PART 7 DEVELOPMENT PERMIT AREAS

Development Permit Areas (DPAs) are designated in the District's Official Community Plan as locations where additional consideration is required at the time of subdivision, **land alteration**, or construction. These areas are established to support the vision, goals, and objectives of the OCP through site-specific design guidance and environmental, social, and technical requirements. The authority for local governments to establish DPAs is set out in the Local Government Act Part 14, Division 7.

Development Permit Areas may be established for a range of purposes, such as protecting sensitive natural areas, guiding the look and feel of new development, or addressing climate **resilience**. Each DPA is tailored to reflect local conditions and planning priorities, ensuring that development aligns with broader community goals.

Any proposed development, subdivision, or site alteration within a DPA requires the issuance of a Development Permit. Each DPA includes a set of guidelines that help shape development in alignment with the OCP's policies. These guidelines provide a flexible but principled framework that allows Council or staff to evaluate proposals on a case-by-case basis and determine appropriate conditions for permit approval or refusal.

7.1 INTRODUCTION

Unless exempted under 7.1.2 of this plan or as specified in each Development Permit Area (DPA), issuance of a Development Permit is required prior to any proposed **land alteration**, building and subdivision within a DPA. The authority for local governments to establish DPAs is set out in the Local Government Act, Part 14, Division 7.

The purpose of a Development Permit Area (DPA) may be to:

- Protect development from hazardous conditions;
- Protect agricultural land;
- Protect the natural environment, its ecosystems and biological diversity;
- Revitalize an area in which a commercial use is permitted;
- Establish objectives for the form and character of intensive residential development, and/or to establish objectives for the form and character of commercial, industrial or multi-family residential development; and
- Establish objectives to promote energy conservation, water conservation and greenhouse gas reduction.

For land within a development permit area designated for ***energy conservation, water conservation, greenhouse gas reduction***, a development permit may include requirements respecting the following in order to provide for energy and water conservation and the reduction of greenhouse gas emissions:

- Landscaping;
- Siting of buildings and other structures;
- Form and exterior design of buildings and other structures;
- Specific features in the development;
- Machinery, equipment and systems external to buildings and other structures.

Where land is subject to more than one DPA, development will be subject to all the requirements of all applicable development permit guidelines.

7.1.1 General Requirements

In consultation with the District, applicants for a Development Permit may be required to submit appropriate reports certified by a **qualified professional** indicating land use suitability for their proposal which should also include any mitigation recommendations from the **qualified professional** in relation to the proposed development. Although not an exhaustive list, professional reports may include the following and any **development approval information** required in accordance with Section 7.12.

- Geotechnical report for properties having any slopes greater than 30%;
- Environmental report;
- Shadow Study;
- Landscape Plan;
- Rainwater Management Plan;
- Archaeological Impact Assessment;
- Traffic Impact Assessment;
- Wildfire hazard assessment for lands larger than 4 hectares (10 acres), lands abutting properties greater than 4 hectares (10 acres), or for properties abutting the municipal boundary; and/or
- View Impact Study to mitigate impacts to public realm view corridors to Sooke Harbour and Basin.

7.1.2 General Exemptions for Development Permit Areas

All proposed developments, **land alterations,** redevelopments and subdivisions are subject to a Development Permit unless specifically exempted by this section or the individual DPA, as specified.

The following activities are exempt from the requirement to obtain a Development Permit only where the proposed work is limited to the activity described and does not include additional site alteration, vegetation removal, or construction within a designated Development Permit Area.

Applicants seeking to confirm an exemption must contact the District prior to commencing work and may be required to provide sufficient information (such as site plans, photographs, or a professional opinion) to demonstrate that the proposed activity qualifies. Where uncertainty exists, staff may determine that a Development Permit is required for specific components of the project, such as site preparation, grading, or vegetation disturbance.

i. Authorized construction – Development is exempt from new Development Permit requirements established by this OCP where construction has commenced in accordance with a valid and previously issued Development Permit. This exemption applies only to the works authorized under the permit and does not extend to amendments, expansions, or future phases requiring additional approval.

ii. Emergency procedures to prevent, control or reduce immediate threats to life or property, including:

- Emergency actions for flood protection, erosion protection, and clearing of obstructions

from watercourses;

- Emergency works to protect, repair or replace public utilities;
- Clearing of an obstruction from a bridge, culvert or drainage flow; and
- Repairs to bridges or safety fences.

iii. Construction of a residential building containing 4 or less units, or accessory buildings.

iv. Structural alteration of buildings and structures within the existing footprint;

v. Construction within a building, including internal renovations, that does not require exterior alterations and provided the footprint of the building is not expanded and that no development of the land apart from such renovations is occurring.

vi. Building envelope remediation and/or replacement of exterior finishes, where materials and colours are consistent with or closely match existing finishes, and do not result in a substantive change to the building's overall appearance or design.

vii. Construction of a temporary construction site office;

viii. For the replacement or alteration of existing signs or canopies or the construction of new signs and canopies provided that they are in full compliance with the Sign Bylaw or an existing Development Permit;

ix. Works authorized by a Temporary Use Permit;

x. Temporary soil stabilization with mulch or other suitable material until a **qualified professional** deems it suitable for replanting with **native species**;

xi. Renovations of existing structures made to comply with the **BC Building Code** and safety requirements;

xii. Park enhancements and trail projects approved by the District, including park amenities such as bathrooms, water fountains, garbage receptacles, benches, and/or similar;

xiii. Ecological restoration and enhancement projects undertaken or approved by the District of Sooke, the Ministry of Environment or Fisheries and Oceans Canada;

xiv. The planting of **native species** trees, shrubs or ground covers for the purpose of enhancing the habitat values and/or soil stability within the development permit area;

xv. Removal of invasive non-native vegetation (including gorse, Scotch broom, knotweed, hogweed, common fennel, purple loosestrife, knapweed, blessed milk thistle, carpet burweed, English ivy, daphne, yellow-flag iris, butterfly bush, and poison hemlock) using hand or mechanical methods that minimize soil disturbance and do not result in **land alteration**, with immediate replacement with vegetation native to the surrounding ecosystem;

xvi. Construction of minor or individual retaining walls on existing developed or vacant lots,

including those requiring a building permit, where the work does not involve significant **land alteration**, mass grading, or creation of new building pads. A geotechnical report is not required under this exemption unless the District determines that slope stability or environmental conditions warrant professional review;

xvii. Yard or garden work within an existing landscaped area;

xviii. Maintenance of existing permanent infrastructure within its established footprint including existing paved surfaces, trails, parking areas, driveways, and utilities where no further impacts to the natural environment or drainage will be affected;

xix. Repair or maintenance of existing shoreline protection works or beach accesses within their original footprint, subject to obtaining any required federal or provincial approvals prior to commencement;

xx. Lands that are subject to the Forest Act or Private Managed Forest Land Act;

xxi. Agricultural use in the Agricultural Land Reserve; or,

xxii. Normal agricultural practices, on land appropriately zoned for such activities, as defined by the Farm Practices Protection Act;

xxiii. The site has been assessed by a **qualified professional** who has provided a report, to the satisfaction of the District, which concludes that the proposed development would have no significant impact on the environment and/or is not subject to a hazardous condition; or

xxiv. The removal of trees and shrubs designated as hazardous by an ISA Certified Arborist and a report has been provided to the satisfaction of the District that identifies the affected trees or shrubs prior to their removal. In riparian or foreshore Development Permit Areas, hazardous tree removal must be supervised or confirmed by a Qualified Environmental Professional (QEP) to ensure that riparian stability and habitat values are maintained, and appropriate mitigation or replanting measures are implemented.

xxv. Subdivision applications that do not involve **land alteration**, vegetation removal, or construction are exempt from the requirement to obtain a Development Permit. Where a subdivision proposes works that alter the land, disturb vegetation, or require new services or access, a Development Permit may still be required to address those specific aspects.

