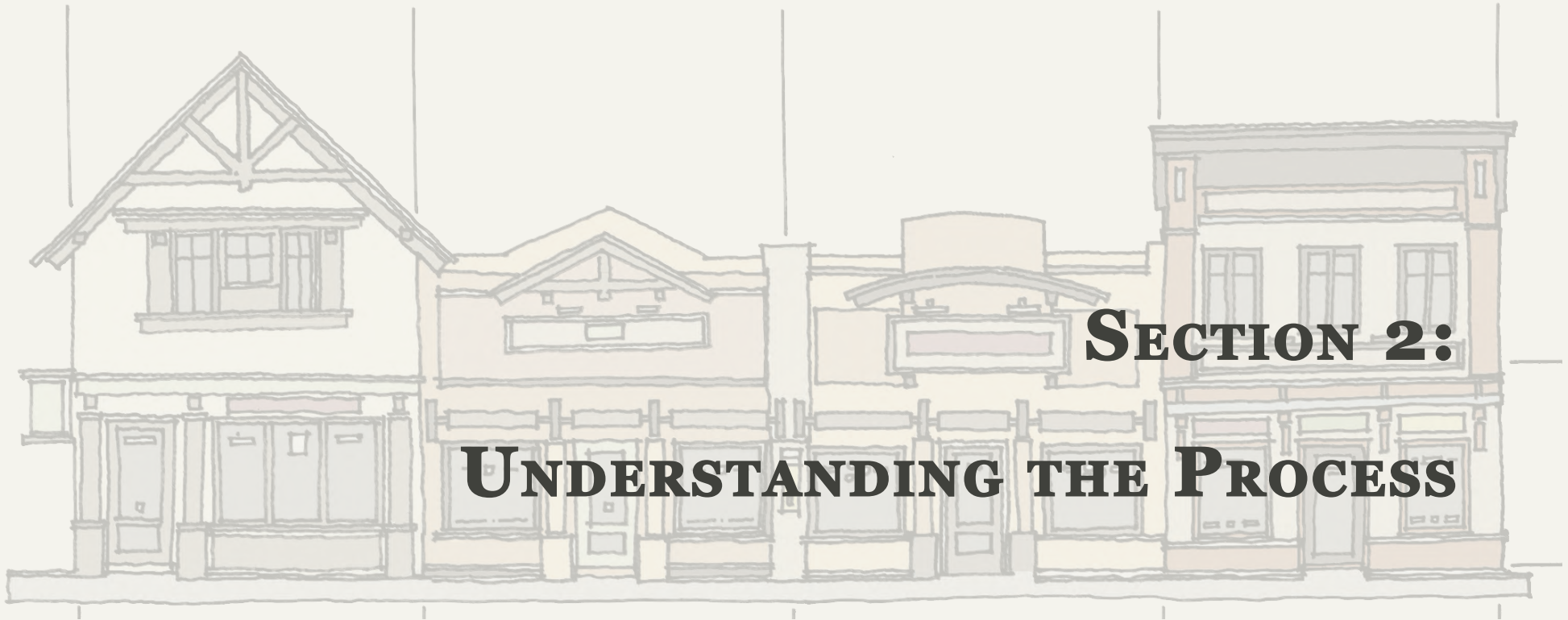
- Identify specific needs
- Determine appropriate options for correcting any deficiencies
- Estimate the cost to add or repair deficiencies
- Plan a schedule for making the repairs or modifications to the building

Your building should be evaluated for its ability to meet each of the items above.

Although an owner can do this evaluation, obtaining the expertise of a professional engineer or architect may be recommended.

PLANNING YOUR BUILDING'S FAÇADE IMPROVEMENTS

To facilitate repairs or modifications to your façade, creating and implementing a comprehensive strategy is recommended. Such a strategy should include consideration of the kind of work to be done, costs, available funds, and a time schedule.



SECTION 2:
UNDERSTANDING THE PROCESS



REVITALIZATION PROCESS

The objectives of the Architectural Guidelines are mandatory; however, it is up to you how to use the Guidelines to achieve the objectives. The Approving Authority will be available to assist you in determining how to utilize the guidelines to achieve your desired outcome, and will determine if the objectives have been met.

All development within Blackfalds's Downtown must adhere to applicable standards and regulations as set by the Town of Blackfalds; these regulations are readily available on the Town website or through the Town office. These Architectural Guidelines are to be used in addition to the existing standards to create a unique sense of place for the Downtown.

1.0 PRE-APPLICATION MEETING

Prior to getting started, a preliminary joint meeting with a Town of Blackfalds's Planning and Development staff member is required in order to discuss the proposed project's compliance with the Architectural Guidelines.

This meeting is an opportunity to engage in an early, innovative, and constructive review of whatever plans you may have. This preliminary review can be held at any point during the initial planning of your project and will supplement any other pre-development requirement that may be established by the Town.

During the Pre-Application meeting, the Town will review your existing site, any plans you may have in mind currently, provide suggestions regarding what other items you may consider, and provide you with direction to continue the approval process.

During this meeting, the Town will also try to identify for you if any part of your proposed project will be eligible for Revitalization Incentives. (These incentives are further discussed on page 9.)

1.1 What to Prepare

The following information should be prepared for the Pre-Application meeting.



1. Site Location

A map illustrating the location of your site within the context of the Downtown.

2. Current Zoning

A confirmation of the existing zoning for the site in question (See the Town's Land Use Bylaw and associated map)

 These items are identified in checklist located in Appendix 1.

3. Site Plan

A site plan in a clear graphic style that shows the following: site boundaries, building location, existing trees, sidewalks, roads, and special issues such as land restrictions and the existing site conditions.

This site plan should include dimensions if possible.

4. Existing Conditions Photos

This should show the whole facade of the building, close-ups of project areas (doors, windows, etc), and its context in relation to neighbouring buildings.

5. Project Description

Provide a brief summary of what the overall goal of your project is along with any issues you would like to address (ex: improved access, new windows, etc).

2.0 CREATE A PROJECT PLAN

After reviewing the Downtown Revitalization Plan, these Architectural Guidelines, and meeting with the Town to review your initial project idea, you should now be ready to create a Project Plan. This Plan is intended to include and summarize all aspects of your project both for your own reference and the Town's.

A professional designer may be able to provide aid in identifying a specific style, maximize consistency throughout your building, and avoid potential costly errors.

Though the Project Plan can be fairly informal in nature, it should be well organized and contain sufficient information to allow the Municipality to fully understand the proposed building design or alteration, including relevant urban design information such as how the project fits within its surrounding context, and how it relates to adjacent buildings and properties.

At a minimum, your Project Plan should include the following information.



- Site Location
- Current Zoning
- Site Plan
- Existing Conditions Photos
- Proposed Building Sections

Elevation drawings for all exterior walls should be illustrated at a scale sufficient to fully understand the proposed design.

If your plan includes any construction, these elevations must include to what scale they were drawn or dimensions for all aspects.

- Proposed Colours & Materials

Provide elevations for all exterior walls in colour showing both the material and colour selections as per the Blackfalds Architectural Guidelines Materials and Colour Palette (Refer to Appendices #3 and #4).

- Additional Information

The Municipality may request additional information during the Pre-Application Meeting if there are specific challenges for your site or project that need to be addressed.

- Estimated Costs
- Time Schedule and Phasing

3.0 APPLICATION MEETING

Once you have created a Project Plan for your site, you are ready to meet with the Town. This meeting will be referred to as your Application. During this Application, the Town will review your Project Plan and grant you approval to start construction.

The Town will also discuss with you whether or not you are eligible for Revitalization Incentive Funding.



These items are identified in the Project Plan checklist located in Appendix 2.



REVITALIZATION INCENTIVES

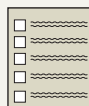
The Town of Blackfalds is committed to creating a distinct sense of place within the community through the revitalization of the Downtown and Highway Commercial Areas. To facilitate this process, the Town will be renovating Municipally-owned buildings following the guidelines set out within this document and upgrading the streets within the Downtown.

In addition to beginning the redevelopment process, the Town will be creating a redevelopment grant program to offer incentives to property owners who may qualify.

WHO CAN QUALIFY?

Only those who have met with the Town of Blackfalds to discuss their Project Plan in a Application Meeting will be considered. Each redevelopment will be reviewed on a case-by-case basis and evaluated prior to approval; incentives cannot be guaranteed. In order to qualify for consideration:

- You must be the property owner or a tenant with written permission of the property owner
- Your property must be a commercial property located within the Downtown
- Your property must be used for commercial purposes
- You must not start your improvement project before the Project Plan is approved




WHAT ARE ELIGIBLE IMPROVEMENTS?

Only improvements that are identified within the Downtown Revitalization Plan and Architectural Guidelines will be eligible for incentives. Some eligible incentives may include, but are not limited to, the following:

- Signs, lighting, doors, windows
- Cornices, parapets, bulkhead, and other architectural features
- Awnings and canopies
- Brick and masonry repair and cleaning
- Redesign of storefront
- Exterior painting (but not painting of brick or stucco)
- Screening of unsightly premises

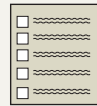
Only work done after the signed funding agreement can qualify for reimbursement.