7.2 DPA 1 - ENERGY AND WATER CONSERVATION AND GREENHOUSE GAS EMISSIONS REDUCTION

7.2.1 Intent

The following sections include guidelines for energy and water conservation and greenhouse gas reduction in new developments. The guidelines will be used by the District of Sooke in evaluating development applications. The purpose of these guidelines is to support the District's climate commitments and promote energy- and water-efficient site and building design that reduces emissions.

Informational guidance such as lifecycle carbon accounting and construction waste reduction may accompany a Development Permit submission at the applicant's discretion, but are not mandatory.

7.2.2 Designation

The Energy and Water Conservation and Greenhouse Gas Emissions Reduction Development Permit Area (DPA #1) applies to multi-family residential developments containing five or more principal units on a single lot, and to commercial or mixed use buildings on all land within the District of Sooke. The Energy and Water Conservation Development Permit Area is designated, as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purposes of:

- establishing objectives to promote energy conservation
- establishing objectives to promote water conservation
- establishing objectives to promote the reduction of greenhouse gas emissions

A Development Permit is required as per Part 14, Division 7 section 489 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.2.3 Objectives

i. Maximize building energy performance through site planning, orientation, and exterior design..

ii. Encourage building design that supports Step Code and net-zero carbon objectives.

iii. Construct new buildings to **net-zero emissions** standards.

iv. Reduce building-related water consumption.

v. Support stormwater infiltration and capacity of landscaped areas.

vi. Reduce the embodied carbon of the built environment through material reuse and local sourcing where feasible.

7.2.4 Exemptions

In addition to the General Exemptions for DPAs listed in section 7.1.2, an Energy and Water Conservation and Greenhouse Gas Emissions Reduction Development Permit shall not be required in the following instances:

i. Land subdivisions

7.2.5 Guidelines

7.2.5.1 Energy Conservation

i. Maximize the insulation effectiveness of the assembled building envelope, including glazing, to reduce heat loss. Design building **massing** and solar orientation to improve the passive performance of the structure

ii. Maximize overall building energy performance and interior thermal comfort through a combination of passive design strategies, including, but not limited to:

- the sizing and placement of windows and the incorporation of operable windows to increase opportunities for natural ventilation, reducing the reliance on mechanical HVAC systems
    - и Where the uses of a building are heat generating and will result in the need for cooling, reduce passive solar gain by minimizing west- and south-facing windows, concentrating glazing on the north and east sides of the building.
    - и Glazing on south and west facing elevations should be punched or recessed slightly to reduce heat gain in summer.
    - и Design spaces to have access to operable windows on at least two sides of the building to enable passive cooling through cross ventilation.

- the orientation of buildings to take maximum advantage of site-specific climatic conditions, especially for solar access and wind flow
- the use of thermally broken window frames and concrete balcony slabs
- the use of high-performance glazing
- the incorporation of roof overhangs, fixed fins, awnings, or other solar shading devices to ensure that south facing windows are shaded from peak summer sun but enable sunlight penetration during winter months

iii. Reduce the heat island effect of a building's roof and heat transfer into the building through various measures, including green roofs; Energy Star-rated or high albedo roofing material.

iv. Maximize opportunities for the distribution of natural daylight into a building's interior spaces to reduce the requirement for electric lighting use. Avoid the use of heavily tinted or reflective glazing that reduces the penetration of daylight and increases exterior glare.

v. Incorporate narrower building forms and floor plans that maximize corner and through units (dwellings with exterior access on two sides), e.g. via a central courtyard or mews.

vi. Where possible, incorporate greater floor to ceiling heights to increase the amount of interior space that can be day-lit from windows, and to allow for vertical air ventilation, particularly for units with exterior walls on only one side.

vii. Orient roofs and main axes of buildings within 15 degrees of due south to optimize solar energy collection through the use of solar thermal and photo voltaic (PV) modules.

viii. A minimum of 10% of building electricity demand shall be provided by a combination of solar thermal or solar photovoltaic (PV) technologies. Solar PV installations can include both roof or wall mounted arrays or cladding systems.

ix. Design mechanical systems to enable interconnection to future district energy systems in those areas identified by the District as having potential for such systems.

x. Prioritize high efficiency heat recovery ventilation systems and electric heat pump technologies.

xi. Design on-site landscaping to promote opportunities for passive heating/cooling without negatively affecting the potential for solar thermal or solar electric systems on the site and on surrounding properties. For example, a deciduous tree planting arrangement that provides shade in the summer months, while allowing solar exposure in the winter months.

7.2.5.2 Water Conservation

i. Provide a Rainwater Management Plan prepared by an appropriate professional(s) that identifies strategies for on-site rainwater management and re-use, including but not limited to irrigation or other applications.

ii. Manage rainwater on-site through landscape and site design measures such as:

- maximizing pervious surfaces to enhance stormwater infiltration opportunities
- incorporating **bioswales** and **rain gardens** for infiltration
- using drought-tolerant and native plants and other xeriscaping techniques to minimize the need for landscape irrigation

iii. Maximizing the use of topsoil or composted waste for finish grading to assist in infiltration and increase the water holding capacity of landscaped areas.

iv. Where irrigation systems are required, design them for water efficiency, such as through automated or weather-responsive controls.

7.2.5.3 Greenhouse Gas Emissions Reduction *(Informational Guidance)*

The following measures are *encouraged* as voluntary best practices to reduce embodied and operational greenhouse gas emissions in building design and construction. These guidelines are informational and do not form part of the enforceable Development Permit requirements.

i. Projects are encouraged to complete a **whole-building lifecycle assessment (LCA)**, reporting lifecycle equivalent carbon dioxide emissions (i.e. global warming potential impact, or 'embodied carbon') of each building, in kilograms of carbon dioxide equivalents per square metre ($kgCO2e/m^2$). Projects should reduce the embodied carbon associated with building design and construction.

ii. Prioritize local or regionally sourced building materials with low embodied emissions. These include heavy timber, rammed earth, biofibre, straw bale, and hempcrete.

iii. Prioritize the reuse of existing building materials.

iv. Prioritize building materials which may be reused or recycled upon building demolition.

v. Develop and implement a construction waste management plan that identifies materials to be diverted from disposal and whether materials will be sorted on-site or commingled. Track construction waste and implement strategies to reduce the amount of materials landfilled or incinerated.

vi. Use insulations that do not require GHG-based propellants.

7.3 DPA 2 - GENERAL ENVIRONMENTAL PROTECTION

7.3.1 Intent

The following sections include guidelines for the protection of environmentally sensitive areas where **land alteration** or development is proposed. The guidelines will be used by the District of Sooke in evaluating development applications. **Environmentally sensitive areas** all provide invaluable environmental functions. The intent of these guidelines is to protect and preserve the **natural features** and function of these environments from the impact of residential, commercial and industrial development.

7.3.2 Designation

The General Environmental Protection Development Permit Area (DPA #2) applies to environmentally sensitive land within the District of Sooke. The General Environmental Protection Development Permit Area is designated, as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- protection of the natural environment, its ecosystems and biological diversity

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.3.3 Objectives

i. Protect the natural environment, its ecosystems, habitat and biological diversity from the impacts of development, and restore lost or degraded ecosystem functions.

ii. Proactively and responsibly manage Sooke's **ecological assets**, enhancing opportunities for connections to place.

iii. Foster ecological **resilience** in the natural environment to support a natural environment that is adaptive to the changing climate.

iv. Mitigate environmental impacts in environmentally sensitive and protected areas, and

ensure the continued existence of these areas.

7.3.4 Guidelines

7.3.4.1 General Environmental Protection

i. Locate buildings, structures and paved surfaces:

- Away from areas subject to erosion, sloughing, flooding, landslide or damage;
- At such a distance from watercourses and/or foreshore areas as to prevent erosion, sloughing, flooding, landslip, excessive run-off or siltation and protect lands and the fisheries resource; and,
- To preserve the natural vegetation on **steep slopes** and **sensitive ecosystems;**

ii. Put in place measures to:

- Direct surface run-off away from areas subject to erosion and sloughing and to handle stormwater runoff appropriately; and,
- Contain run-off, erosion, and siltation at the clearing and construction stage, and for the completed development.

7.3.4.2 Landscaping and Restoration

i. A **qualified professional** is required to provide a landscape plan if the proposed area to be developed was previously cleared of native vegetation or is cleared during the process of development or construction

ii. Select vegetation species used in replanting, restoration and enhancement to suit the soil, light and groundwater conditions of the site. Species must be native and climate adaptive to the District of Sooke. All replanting shall be maintained, including with adequate water, by the property owner for at least 2 years from the date of completion of the replanting. This may include removal of invasive, non-native weeds and irrigation. Unhealthy, dying or dead vegetation will be replaced with healthy vegetation at the owner's expense within that time during the next planting season.

iii. Design landscapes to support native pollinators (i.e. native flowering plants, composted mulch/incorporate logs) and migratory song birds (i.e. include coniferous trees for refuge); and, design plant areas so that they have multiple layers of foliage (ex. ground cover, shrub

Examples of Habitat Restoration Plantings

layer and trees).

7.3.4.3 Habitat Protection

i. Provide a report prepared by a **Qualified Environmental Professional (QEP),** where applicable, that considers any potential impact of proposed development in **Environmentally Sensitive Areas.** The scope and level of detail of the report should be proportionate to the scale and potential impact of development. Include relevant features such as, but not limited to:

- Flood hazard;
- Stormwater drainage;
- Tree stand integrity, hazardous trees, removal and replacement;
- Wildlife species and corridors;
- Invasive species;
- Buffering and minimum setbacks from **natural features** for proposed buildings and structures; and,
- Construction sequencing, timing and mitigation approaches.

ii. Retain existing trees and significant stands of trees, other native vegetation, and significant geophysical features on undeveloped properties to the fullest extent practical to minimize disruption to the environment. Where removal is necessary, maintain or restore at least an equivalent canopy coverage or native vegetation area within the development site, where feasible. Revegetate disturbed sites using plant materials native to the area. Where a landscape plan is required, ensure it is coordinated with other applicable OCP policies or development permit requirements to avoid duplication.

iii. Identify and protect important denning and nesting habitat areas.

iv. Minimize the loss of habitat resulting from development, and where impacts are unavoidable, pursue measures to achieve no net loss of habitat value through on-site retention, restoration, or compensation.

7.4 DPA 3 - FORESHORE AREA

7.4.1 Intent

The intent of these guidelines is to protect and restore the ecological function and natural stability of Sooke's marine shorelines, while enabling safe and sustainable use of foreshore properties. These guidelines apply only to upland areas above the natural boundary of the sea, where the District has jurisdiction, and do not regulate works below the high-water mark. The guidelines apply only to land-altering activities that have the potential to affect natural shoreline processes, such as grading, vegetation removal, or structural works, within approximately 15 m of the natural boundary of the sea.

The intent is not to regulate routine property maintenance, gardening, or enjoyment of existing residential yards, but rather to ensure that significant shoreline alterations are reviewed for environmental and geological soundness.

7.4.2 Designation

The Foreshore Area Development Permit Area (DPA #3) applies to parcels adjacent to the shoreline identified in ***Figure 17.*** The Foreshore Area Development Permit Area is designated, as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- protection of the natural environment, its ecosystems and biological diversity

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction only where the proposed works occur within, or are likely to impact, the 15-metre buffer area. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.4.3 Objectives

i. Protect the ecological function of marine shorelines, foreshore and the adjacent upland.

ii. Preserve and, where possible, restore foreshore areas as a public resource for their environmental, cultural, spiritual, and recreational value.

iii. Manage flood, erosion and sea-level rise hazards in ways that maintain natural shoreline processes and environmental integrity.

7.4.4 Exemptions

In addition to the General Exemptions for DPAs listed in section 7.1.2, a Foreshore Area Development Permit shall not be required in the following instances:

i. Routine yard or garden maintenance, pruning, or removal of invasive species.

ii. Maintenance or replacement of existing lawns, patios, decks, fences, or non-structural landscape features.

iii. Construction or maintenance of unpaved pedestrian paths that are less than 2m wide that

do not disturb soils or native vegetation.

iv. Works authorized under federal or provincial permit or approval (e.g., DFO or Transport Canada) for marine access structures such as docks, ramps, or wharves.

Those seeking confirmation of exemption may be asked to provide photos or a brief site plan for record purposes.

7.4.5 Guidelines

i. Where required, an environmental impact assessment report prepared by a **Qualified Environmental Professional** must be provided, including but not limited to the following information:

- Evidence of the professional's qualifications and good standing within their professional association including experience in shoreline restoration;
- Existing and anticipated shoreline processes, including erosion and deposition of land and beach materials, given projected environmental trends including climate change and sea-level rise;
- The long-term safety of existing and proposed shoreline protection works, dwellings and other buildings on the subject parcel from natural hazards including shoreline erosion, landslip and flooding;
- Information regarding fish habitat, shoreline vegetation and other ecosystem conditions; and,
- Identification of the potential impacts of the proposed development on the shoreline abutting and within the vicinity of the subject parcel, and mitigation options and design alternatives.
- Sediment and erosion control measures, including location of any silt fencing to mitigate impacts to aquatic habitat.
- The level of detail should correspond to the scale of the proposed works.

ii. Maintain an approximately 15-metre natural buffer from the high water mark, where feasible, to protect shoreline stability and ecological function. This buffer serves as a guideline and may be reduced based on site-specific conditions as confirmed by a Qualified Environmental Professional (QEP) or geotechnical engineer.

iii. Determine the sequence and timing of any construction or development through recommendations from a QEP to minimize negative impacts on the foreshore area including consideration for bird nesting and wildlife denning seasons.

iv. Restoration of foreshore areas that have been previously damaged may be encouraged or required as indicated in an Environmental Impact Assessment report.

Drainage and Landscaping

v. Where applicable, a Stormwater Management Plan may be required, complete with

recommendations for implementation that address water quality, water quantity, storm water discharge rate and erosion control, to minimize impacts on the natural shoreline ecology and beach processes.

vi. A Construction Environmental Management Plan may be required that outlines the sequence and process of any construction or development to minimize negative impacts to seasonal wildlife migration and/or intertidal processes on the foreshore.

vii. A Vegetation and Landscape Plan may be required, where applicable, and prepared by a **Qualified Environmental Professional** in accordance with S.7.3.4.2 (Landscaping and Restoration). The plan should outline access points and identify vegetation species to be used in replanting, restoration and enhancement. Vegetation must be native and climate adaptive to the District of Sooke, and selected to suit site-specific conditions while supporting erosion control and shoreline habitat functions.

viii. Retain existing trees and native vegetation within a minimum of 15 metres upland of the high-water mark to minimize habitat disturbance, supply food and nutrients to marine habitat, protect intertidal species, reduce wave energy, control stormwater runoff and guard against erosion and slope failure. Where existing vegetation has been disturbed or degraded, restore or enhance native vegetation as necessary to improve ecological function. Existing trees and shrubs shall be clearly marked prior to any development, and temporary fencing installed to protect them during any development processes

ix. Where suitable, plant new trees and vegetation upland of beach areas that currently lack stable or naturally vegetated banks to help control erosion and protect slopes in alignment with the Vegetation and Landscape Plan. Where planting is recommended by a **Qualified Environmental Professional,** planted areas should average 15 metres wide (with a five metre minimum) over a minimum 50 percent of shore length.

x. Where a Development Permit Area overlaps with a known archaeological site or area of high potential the District may require confirmation that a Heritage Conservation Act S.12.2 Inspection Permit or similar assessment has been completed prior to site disturbance.