 These items are identified in checklist located in Appendix 1.

HOW TO BE CONSIDERED

In order to be considered for funding, you must prepare the following information and bring it with you to the Application meeting:

- Project Plan (See page 8)
- Land Certificate Title



This Title should show the applicant is the owner of the site. If the owner is a company, provide a Corporate Registry search naming the company owner and directors. If the applicant is other, the owner needs to provide a letter permitting the applicant to participate in the program.

- Project Budget

Please use a spreadsheet.

- Summary of Quotes/Cost of Materials

Get three (3) sets of quotes from general contracts or from trades for the work to be done.

Please note that quotes must be completed or reviewed by a Province of Alberta licensed contractor and must be written or typed on business letterhead that provide a company name and contact information for the company representative.

Please indicate which contractor you chose.

- Project Schedule

Please estimate the construction process.

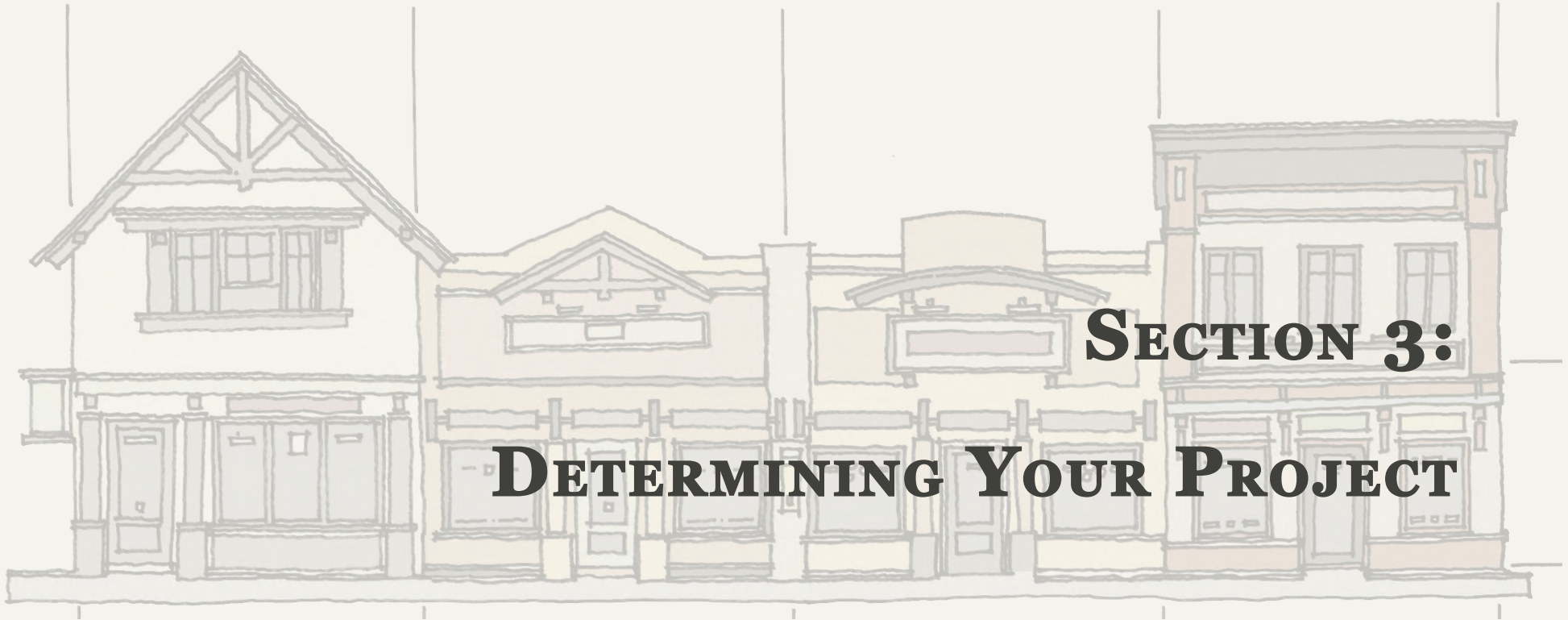
WHAT TO EXPECT

During the Application Meeting, the Town will ensure all plans correspond to the guidelines within this document and the Downtown Revitalization Plan. Once the Project Plan is approved, the Town will determine the amount of funds, if any, that are available for your project.

The Town will prepare a contract to be signed by you and the Town of Blackfalds agreeing on an amount of reimbursement. Payment will be received by the applicant subsequent to renovation completion and inspection.



These items are identified in checklist located in Appendix 1.



SECTION 3:

DETERMINING YOUR PROJECT



SITE DESIGN

Site design is a comprehensive process that is intended to take place during the creation of a new building or major redevelopment of an existing building's site.

The intention of site design is two fold:

1. To create the most desirable arrangement between the features or elements located within a site.
2. To provide a positive relationship between the site, its intended use, and its surroundings.

In the instance of Blackfalds's Downtown, site design is important as it determines the essential relationships in the built environment, ultimately making the Downtown a safe and enjoyable place for shoppers, as well as a successful place to own and operate a business. For these reasons, the following site design requirements and recommendations are provided.

SITING

Pedestrian Access

All buildings should be located to provide safe and direct pedestrian access from the main sidewalk.

General Setback Requirements

Proposed structures must conform to the setback regulations as per the Town of Blackfalds Land Use Bylaw district.

Front Yard Setback Requirements

Within the C1 and CMU districts, front and side setbacks should be not used in an effort to create a consistent street frontage.

Side Yard Setback Requirements

Any existing side yards between buildings should be appropriately screened by use of landscaping or fencing. In the event of a re-build, these spaces should be removed.

Rear Setback Requirements

Rear setbacks should be utilized to provide space for placement of utilities, employee and customer parking, or loading areas.

PARKING

Parking lots shall be designed with a focus on quality landscaping, convenience, pedestrian safety, comfort, and vehicular circulation.

Parking lots should maximize connectivity to the overall pedestrian network including trails and sidewalks.

On Street Parking

Limited on-street parking shall be provided in front of businesses. The Town encourages motorists to use on-street parking for short-term parking only.

Rear Parking Areas

All buildings should maximize the amount of rear parking space available.

Long-term Parking

Parking for extended periods of time shall be accommodated in off-street parking lots or structures as identified in the Downtown Revitalization Plan.

Landscaping in Parking Areas

Trees planted in or near parking areas should be high-branching, deciduous shade trees. Trees shall not obstruct or conflict with sight lines.

Parking lots or structures shall be buffered with landscaping, berming, and where acceptable, low fencing to assist in the screening of these areas from adjacent properties.

Shared Parking Plans

Shared parking plans that are in conformance with the Town of Blackfalds Land Use Bylaw will be allowed to manage parking requirements that are time-specific (ie: retail parking during the daytime and theatre parking during the evening).

SCREENING

All outdoor storage areas, parking facilities, and loading areas must be appropriately screened from adjacent buildings and public roadways.

The design of buffers shall be integrated with adjacent landscaping and consistent with architectural character of adjacent buildings.

Screening should also be required for buildings with unattractive side walls or alleys.

Refuse containers shall be screened or kept in an enclosure integrated within the building structure.