Shoreline Protection

Shoreline protection is the range of potential modification actions that can be taken to develop the shoreline for the purpose of protection against erosion. Structural protection methods are often referred to as “hard” and “soft.” The range of actions from softer to harder include vegetation enhancement, upland drainage control, biotechnical measures, beach enhancement, anchor trees, gravel placement, rock (rip rap) revetments, gabions, concrete groins, retaining walls or bulkheads, and seawalls. In general, the harder the construction measure, the greater the impact on the shoreline ecosystem and processes.

xi. Where shore protection measures are necessary, make use of soft structural methods and beach nourishment designs which add appropriately sized material to the upper beach, creating a natural beach slope and beach protection.

xii. Apply **Green Shores principles**, including:

- Preserve or restore physical processes – the natural actions of water and sediment

movement that maintain healthy shorelines.

- Maintain or enhance habitat function and diversity along the shoreline.
- Prevent or reduce pollutants entering the aquatic environment.
- Avoid or reduce cumulative impacts – small individual effects that add up to large impacts

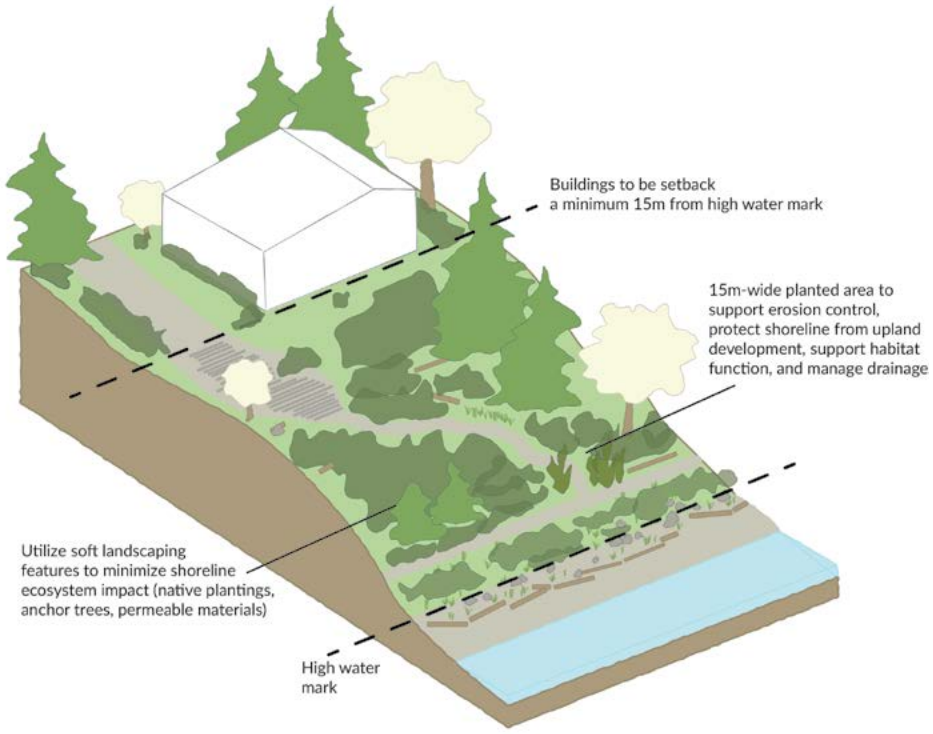


Figure 15. Application of Shoreline Protection Best Practices

on shoreline environments.

xiii. Avoid the use of hard shore protection measures such as gravel placement, rock (rip rap) revetments, gabions, concrete groins, retaining walls, bulkheads, and seawalls, except where a **Qualified Environmental Professional (QEP)** or geotechnical professional confirms that no reasonable alternative exists to address erosion or slope stability concerns. Where stabilization is required, use the softest, most naturalized solution feasible to minimize erosion and protect shoreline ecology.

xiv. Where "hard" structural shore protection measures are proposed, provide a geotechnical and biophysical report that includes conclusive evidence that:

- The erosion is not being caused by upland conditions, such as the loss of vegetation and drainage associated with the proposed or existing development;
- All possible on-site drainage solutions away from the shoreline edge have been exhausted;

- Non-structural measures, planting vegetation, or installing on-site drainage improvements, are not feasible or not sufficient to address the stabilization issues; and,
- The shore protection measure will not result in a net loss of shoreline ecological functions (i.e. any unavoidable damage to shoreline habitat will be more than off-set by habitat compensation works).

xv. Stabilization materials should not consist of debris or contaminated material that could result in pollution of tidal waters. The size and quantity of materials used should be limited to that necessary to withstand the estimated energy of the location's hydraulic action and prevent collapse.

xvi. Locate structures parallel to and landward of the natural boundary of the sea, as close to any natural bank as possible, to preserve natural character and maintain public views.

xvii. Design structures to allow the passage of surface or groundwater without causing ponding or saturation.

xviii. Construct structures of stable, non-erodible materials that preserve natural shoreline characteristics. Adequate toe protection including proper footings and retention mesh should be included. Beach materials should not be used for fill behind bulkheads.

7.5 DPA 4 - RIPARIAN AREA

7.5.1 Intent

The intent of these guidelines is to protect and preserve the **natural features** and ecological functions of riparian areas from the impact of **land alteration** and development. These areas support critical habitat, water quality, flood protection, and ecological connectivity within Sooke's watersheds.

7.5.2 Designation

The Riparian Area Development Permit Area (DPA #4) applies to parcels containing a riparian area identified in ***Figure 17*** or any stream, wetland, or other waterbody as defined by the Riparian Areas Protection Regulation (RAPR), whether or not mapped. The Riparian Area Development Permit Area is designated, as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- protection of the natural environment, its ecosystems and biological diversity

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.5.3 Objectives

7.5.3.1. Protect the ecological function of riparian areas.

7.5.3.2. Preserve, restore and manage riparian areas as a public resource for their environmental, traditional, cultural, spiritual, and recreational value.

7.5.4 Exemptions

In addition to the General Exemptions for DPAs listed in section 7.1.2, a Riparian Area Development Permit shall not be required in the following instances:

7.5.4.1. In-stream works conducted or authorized by the District of Sooke under the guidance of a **Qualified Environmental Professional**, and which have been approved by the appropriate provincial and federal bodies with respect to installation of public utilities and emergency infrastructure, sewer and water lines, stream enhancement, pipeline crossings, roads and road crossings, foot bridges, bank repairs, stormwater outfalls, and fish and wildlife habitat restoration.

7.5.4.2. Where a **Qualified Environmental Professional (QEP)** has confirmed that a Riparian Assessment Area (RAA), as defined under the Riparian Areas Protection Regulation (RAPR), will not be disturbed or altered by the proposed development, and appropriate measures are in place to protect the RAA from indirect impacts during construction.

7.5.4.3. Where a riparian area has been restored, fenced, covenanted, or otherwise protected to the satisfaction of the District, and no additional works are proposed within the RAA.

7.5.5 Guidelines

i. Provide an assessment report prepared by an appropriate **Qualified Environmental Professional (QEP)** consistent with the Provincial Riparian Areas Protection Regulation (RAPR) and responsive to the District's local environmental conditions and OCP Objectives. The assessment report will include:

- Evidence of the professional's qualifications and good standing within their professional association including relevant experience in riparian or shoreline restoration;
- Information regarding streams, fish habitat, riparian vegetation and other ecosystem conditions within or directly adjacent to the development site;
- Identification of **natural features,** functions and conditions that support fish life processes, along with potential site-specific impacts of the proposed development, mitigation options and design alternatives;
- The appropriate setback distance for buildings, structures and uses;
- Confirmation, through a survey by a certified BC Land Surveyor, of the top of the stream bank in relation to the property lines and existing and proposed development;
- Consideration of cumulative or incremental impacts where feasible, for the purpose of informing mitigation design and maintaining ecological function of the broader riparian system – without requiring exhaustive watershed-scale analysis or restricting essential infrastructure such as fire access or utilities;
- A Stormwater Management Plan, complete with recommendations for implementation that address water quality, water quantity, stormwater discharge (impervious surfaces), erosion control, so as to minimize impacts on fish, fish and wildlife habitat, and physical riparian functions. Conditions and requirements respecting implementation of the Stormwater Management Plan will be specified in a development permit.
- A plan for the management of sediment during construction showing how the methods identified will protect stream, wetland, and any associated drainages from sediment, erosion and runoff impacts that may result from construction or land clearing activities. Conditions and requirements respecting implementation of the sediment management proposal may be specified in a development permit.

ii. Prevent encroachment into the **SPEA**. Zoning setbacks for buildings, structures, and uses may be varied, based on the recommendation of a **Qualified Environmental Professional (QEP),** to avoid encroachment into a **SPEA** and allow reasonable development of the remainder of the lot. Encroachment within a designated **SPEA** itself may only be considered in cases of undue hardship consistent with the Riparian Areas Protection Regulation (RAPR), and must be supported by a **QEP** assessment and any required provincial or federal approvals.

iii. Determine the sequence and timing of any construction or development through recommendations from a **QEP** to minimize negative impacts on the **SPEA**. Conditions respecting the sequence and timing of construction shall be specified in a development permit.

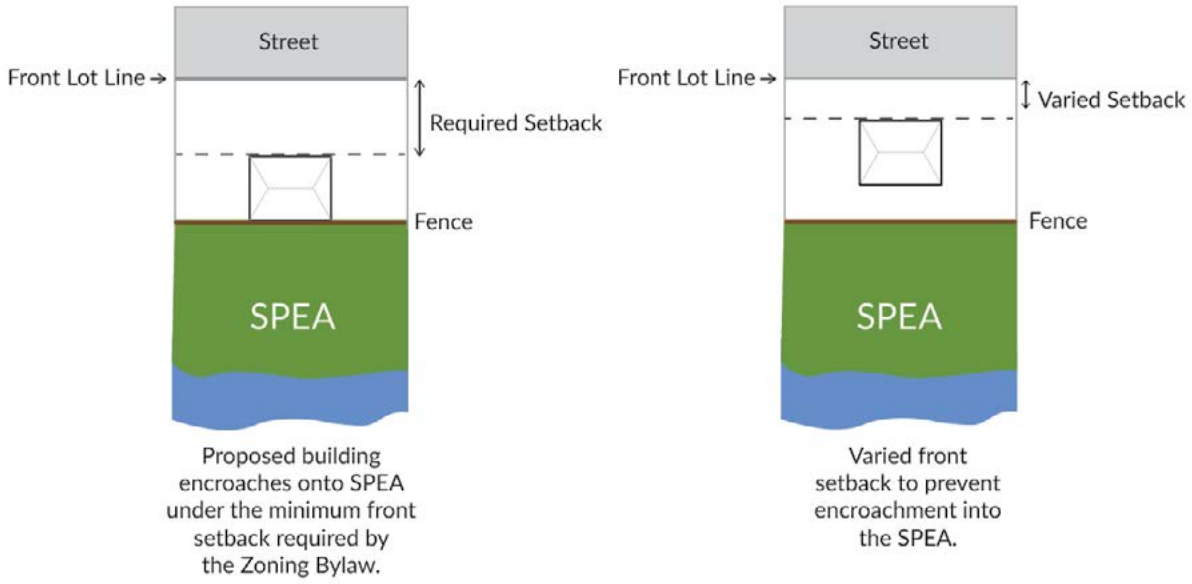


Figure 16. Approach to Setback of New Development from the SPEA

iv. Install permanent or temporary fencing measures in order to prevent encroachment into the **SPEA** at the time of construction. Fencing measures will be required to be installed at the applicant's expense along the boundaries of the **SPEA** prior to commencement of any development activities.

v. Retain existing trees and native vegetation within the **SPEA** to minimize habitat disturbance and guard against erosion and slope failure. Existing trees and shrubs shall be clearly marked prior to any development, and temporary fencing installed at the drip line to protect them during any development processes.

- Where riparian areas or adjacent uplands within this DPA have been disturbed, cleared, or degraded as a result of development or previous **land alteration**, or where recommended by a **Qualified Environmental Professional (QEP)** to maintain or improve the ecological function of the Streamside Protection and Enhancement Area (**SPEA**), restoration or enhancement of native vegetation is required.

vi. In accordance with the recommendations of a **QEP**, select vegetation species used in replanting, restoration and enhancement to suit the soil, light and groundwater conditions of the site. Species must be native and climate adaptive to the District of Sooke, and be selected for erosion control and/or fish and habitat wildlife habitat values as appropriate to site conditions. All replanting shall be maintained by the property owner for at least 2 years from the date of completion of the replanting. This may include removal of invasive, nonnative weeds and irrigation. Unhealthy, dying or dead vegetation will be replaced with healthy vegetation at the owner's expense within that time during the next planting season.

vii. Where development is proposed within a riparian area that also contains **steep slopes,** a slope stability assessment by a qualified registered professional engineer may be required to demonstrate that proposed works will not adversely affect riparian function. Broader slope stability considerations are addressed under DPA 5 – Steep Slopes.

viii. If the proposed works, undertakings, or activities will result in the harmful alteration, disruption or destruction of fish habitat and a Fisheries Act Authorization has been granted by the Department of Fisheries and Oceans, and the proponent has demonstrated that all reasonable measures to avoid or minimize impacts have been taken, the District of Sooke will require confirmation that all necessary federal and provincial authorizations have been obtained prior to the issuance of a Riparian Areas Development Permit. Where a habitat compensation or mitigation plan is required by the senior government agency, the District may require confirmation that such a plan has been approved to be implemented as a condition of the Development Permit.