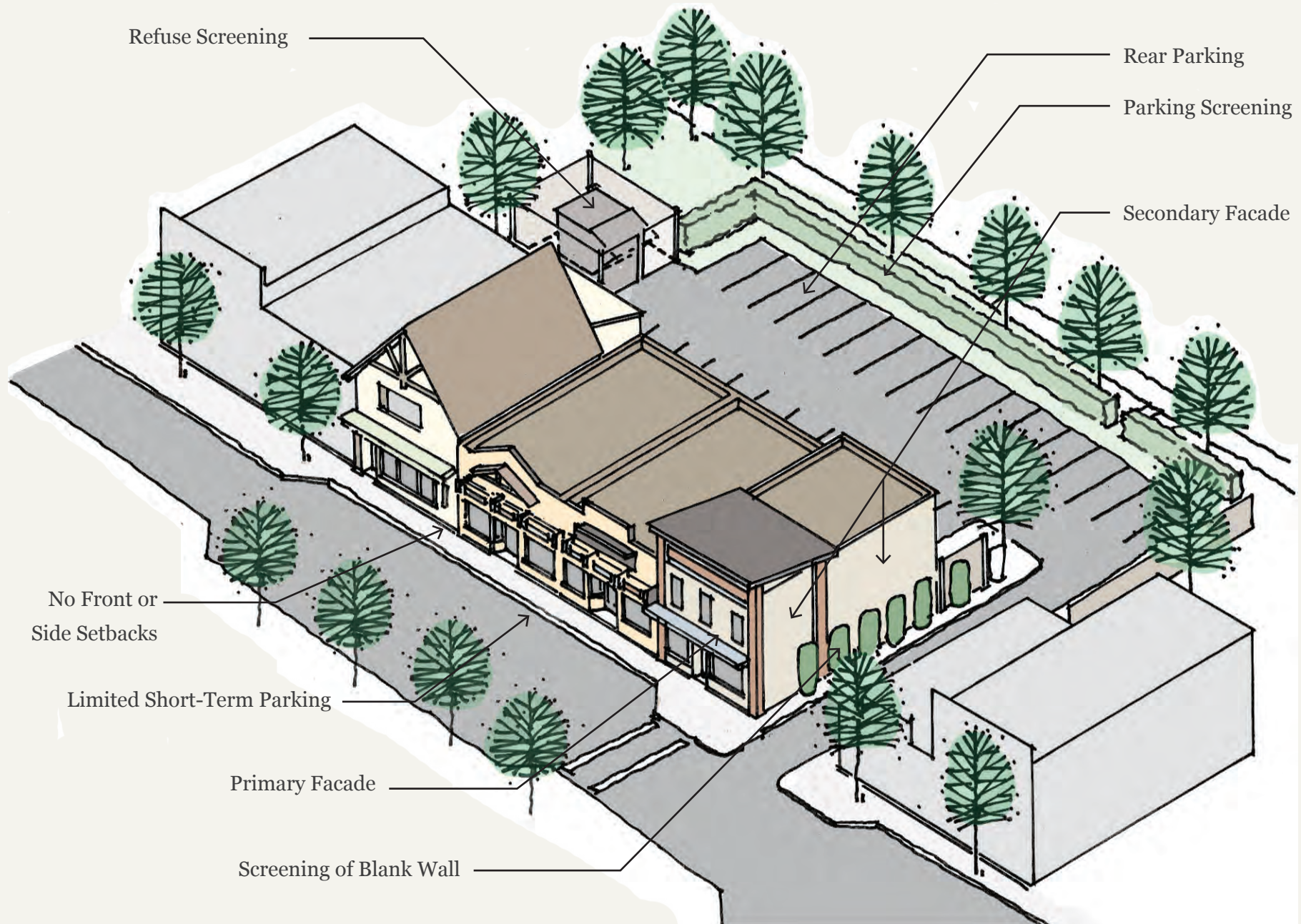


FIG. 1: SITE DESIGN



BUILDING DESIGN

The intent of the Architectural Guidelines is to create consistency in the scale, materials, detailing, colours, and general appearance of buildings within the Downtown described in the Blackfalds's Downtown Revitalization Plan.

“Sense of place” is a fundamental objective in making the Downtown a unique area that encourages residents and visitors to shop, gather, and play. The appearance of buildings within the Downtown is the primary opportunity to create a consistent vision. For these reasons, the following building design requirements and recommendations are given.

All recommendations and requirements that state a building be consistent or compatible with that adjacent, shall not apply if the adjacent building does not adhere to the Guidelines.

Shown within the Guidelines are illustrations of building styles envisioned within the Downtown; additional images of architectural elements

are shown as examples within Appendix 6 for reference. These additional images are intended to provide ideas and act as a starting point for further design.

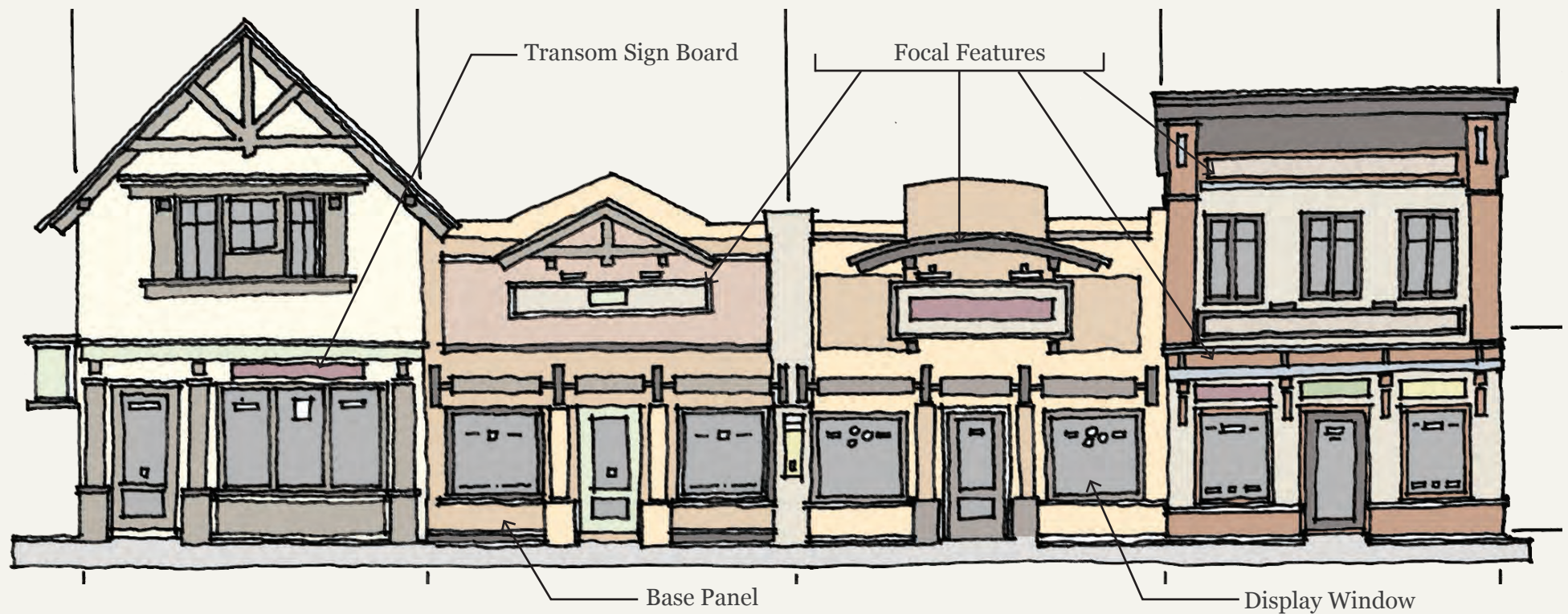


FIG. 2: TYPICAL BUILDING ELEVATIONS - PRIMARY FACADES

FAÇADE **Primary Façade**

Any elevation of a building that is fronting a street, sidewalk, or public gathering space, shall be considered a primary façade.

Primary façade design should follow a traditional pattern of: base panel, an open display area, and a transom above the display windows and entry doors.

Refer to Figure 2 for further clarification.

Focal Features

Primary facades should be designed to include prominent focal features including signage, lighting, and windows.

Façade Proportions

Primary facades which front a street will be required to have visual breaks every 8m on any single horizontal wall length. The visual break may be accomplished through building articulation via projections/recesses, windows,

entrance ways, change in materials, architectural trim/accents, or other methods of creating architectural variety.

Secondary Facades

Facades which do not front a street, sidewalk, or public gathering space are considered secondary facades and may be considered for murals or similar public art features.

Refer to Figure 1 for further clarification.

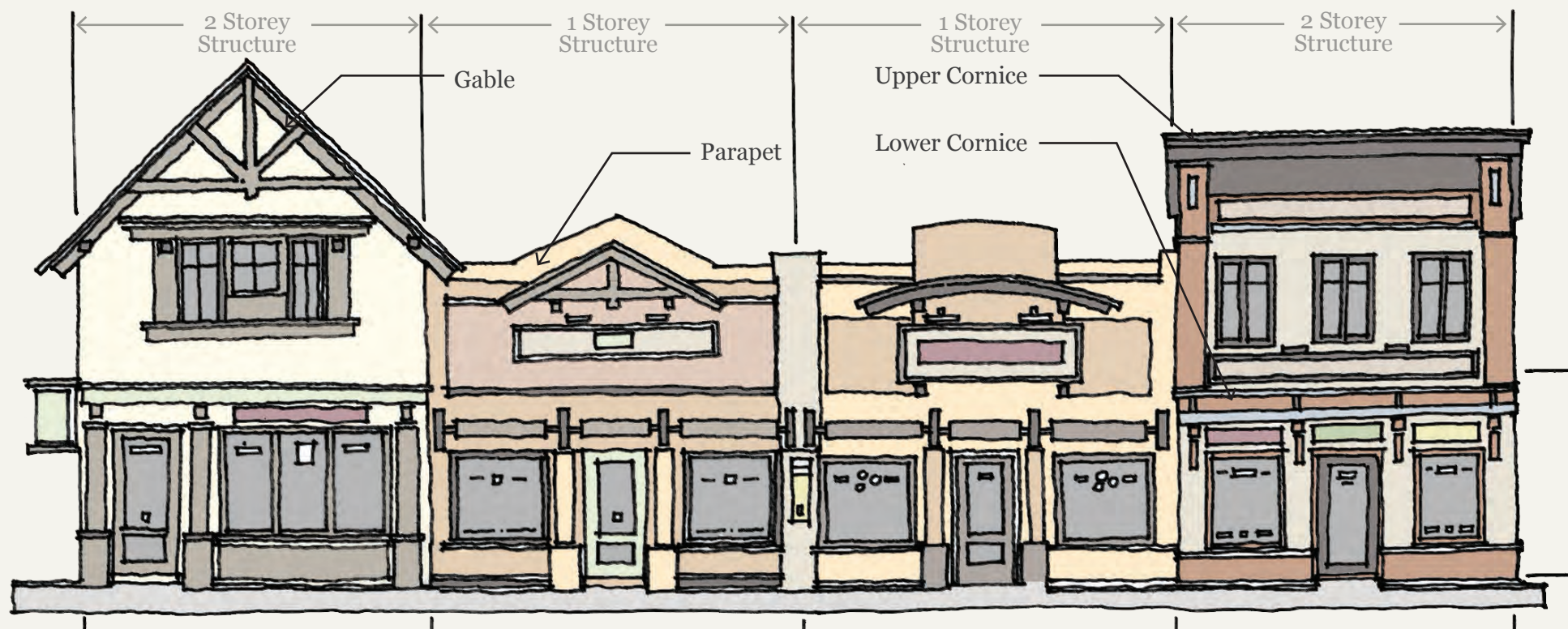


FIG. 3: TYPICAL BUILDING ELEVATIONS - ROOFLINES AND ALIGNMENT

MASSING AND HEIGHT

Relative Heights

The overall mass of any building or addition shall be consistent or compatible with the height and forms of roof lines on adjacent structures.