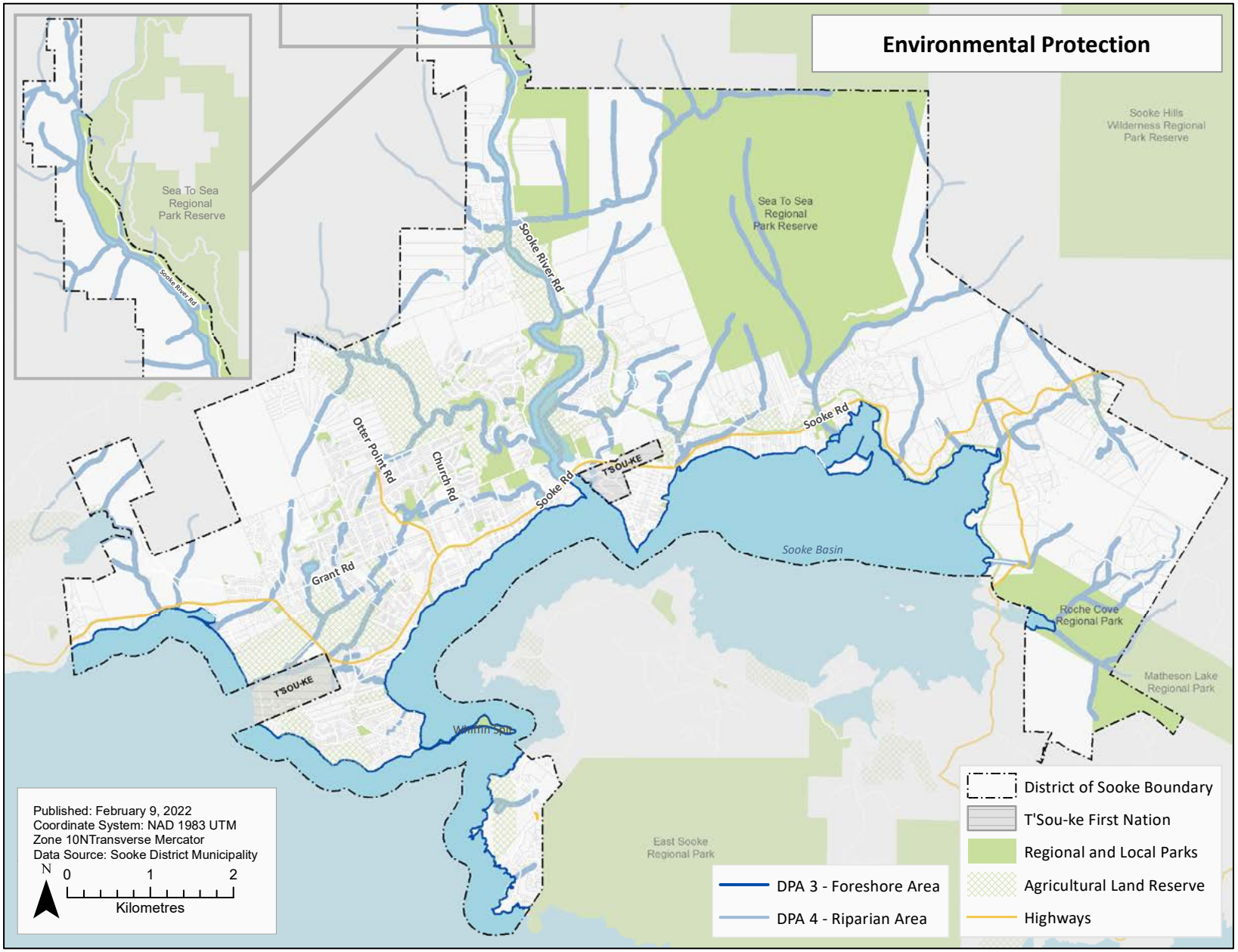


Figure 17. Foreshore and Riparian Area Development Permit Areas

7.6 DPA 5 - STEEP SLOPES

7.6.1 Intent

Careful control of **land alteration** and development on **steep slopes** is needed to reduce the risk to life and property, to prevent erosion and potential risks to down-slope properties, to prevent destabilization of slopes and to protect the visual quality of the slopes. Land clearing, road construction, changes in slope profiles, construction of buildings or other site disturbance in these areas could increase risk to life and property and harm the environmental values of the slopes. Protection of development from **steep slopes** and hazardous conditions is a priority for the District of Sooke.

7.6.2 Objectives

i. Protect lives and developments from, and mitigate impacts of, **steep slopes** and slope instability.

ii. Preserve the native vegetation and **natural features** in steep slope areas.

7.6.3 Designation

The Steep Slopes Development Permit Area (DPA #5) applies to parcels identified in ***Figure 19*** and/or that have slopes greater than 30% for a minimum horizontal distance of 10m. The Steep Slopes Development Permit Area is designated, as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- protection of development from hazardous conditions

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.6.4 Exemptions

In addition to the General Exemptions for DPAs listed in section 7.1.2, a Steep Slopes Development Permit shall not be required in the following instances:

i. Development on land where the natural slope is less than 30% over a horizontal distance of 10 m and does not result in the creation or alteration of land with slopes meeting or exceeding this threshold, including cases where **steep slopes** exist elsewhere on the parcel but are not directly affected by the proposed work.

ii. Where a **Qualified Professional** (geotechnical engineer or geoscientist) confirms that proposed works are located outside of, and will not directly or indirectly impact, the steep slope area identified on the parcel, and provides recommendations to ensure slope stability is maintained.

iii. Where slope areas have been previously assessed and covenanted as stable or protected from disturbance to the satisfaction of the District, and no new works are proposed within the covenanted or assessed area.

7.6.5 Guidelines

i. The applicant shall work with the District to determine whether a preliminary assessment report and/or detailed assessment report prepared by a **qualified professional** is required.

ii. Where development involves **land alteration**, excavation, placement of fill, or modification of existing slopes, a grading plan prepared by a **qualified professional** shall be required. The District may, at its discretion, waive the requirement for a grading plan where the proposed development results in minimal land disturbance and does not pose a risk to slope stability or public safety.

iii. Any structural mitigation measures must be designed by a **qualified professional**.

iv. Keep potential slope hazard areas free of development, or, if that is not possible, then: a) mitigation should be undertaken to reduce risk to an acceptable level (risk for both the subject property and any adjacent or nearby lands should be addressed); and b) conditions (for example conditions relating to the permitted uses, density or scale of building) should be imposed as necessary to reduce potential hazard to acceptable levels, both as determined by a **qualified professional** in a preliminary assessment or detailed assessment report.

v. Minimize any alterations to **steep slopes.** Design developments to reflect the site rather than altering the site to reflect the development.

vi. Use stepped and articulated building forms that integrate and reflect the natural site contours. Avoid large unbroken building masses that are unsuitable for sloped conditions. Design responses should be informed by a qualified geotechnical professional to ensure that building placement, form, and stabilization measures are appropriate to site-specific conditions. Recognize that slopes in Sooke vary from stable bedrock to erodible soils and apply mitigation measures proportionate to the actual level of hazard and site sensitivity.

vii. Design landscapes to follow the natural contours of the land. Avoid terracing of the slope.

viii. Maintain and/or reinstate vegetation and trees on the slopes and within any buffer zone above the slopes in order to filter and absorb water and minimize erosion. **Native species**, including trees, shrubs and other plants, should be used for any new planting.

ix. Reinforce and revegetate disturbed slopes, especially where gullied or where bare soil is exposed. Planting should be done in accordance with the recommendations of a Landscape Architect or Registered Professional Forester.

x. Divert water away from slopes, yards and structures in a controlled manner and ponding should be avoided near slopes.

xi. Contain water flow by capturing roof and pavement drainage systems.

xii. Avoid the construction of structures, pathways/trails, driveways, utilities, drainage facilities, septic fields, swimming pools, hot tubs, ponds, landscaping or other uses at or near the top or base of **steep slopes.** A minimum ten metre buffer area from the top or base of any steep slope should be maintained free of development except as otherwise recommended by a **qualified professional**.

xiii. Do not place fill, including yard clippings, excavated material, sand or soil within ten metres of the top of slopes or along pre-existing drainage channels.

xiv. Do not undercut the base of slopes for building, landscaping or other purposes except in accordance with the recommendations of a **qualified professional**.

xv. Avoid the need for retaining walls, particularly to minimize cutting of the uphill slope. Large single plane retaining walls should be avoided. Where retaining walls are necessary, smaller sections of retaining wall should be used and screened through the use of vegetation to visually soften the wall. Any retaining structures must be designed by a **qualified professional**.

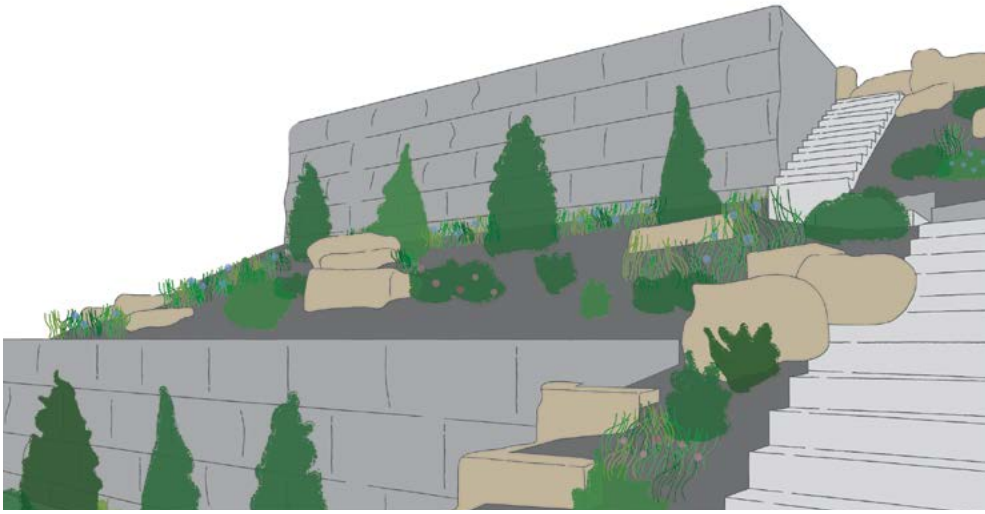


Figure 18. Application of Best Practices for Retaining Walls

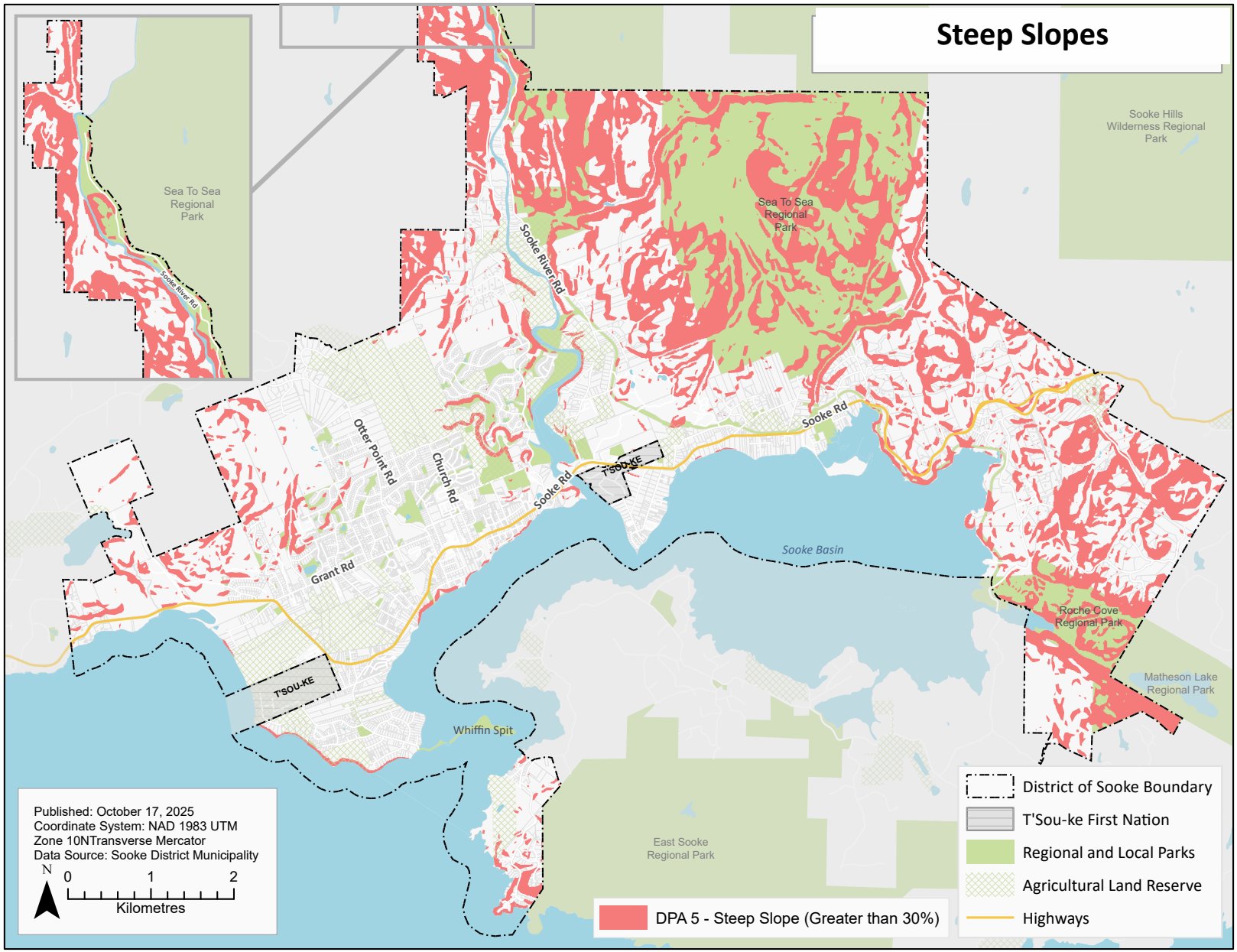


Figure 19. Steep Slopes Development Permit Area

7.7 DPA 6 - TOWN CENTRE

7.7.1 Intent

The Town Centre, including its waterfront, is envisioned as the vibrant, walkable heart of Sooke. This area serves as the community's commercial, civic, and cultural core, distinguished by its connection to the waterfront, West Coast setting, and natural beauty. These guidelines aim to support revitalization, enhance walkability, and promote a high-quality public realm through buildings and landscapes that reflect Sooke's identity. Development should strengthen connections between the Town Centre, the waterfront, and the broader community while maintaining public access, preserving views to the water, and reflecting a design character rooted in Sooke's natural and built context

7.7.2 Designation

The Town Centre Development Permit Area (DPA #6) applies to all development on lands within the Town Centre – Core and Town Centre – Waterfront land use designations. The Town Centre Development Permit Area is designated as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- revitalization of an area in which a commercial use is permitted
- establishment of objectives for the form and character of commercial, industrial or multi-family residential development

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.7.3 Objectives

i. Create a Town Centre that is strongly connected to the waterfront;

ii. Celebrate Sooke's natural beauty, and cultural and maritime history;

iii. Promote development that fosters an active and vibrant public realm with an emphasis on the pedestrian experience that enhances the Town Centre as a neighborhood unto itself.

iv. Foster an active, pedestrian-oriented waterfront that offers diverse destinations and activities throughout the day, week, and seasons.

v. Support businesses such as local shops and services, and economic vitality overall.

vi. Support the growth of tourism and other economic activities related to the waterfront.

vii. Support improved transit service.

viii. Support diverse housing choices, including the District's highest density options, that offer an excellent quality of life to residents.

ix. Ensure parking and vehicle access does not detract from the quality of the public realm, including pedestrian safety and comfort.

x. Protect and restore ecological values through the design of buildings, open spaces, and infrastructure.

xi. Provide concise and clear expectations for future development that can be equally understood by Council, District of Sooke staff, residents, and the development community.

7.7.4 Guidelines

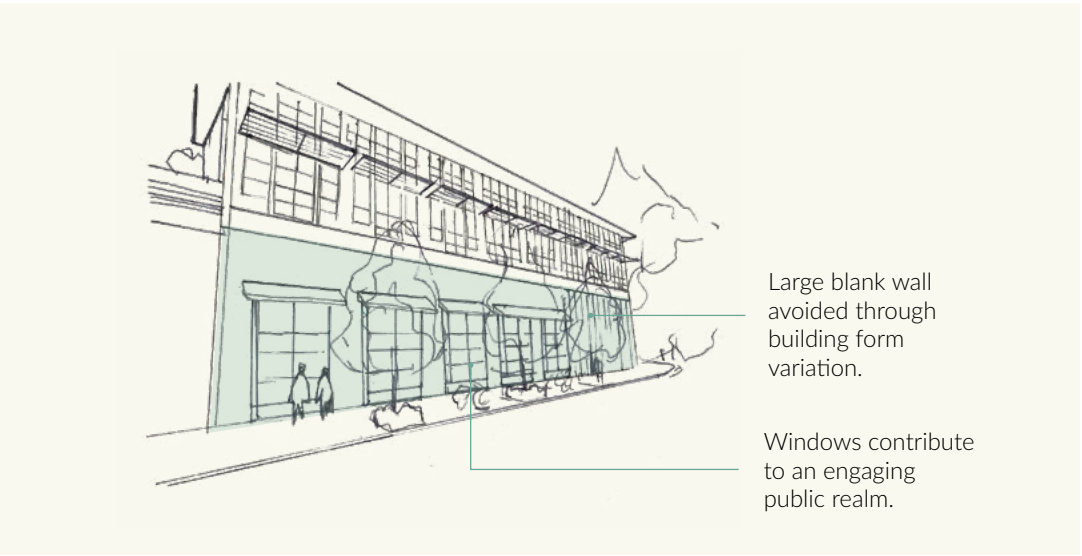
7.7.4.1 Architectural Expression

Building Materials

i. Reflect the natural context and character of Sooke through exterior cladding materials. Wood, stone and metal siding are recommended materials; the use of stucco, pebble dash cladding, vinyl siding and faux finishes is prohibited.