Height relative to other buildings

Height of structures shall be within one storey of those immediately adjacent to maintain consistency with existing street frontage.

Alignment

Any proposed building or addition should be consistent or compatible with the composition of features on adjacent structures.

MASSING

Setback variations in the façade treatment may be continued throughout the structure, including the roofline, to increase the depth of the facade and reduce the perceived mass of the building.

ROOF

Detailing

Rooflines within the Downtown shall include prominent rooflines either accented through parapets, cornices, or gables

Pitches

Rooflines should either be flat horizontal, or pitched at 45° to create gables.

Rooflines should be designed to avoid snow melting on to sidewalks

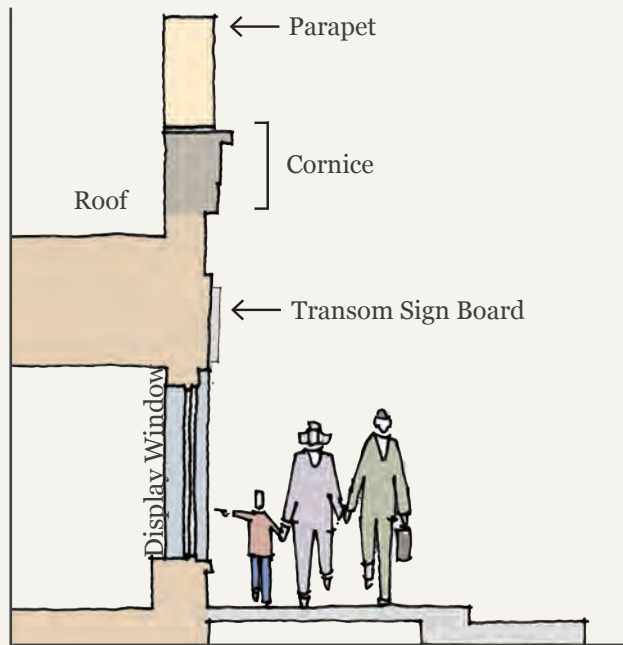


FIG.4: 1 STOREY BUILDING SECTION #1

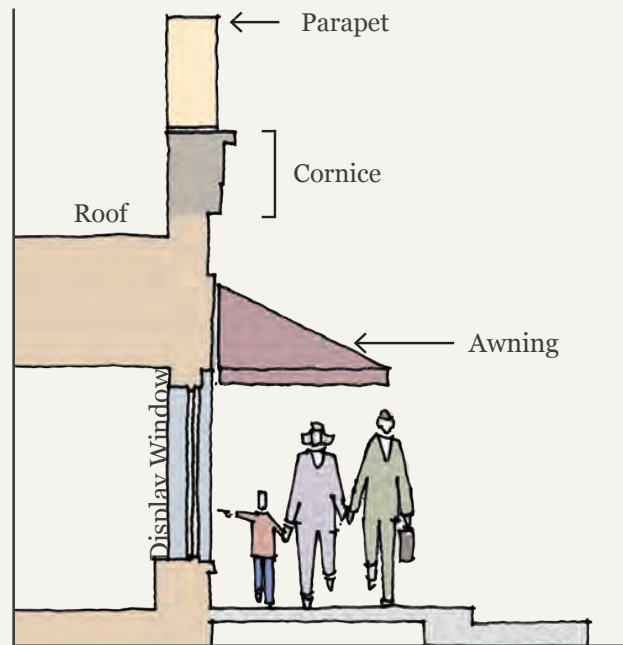


FIG.5: 1 STOREY BUILDING SECTION #2

AWNINGS AND OVERHANGS

Awnings and overhangs may be used to protect pedestrians and windows shoppers from inclement weather, shield store displays from harsh direct sunlight, and add architectural character to the building.

Awnings/overhangs must be aligned with others on the block. This applies particularly to the bottom line of the awning/canopy/overhang.

Awning/overhang colour shall be coordinated with the colour scheme of Blackfalds's Architectural Guidelines.

Awnings should be designed to fit the unique proportions of the storefront and lessen the perceived mass of the building.

Awnings of traditional period shapes and not requiring support posts are preferred as shown in Figure 5: 1 Storey Building Section #2 and Figure 7: 2 Storey Building Section #2.

Awnings shall be used along with hanging signage rather than as the primary business signage; those whose apparent primary function are signage will not be permitted.

No awning or overhang may project more than 2/3 of the sidewalk's width.

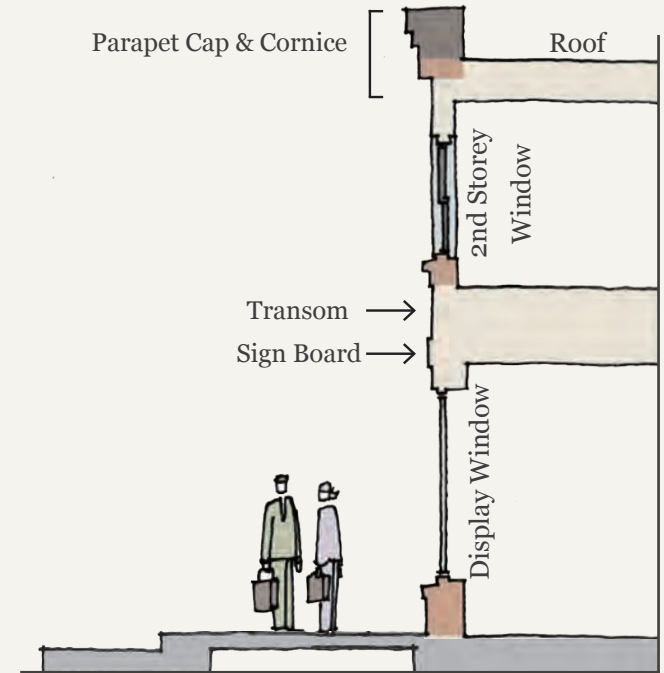


FIG.6: 2 STOREY BUILDING SECTION #1

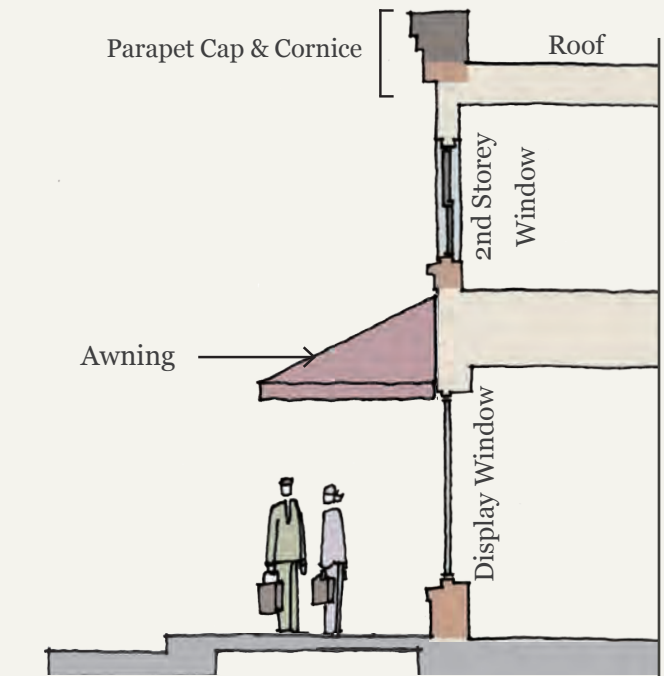


FIG.7: 2 STOREY BUILDING SECTION #2

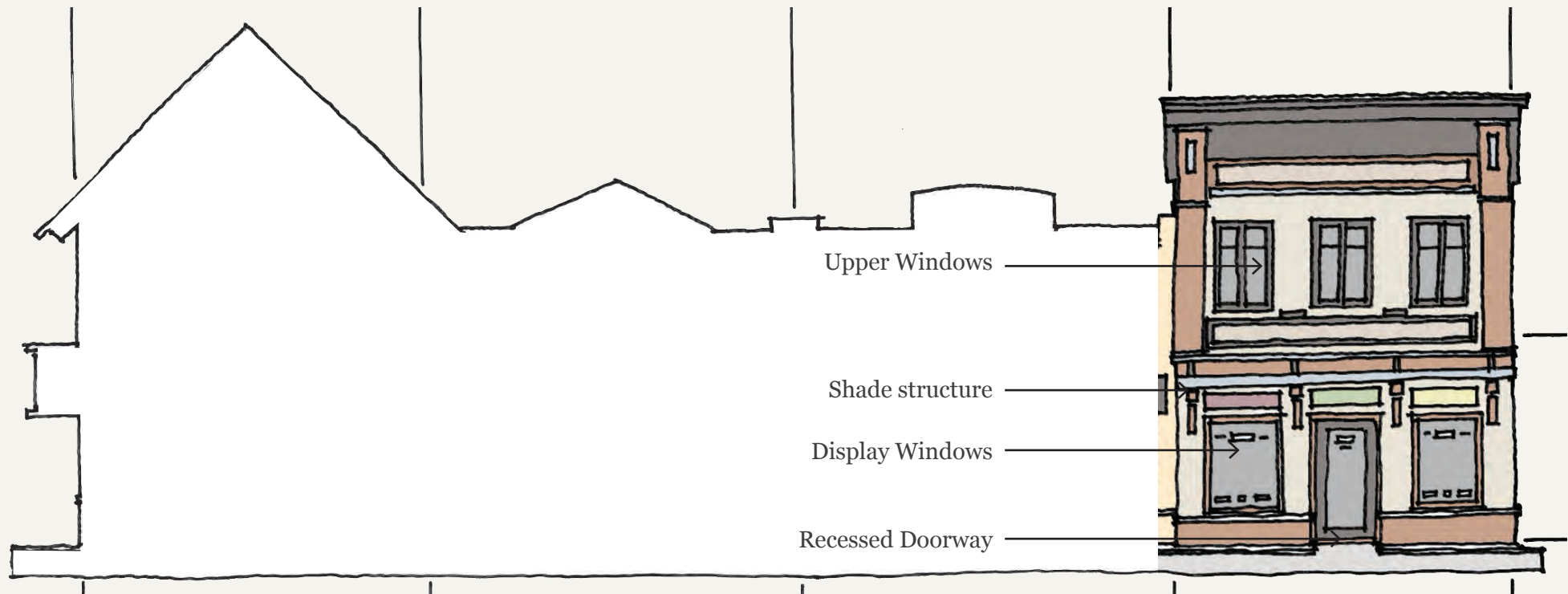


FIG. 8: TYPICAL BUILDING ELEVATION - ENTRANCES & WINDOWS

*See Appendix 6: Glossary for definitions and further explanation of facade elements.

ENTRANCES AND DOORWAYS

All entry doors shall include window panels to promote an interaction between the private and public realms.

Doorway areas should be recessed into the main façade line to create a threshold.

All recessed doorway areas shall be well lit and visible from the sidewalk and approaching pedestrians to increase safety.

If doorways are not recessed, they shall not swing outward into the path of pedestrians.

If doorways are not recessed, the building should have attached awning, canopy, or overhangs to provide weather protection for pedestrians.

WINDOWS

The street level of primary facades shall be comprised of a minimum of 60% transparent glazing to provide maximum visibility into the store.

Reflective glazing must be avoided on main floors to allow better visual contact between interior and exterior.

Windows should remain primarily unobstructed to act as a display window to showcase products/service of business.

Window signage should be used sparingly and as part of a comprehensive building design.

Windows should include prominent framing to highlight the interaction between the public and private realms.

Large window panes should be subdivided by metal or wood frames/joints.

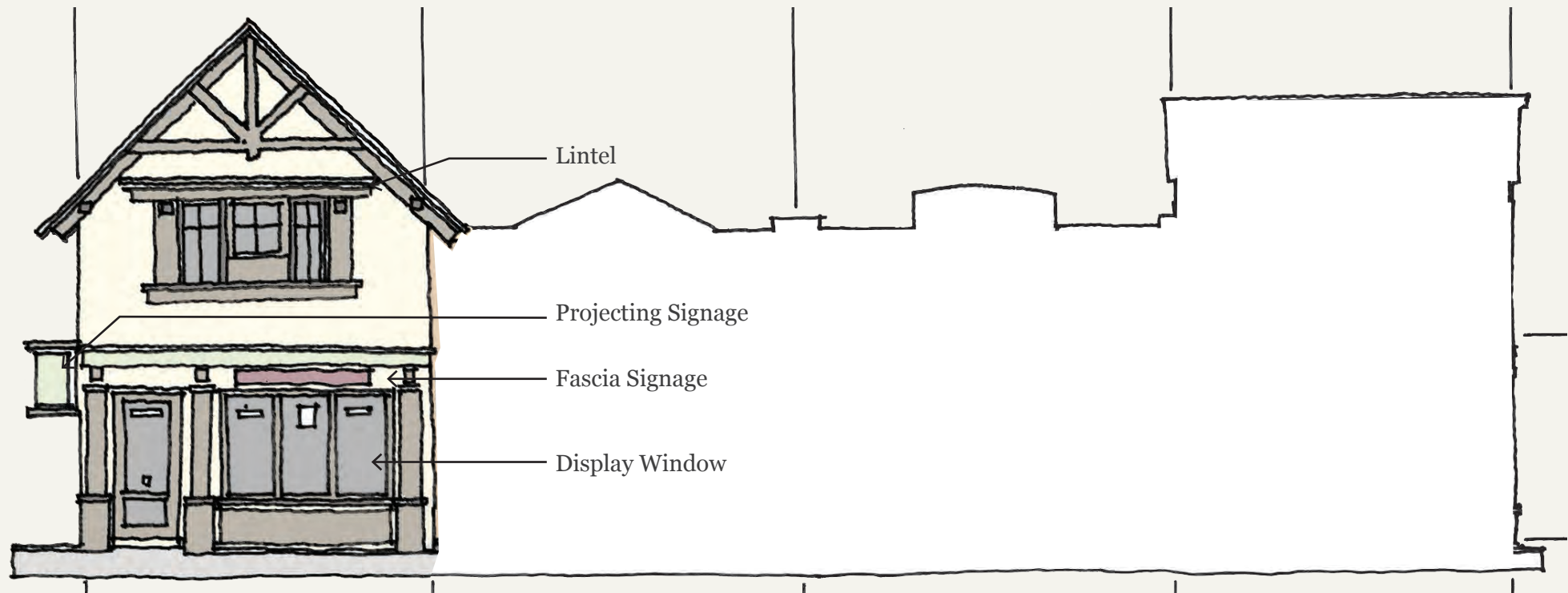


FIG. 9: TYPICAL BUILDING ELEVATION - SIGNAGE

*See Appendix 6: Glossary for definitions and further explanation of facade elements.

SIGNAGE

Building signage should be considered an integral part of the overall building design.

Professionally fabricated signage in metal, glass, stone, wood, or any combination of these materials is encouraged.

All design elements such as artwork, icons, fonts, lighting, and colour shall be complementary to the architectural theme and required colour palette of Blackfalds's Downtown.

Under-marquee and blade signs shall be used with awnings or overhangs.

Primary signs within the Downtown shall be kept at a pedestrian level; typically between 1.9m (minimum) to 4.5m (maximum).

Signs shall be kept to the minimum size needed to inform and direct visitors and residents.

Signs for multiple storefronts within the same building should align with each other.

Projecting and Fascia Signs

Only one projecting sign may be erected on the facade of a building for each place of business located therein.

Fascia or projecting signs on a building two or more storeys in height should not be higher than the sill level of the second floor windows or the equivalent height in the case of attachment to a blank wall.

Freestanding Signs

No freestanding signs shall be permitted within the Downtown.

Window Signs

Window signs shall be applied directly to the interior surface of the glass.



FIG. 10: TYPICAL BUILDING ELEVATION - LIGHTING

*See Appendix 6: Glossary for definitions and further explanation of facade elements.

Windows signs are to be used for the display of business identification as well as secondary information related to services provided.

All window signs must be comprised of design elements (font, colour, symbols) that are consistent with the architectural guidelines.

All window signs must be complementary to the overall façade of the building and not detract from the streetscape.

LIGHTING

Exterior lighting fixtures on structures shall be in the character of the building design with reference to style, material, and colour.

Exterior lights should shine downward.

Luminaires for external lights should not be directly visible and should not produce glare.

Where an approved sign design requires additional spotlighting it may be provided in an inconspicuous manner or shielded by other architectural elements.

The use of florescent lighting of any kind within the Downtown, in a manner that is not consistent with the architectural theme of Blackfalds's Downtown, will not be considered appropriate

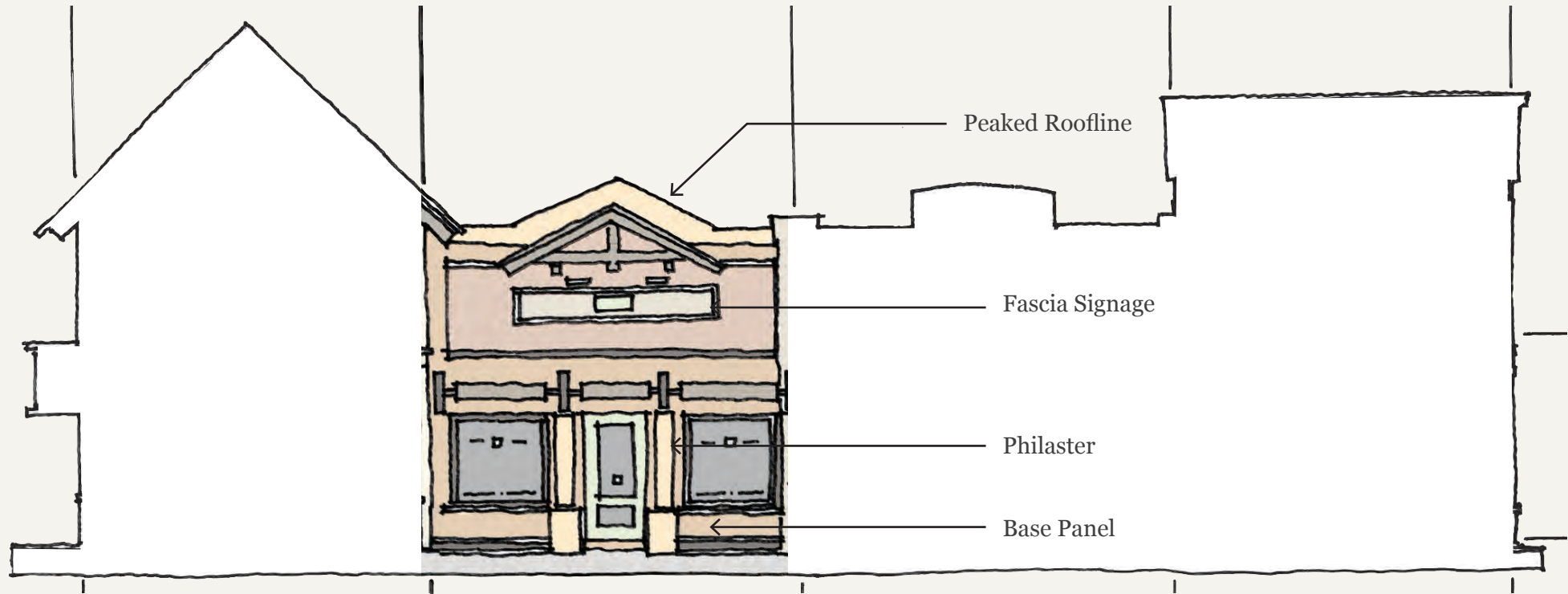


FIG. 11: TYPICAL BUILDING ELEVATION - HIGHWAY COMMERCIAL

*See Appendix 6: Glossary for definitions and further explanation of facade elements.

HIGHWAY COMMERCIAL

All highway commercial buildings are encouraged to follow these Guidelines where possible.

Buildings within the highway commercial area should be constructed with the same base panel, display window, fascia signage, roofline design as those described within these Guidelines.

The use of pergolas to incorporate design into drive-thrus is encouraged.

Materials and colours used should reflect, or be complementary to, those found within these guidelines.



The following is a checklist summarizing the items covered by the subject guidelines. The checklist may be used by property or business owners to determine their building or project's compliance with guideline standards and requirements.

Those identified with an astrisk () are required items.*

SITE DESIGN

SITING

- Building provides safe and direct pedestrian access from the main sidewalk.
- *Proposed structures conform to the setback regulations within their given Land Use Bylaw District as set by the Town of Blackfalds.
- Rear setbacks are utilized to provide space for placement of utilities, employee and customer parking, or loading areas.

- If applicable: Within the C1 and CMU districts, front and side setbacks are not used in an effort to respect consistency of street frontages.
- If applicable: Existing side yards between buildings are appropriately screened by use of landscaping or fencing.
- If applicable: Proposed structure is a re-build of an existing structure and side yard(s) is removed.

PARKING

- *Parking lot's design focuses on quality landscaping, pedestrian safety, comfort, and vehicular circulation.
- Parking lot maximizes connectivity to the overall pedestrian network including trails and sidewalks.
- Buildings maximizes the amount of rear parking space available.

- Trees planted in or near parking areas are high-branching, deciduous shade trees.
- *Trees do not obstruct or conflict with sight lines.
- *Parking lot is buffered with landscaping, berming, and where acceptable, low fencing.
- If applicable: A shared parking plan is proposed, in conformance with the Town of Blackfalds Land Use Bylaw.

SCREENING

- *All outdoor storage areas, parking facilities, and loading areas are appropriately screened from adjacent buildings and public roadways.
- *The design of buffers are integrated with adjacent landscaping and consistent with architectural character of adjacent buildings.

- If applicable: Screening is provided for side walls or alleys.
- *Refuse containers are screened or kept in an enclosure integrated within the building structure.

BUILDING DESIGN FAÇADE

- Primary façade is identified
- Primary facade follows a traditional pattern of base panel, display window, transom.
- Focal features are identified
- Visual breaks are proposed every 8m.
- Secondary façade is identified.
- Facade proportions are in compliance with Guidelines.

MASSING AND HEIGHT

- *Overall mass of building, or addition, is consistent or compatible with the height and forms of roof lines on adjacent structures.
- *Height of building is within one storey of structures immediately adjacent
- Proposed building or addition is consistent or compatible with the composition of features on adjacent structures.

- Proposed setback variations in façade treatment is continued throughout the building, including the roofline.

ROOF

- *Roofline(s) includes a prominent cornices.
- *Roofline(s) pitch is either flat horizontal, or pitched at 45° to create gables.
- Pitched rooflines do not shed rain or water onto pedestrians or sidewalk.

AWNINGS AND OVERHANGS

- Awning(s) and overhangs protects pedestrians and windows shoppers from inclement weather.
- *Bottom edge or line of awning/overhang(s) are aligned with others on the block.
- *Awning/overhang(s) colour are coordinated with the colour scheme of Blackfalds's Architectural Guidelines.
- Awning(s) are designed to fit the unique proportions of the storefront.
- Awning(s) are of traditional period shapes and does not require support posts.
- *Awning(s) are used in conjunction with hanging signage rather than as the primary business signage.
- *Awning or overhand does not project more than 2/3 of sidewalk's width.

ENTRANCES AND DOORWAYS

- Entry door(s) include window panels.
- Doorway area is recessed into the main façade line and creates a threshold.
- If applicable, recessed doorway area is well lit and visible from the sidewalk and approaching pedestrians.
- If applicable, non-recessed doorway(s) does not swing outward into the path of pedestrians.
- If applicable, non-recessed doorway(s) has an attached awning or overhang.

WINDOWS

- *Street level of primary facades is comprised of a minimum of 60% transparent glazing.
- Prominent framing is used around windows.
- Large window pane areas are subdivided by metal or wood frames/joints.
- *No reflective glazing is used on main floors.

SIGNAGE

- Signage appears to be an integral part of the overall building design.
- Sign is professionally fabricated.

- *Where an awning/overhand is used, under-marquee and blade signs are used.
- Signage materials are as recommended.
- *Primary signs is at a pedestrian level: 1.9 m (minimum) to 4.5 m (maximum)
- *Signage is kept to the minimum size and number needed.
- Signage fonts and colour are complementary to the architectural theme and colour palette of Blackfalds's Downtown.
- *All design elements enhance the visual aesthetic of the sign.
- Signs for multiple storefronts within the same building are aligned with each other.

Projecting and Fascia Signs

- *Only one projecting sign per building frontage for each place of business located therein is proposed.
- Fascia or projecting sign meets the height requirements.

Freestanding Signs

- *No freestanding signs are proposed.

Window Signs

- Window signs are applied directly to the interior surface of the glass.

- Windows signs are used for the display of business identification as well as secondary information related to services provided only.
- *Window signs are comprised of design elements (font, colour, symbols) that are consistent with the architectural theme .
- *Window signs are complementary to the overall façade of the building.
- *Window signs do not detract from the streetscape.

LIGHTING

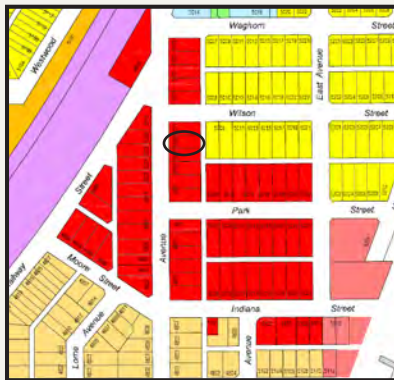
- *Exterior lighting fixtures are in the character of the building design with reference to style, material, and colour.
- Exterior lights shine downward.
- Luminaires for external lights are not directly visible and do not produce glare.
- *All lighting is consistent with the theme of the Downtown.

APPENDIX 2 PROJECT PLAN CHECKLIST

The following is a checklist for an example project plan.

Background Information

- Site location map

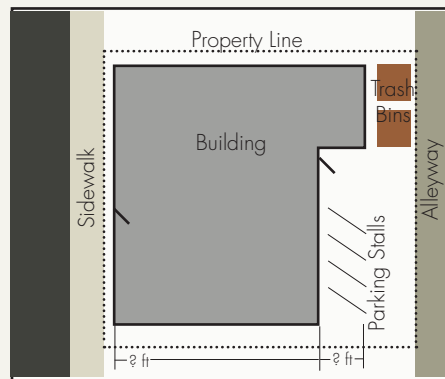


- Example: Circle your site on the Town of Blackfalds Land Use Bylaw map as shown above.
- This map is available within the Planning & Development section of the Town website.

- Current zoning

- Identify your site within the Town of Blackfalds Land Use Bylaw map, print the associated land use bylaw section for your own reference.
- This map is available within the Planning & Development section of the Town website.

- Site plan showing existing conditions



- Provide a site plan showing the existing property lines, building location, building entrances, parking areas, trash bins, utility boxes, trees, etc.
- The amount of detail required will vary based on the extent of your project. In some instances, a simple site plan will suffice; for other projects, a detailed plan showing the location of underground utilities may be required.
- Include all relevant dimensions if available.

- Existing conditions photos

- Photos should include straight-on photos of all building's facades (primary, secondary, and other), close-up photos of all project elements (windows, doors, entranceways, siding, roof, etc), and the building's relation to those adjacent.

Project Information

- Project description

- Provide a brief description of the project you intend to undertake.
- Explain why this project is necessary and how it will fit with the Downtown Revitalization and Architectural Guidelines.

- Proposed building sections



- The proposed section plan of your building should include all relevant dimensions.

- Proposed colours

- Include all colour swatches and identify which areas the colours will be apply to.

- Proposed materials

- Include all material choices and identify which areas the materials will be apply to.

- Estimated costs

- Outline each portion of your project plan and list the expenses by item, supplies, and labour costs.

- Time schedule

- Consider all portion of timing for your project and outline the schedule accordingly.

- Phasing

- If you have multiple projects, or portion of your project, in mind; please identify which project will take place in which phase.
- Breaking up your project into phases will make each task more manageable to complete the overall project.

Revitalization Incentives

In order to qualify for revitalization incentives, the following additional information must be included within your project plan.

- Land Certificate Title

- Include a copy of your land certificate title ensuring that your project site is owned by you.
- This title is available from any land titles office for a marginal fee.
- If you do not own the project site, include a written and signed letter giving you authority to apply for Revitalization Incentives on the owner's behalf.

- Budget

- Outline all estimated costs in spreadsheet format.
- Include all applicable taxes, application fees, etc.

- Summary of 3 quotes

- These quotes are intended to confirm your budget costs. They should be make by professional contractors and include all applicable costs.
- If you intend to do the work yourself, you can list your own quote as one of the 3 quotes.

- Project Schedule

- Estimate the timing of this project including all phases of development.
- Include a cost for each phase.



APPENDIX 3 MATERIAL PALETTE

A common or shared list of building materials to be incorporated into renovations or new construction is essential for achieving a unified and harmonious appearance of architecture in the downtown.

All buildings shall incorporate a minimum of three materials, colours, patterns, or textures into their façade; none of which shall be less than 10% of the surface area.

All materials and colours must be complementary of the Downtown Revitalization Plan vision.

MATERIALS

Materials to be used in building exteriors shall be selected from the Blackfalds Architectural Guidelines.

Suggested materials for use within the downtown include the following:

- Glass
- Wood
- Stone
- Steel
- Stucco
- Canvas

PREFERRED TREATMENTS

Glass

- Windows/clear glass with mullions or divided panes
- Doors/panels

Wood

- Natural w/polyurethane finish
- Painted
- Stained – opaque
- Stained - transparent

Stone

- Natural
- Cultured/Man-made

Steel

- Powder-coated
- Painted
- Wrought Iron

Stucco

- Coloured or painted

Canvas

- Awnings
- Shade structures

Materials which are not preferred as part of the Downtown Revitalization Plan include:

- Vinyl siding
- Aluminum siding
- Plastic/signage
- Plastic/awnings or shade structures

PREFERRED APPLICATIONS

The following is a list of preferred uses or applications for the materials palette and where they are recommended for use in the proposed renovations and new construction:

Wood

- Walls/Clapboard siding
- Walls/Board and batten siding
- Walls/Tongue and groove siding
- Architectural detail/shade structure
- Trim
- Gable beams

Note: Concrete clapboards may be considered as an accepted “or equal” for this application

Stone

- Columns/piers
- Façade base panel

Steel

- Signage brackets and accessories
- Bracket hardware and details
- Architectural Details/frames or grills
- Gable beams

Stucco

- Walls – preferably in combination with wood and/or stone



APPENDIX 4 COLOUR PALETTE

GOALS

Colours to be used in building exteriors shall be selected from the Blackfalds Architectural Guidelines, or be approved alternatives.

The choice and application of colour is a critical aspect of achieving a unified and harmonious visual appearance for any community area or district. The intended goals of the Colour Palette for the Blackfalds Downtown Revitalization Plan are:

- Consistency

Achieving a visual appearance that originates from a common goal or intention.

- Harmony

Achieving a visual appearance that reflects an overall planned appearance.

- Variety

Achieving blends and complementary colours that are diverse, yet which does not appear to be boring or artificial.

- Identity

Achieving a unique and appealing visual appearance that is distinctive to Blackfalds' downtown

DESCRIPTION

Colours for the Blackfalds Downtown Architectural Guidelines are generally described as:

1. Warm "earth" or natural hues

The preferred colour scheme is based on a triadic relationship of key colours. The three components of the preferred colour scheme include a) red-oranges b) yellow greens and c) blue-violets.

(see attached example: "COLOUR: Triadic Colour Scheme")

2. Low to medium strength chroma or purity

(see attached example: "COLOUR: Chroma")

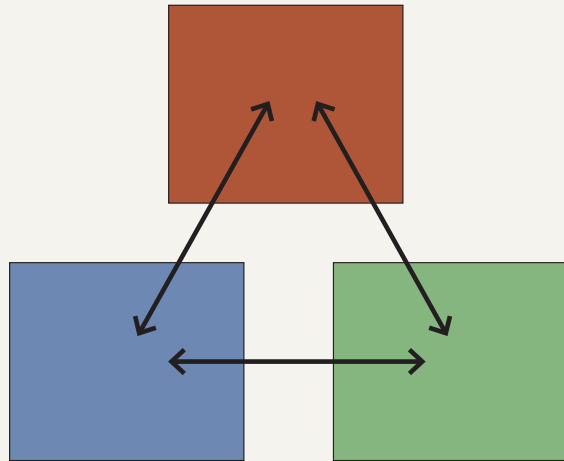
3. Full range of tones or values (light, medium or dark)

(see attached example: "COLOUR: Values")

The following colour swatches are offered as guides to interpreting the above triadic colour scheme. These guidelines reference the colour chart offered by Benjamin Moore Co. [<http://www.benjaminmoore.com/en-ca/for-your-home/colour-gallery>]. To facilitate the use of the preferred colour scheme, colour names and reference numbers provided in the guidelines come directly from this website. This does not exclude the use of paints by other suppliers so long as the colours chosen conform to the Preferred Colour Palette.

PREFERRED COLOUR PALETTE

Triadic Colour Scheme



This colour scheme is made up of red-oranges, yellow-greens, and blue-violets.

Value

Colour value is the “brightness” of colour, whether it is “light” or “dark”. Within the Downtown, there is no preference regarding what colour value is used.

Chroma

Chroma is the purity of intensity of colour. Within the Downtown, it is preferred that chroma are slightly dulled or weak.



Preferred Chroma Range

PREFERRED COLOUR SCHEME: RED-ORANGES

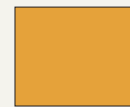
Sample



Orange Froth - 151



Lion Heart - 306

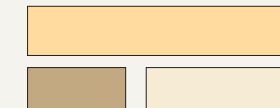


Golden Vista - 308



Terra Mauve - 105

Goes Well With



1061 204



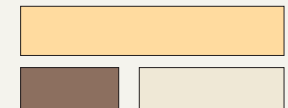
2161-40 1470



1638 2154-60



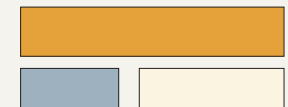
2128-10 966



1014 947



1596 2017-70



1648 2154-70



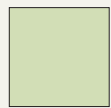
1602 AF-85

*These colours are taken from Benjamin Moore’s Classic Colours Collection; they are available to view online at www.benajmimoore.com/en-ca/for-your-home/colour-gallery.

PREFERRED COLOUR SCHEME: YELLOW-GREENS

Sample

Goes Well With



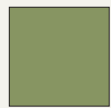
Veranda View - 541



1533 2019-73



2118-50 2144-70



Forest Hills- 433



207 2109-20



1493 HC-104



Herb Garden - 434



2139-40 1479



2137-30 HC-90



Courtyard Green - 546



2141-50 1478



980 205

*These colours are taken from Benjamin Moore's Classic Colours Collection; they are available to view online at www.benajmimoore.com/en-ca/for-your-home/colour-gallery.

PREFERRED COLOUR SCHEME: BLUE-VIOLETS

Sample

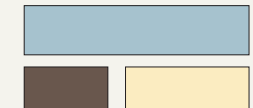
Goes Well With



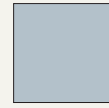
Mediterranean Sky - 1662



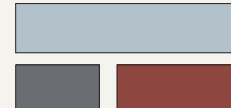
HC-42 2020-70



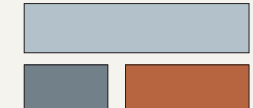
1608 HC-67



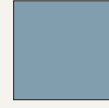
Blue Heather - 1620



1608 2005-20



AF-555 2175-30



Labrador Blue - 1670



HC-120 2017-70



AF 180 926



Blue Heron- 832



257 958



1474 HC 172

*These colours are taken from Benjamin Moore's Classic Colours Collection; they are available to view online at www.benajmimoore.com/en-ca/for-your-home/colour-gallery.



APPENDIX 5 EXAMPLE PHOTOGRAPHS

The following photographs are intended to be used for brainstorming purposes when determining your potential project. Although the colours and materials shown within the photographs may not sync with these Architectural Guidelines, the intent of the images is to foster ideas.

AWNINGS AND OVERHANGS

The bottom of all the awnings shown within these photos are aligned with those adjacent creating a consistent streetscape.

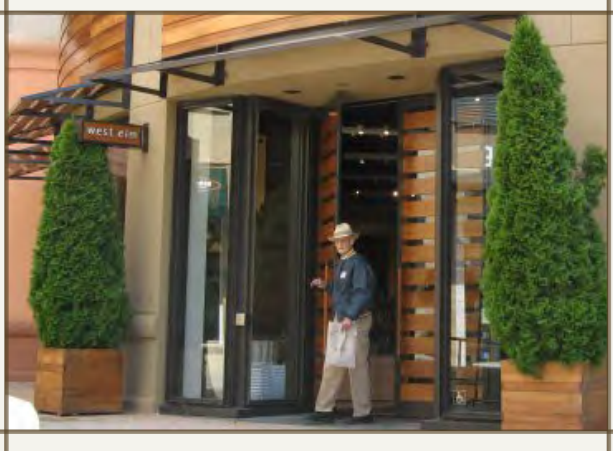
As shown, a pergola shade structure has been used to provide protection for pedestrians from the elements. Pergolas may also be used covering a drive-thru lane to create a more inviting area for motorists and screen the area from view for pedestrians.



ENTRANCES AND DOORWAYS

Recessed doorways provide shelter for pedestrians and create a threshold for visitors entering your business. Recessed entranceways should be properly lit and maintain sightlines to foster pedestrian safety.

A review of Crime Prevention Through Environmental Design (CPTED) recommendations may be helpful to ensure the recessed area is safe for all visitors.



WINDOWS

The images shown illustrate the use of large windows at street level. These windows are used as display areas to showcase goods and promote connectivity between the public and private realms.

Signage located on these windows has been kept to a minimum and is used as part of the overall design of the building.



SIGNAGE

The use of professionally fabricated, high quality, signage showcasing artwork, icons, or logos is encouraged.

Signage should be considered a critical element of your building's overall design.

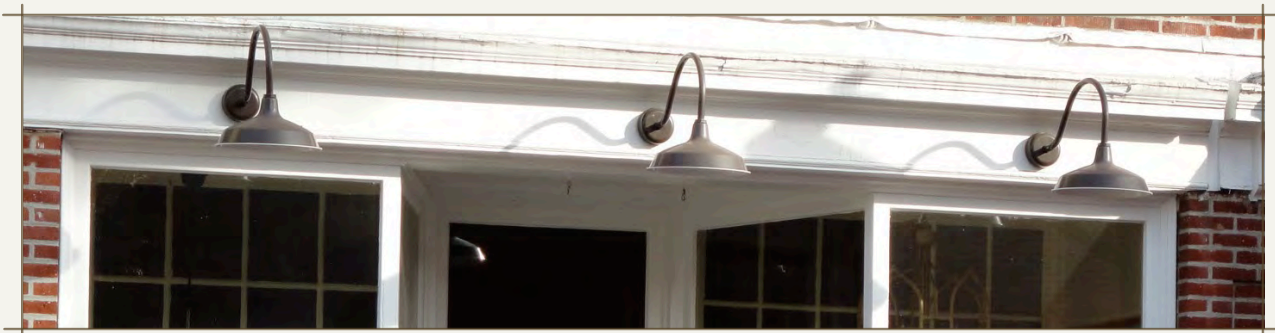
Accent lighting may be considered in addition to fascia signage to illuminate the business name.



LIGHTING

Lighting should be used to highlight architectural features of your buildings and provide safety to pedestrians.

Lighting fixtures chosen should correspond to the overall style of your building.





APPENDIX 6 GLOSSARY

Accessibility Making products, devices, services, or the environment accessible to all people, whether they have a disability or not.

[For more information please refer to the Section 3.8 of the Alberta Buildings Code and Safety Codes Council's Barrier-Free Design Guide www.safetycodes.ab.ca]

Berming Raised or mounded areas of earth typically landscaped with plant materials.

Board and Batten Siding treatment of vertical boards with thin strip of material (either wood, plastics, or metal) covering the seams.

Builder is a person or company who contracts for and supervises the construction of a structure.

Canopy (Awning/Marquee) An ornamental roof-like structure; a protective covering or structure suspended overhead.

Clapboard Siding Siding consisting of long thin timber boards that overlap one another, either vertically or horizontally on the outside of the wall.

Contractor Person or company who provides goods, services, or materials, to another, especially for construction-related activities.

Cornice The topmost section of a façade or horizontal molded projection that completes the top of a building or wall.

Cornice Molding Generally any horizontal decorative molding that crowns any building or furniture element such as a door, window, or pedestal.

Crime Prevention Through Environmental Design (CPTED) is a way of designing spaces and buildings to maximize safety.

[For more information please visit: www.rcmp-grc.cr.ca/pubs/ccaps-spcca/safecomm-seccollect-eng.htm]

Developer is the person or company that improves and prepares the land for residential, commercial, or other use and then sells that land to others.

Dormer Gabled or shed extension that protrudes from the plane of a sloping roof surface often done to accommodate a window.

Eaves trough Narrow channel or trough forming part of a roof system which collects and diverts rainwater shed from the roof.

Façade Front of any building facing a street or public area; also any face of a building given special architectural treatment.

Fascia Signage Signage which is affixed directly to the facade of a building. This signage may include depth but runs parallel to the wall.

Fenestration Arrangement, proportioning, and design of windows and doors in a building.

Frontage Part of a lot that abuts a street or gathering spaces.

Gables The triangular portion of a wall between the edges of a pitched roof.

Gathering Spaces Public areas that are readily accessible by the general public and are open to all citizen and visitors Usually public spaces include amenities for user comfort.

Glazing A transparent or translucent part of a wall.

Hard Landscaping Man-made or natural, used to construct site or landscape improvements: typically including stone, gravel, concrete, and site furnishings.

Lintel Horizontal beam used as a finishing piece over a door or window.

Masonry Individual units laid and bound together by mortar in the process of building a structure.

Owner The final title owner of land and/or structures.

Parapet A perimeter wall, generally low of about 0.6 to 1.2 meters, along the roof edge of a building or structure.

Pediment A classical architectural element consisting of the triangular section found above the horizontal structure, typically supported by columns.

Pergola Structure comprised of columns supporting a roof of trelliswork to provide a shaded pedestrian passageway.

Pilaster A slightly projecting column building into or applied to the face of a wall

Projecting Signage Signage which is affixed at a perpendicular or similar angle to a building's facade.

Rear Parking Specific area located at the rear of structures which has been identified and improved to accommodate the parking of vehicles.

Soffit Material Forming a "ceiling" from the top of an exterior house wall to the outer edge of the roof.

Screening The use of fences, screens or plant materials to block views or sounds.

Setback A legally defined distance from the property line into which the building may not project.

Soft Landscaping Organic materials used to construct site or landscape improvements; typically consisting of vegetation such as trees, shrubs, hedges, ornamental plantings, grass, and organic ground cover.

Streetscape Improvements made within the public street right-of-way to ensure public safety and comfort, typically including lighting, directional signage, street trees, site furnishings and pavements.

Storey Level of a building above grade included between the surface of a floor and the ceiling or roof immediately above the ceiling.

Transom Window A window over a storefront door or display window opening; typically horizontal and directly above the storefront opening.

Walkway Path from a roadway and/or driveway that leads to a house entry.

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