ii. Create a harmonious and consistent architectural character across all building elevations. For instance, consistency may be achieved through building materials, roof lines, windows and door treatments.

iii. While the street-facing façade of a building should be the most architecturally significant, the design of a building should read as a cohesive whole.



iv. Prioritize the selection of building materials that reflect the following characteristics:

- Locally and regionally sourced
- Include recycled content
- High quality and durable
- Non-toxic
- Low embodied carbon emissions

v. Blank walls must be avoided. Architectural strategies such as the use textures, patterns, colours, secondary materials, landscaping, and building form variations must be employed to break up large, blank walls.

Windows

vi. Provide ground level windows to contribute to an engaging public realm and overall wayfinding.

vii. Use transparent windows for all ground floor commercial uses. Mirrored windows are not permitted.

viii. Prioritize the use of large doors and windows that open to the street for ground level commercial uses.

Awnings, Canopies and Signs

ix. Incorporate awnings and canopies at the ground-level of the street façade to provide weather protection for pedestrians and a usable outdoor space for commercial uses.

x. Design awnings, canopies and signs to be integrated into and complementary to the overall architectural design of the building.

xi. Backlit signs are not permitted.

Village Character

High streets act as a focal point for retail and service-oriented businesses. As such, they require additional considerations to emphasize a unique village urban design character. The Village Character guidelines give specific architectural direction to developments in the following areas within DPA 6 that have been identified as **high streets** and commercial nodes:

- Otter Point Road;
- Murray Road;
- Goodmere Road between Murray Road and Brownsey Boulevard;
- Brownsey Boulevard; and

- the intersection of Maple Avenue South and West Coast Road.

xii. Establish a regular rhythm of commercial building frontages through the scale and articulation of buildings. Commercial units at-grade are preferred. Large at-grade commercial units must be visually broken into smaller modules using strategies such as a regular presence of windows, doorways, landscaping, roof forms, and/or variation in colour and **massing**.

xiii. Consider the inclusion of design features at a height of 3m to 3.75m that bring a sense of "upper level enclosure" to the pedestrian experience. The addition of hanging lights, bracket hung signs, seasonal flower pots, banners, awnings are all appropriate and desirable elements to further the character of the **high street**.

xiv. Where multiple outdoor seating areas are provided, at least one area should face the street.

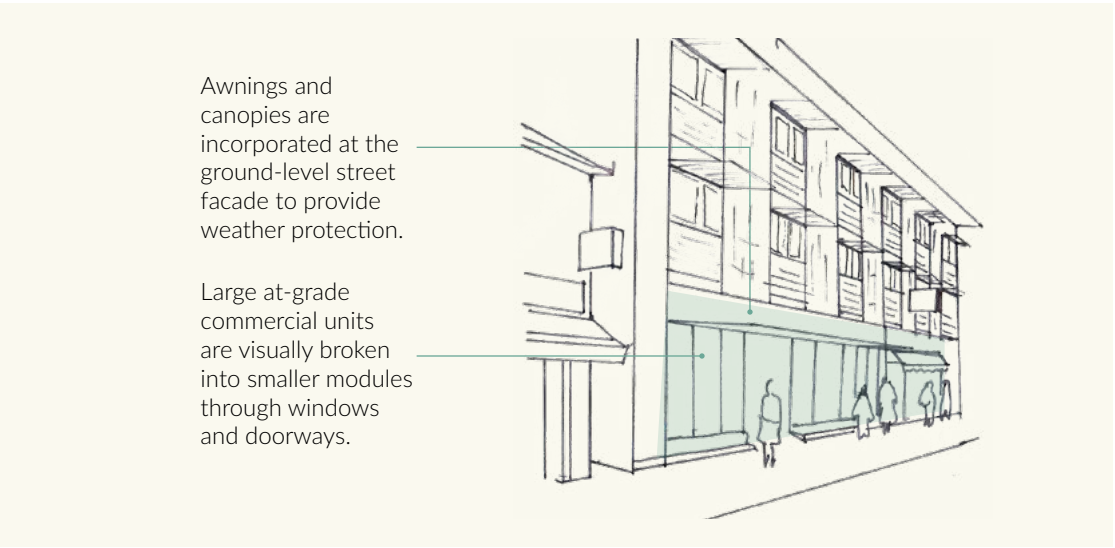
xv. Provide a setback from the property line to create a frontage zone on the sidewalk that allows for "spill out activities" (outdoor seating, produce stands etc.) without affecting the unobstructed travel area.

xvi. Articulate the corner of a building when siting it at an intersection to create a sense of visual interest, improve the visibility of the intersection, and shorten the perceived length of the block for pedestrians. Architectural strategies may include chamfered or rounded corners, projecting or recessed entrances, volumetric manipulations (for instance, additional height at the corner), enhanced window design or others that work to define a prominent corner.

Residential Units

xvii. Express the front entrance of **ground-oriented** residential units. The use of porches, awnings and/or lighting is recommended.

xviii. Distinguish residential uses from commercial uses in mixed-use developments. Employ



architectural strategies such as stepped or varied building **massing**, articulated exterior walls and rooflines, differentiation in windows, and/or sloped roofs.

xix. Minimize privacy impacts between residential uses in the placement of windows, balconies and doors.

xx. Provide a private outdoor space facing the street or a public space. Private outdoor spaces include patios, gardens, balconies, porches and/or decks or similar outdoor spaces.

7.7.4.2 Siting and Massing

i. Orient building frontages to face the street to promote interaction with neighbours, residents and visitors.

ii. Support a variety of ground-floor commercial uses by providing a minimum floor-to-ceiling height of 4m on the first floor of commercial spaces.

iii. Design buildings to minimize shadow impacts on the public realm. Strategies may include reducing the overall building footprint and using stepbacks at upper building levels.

iv. Incorporate exterior mechanical and electrical equipment into the overall architectural treatment of the building. Equipment shall be located away from sidewalks and pedestrian amenities and screened from view or screened to blend in with the roof and/or elevator penthousing.

v. For lands within the Town Centre - Waterfront designation:

- Set back and design human-made structures in a manner that complements the natural shoreline and landscape, avoiding visual dominance over the waterfront.
- Protect and incorporate views to the water into new development through sensitive building siting, **massing**, and orientation.

7.7.4.3 Residential Outdoor Open Space

i. Provide easy access to usable private or common outdoor amenity space for all dwelling units. This may include courtyards, decks, patios, porches, sod, or balconies. Private spaces should have a 1.2m minimum dimension, common areas must have a 3m minimum dimension. These spaces are encouraged to:

- Balance vegetated, naturalized areas with permeable hardscapes.
- Maximize solar access.
- Minimize noise disruption.
- Minimize "overlook" from adjacent residential units.

ii. Design common outdoor spaces to act as a gradual transition between private and public spaces through the provision of courtyards, patios, contemplative spaces, meeting places and similar spaces.

iii. Design balconies to be usable and weather protected. Design balconies to be inset or partially insight to offer privacy and shelter, reduce bulk and minimize shadowing. A minimum dimension of 2m x 2.7m is recommended for usability.

7.7.4.4 Streetscape and Public Realm

Streetscape

i. Contribute to a pedestrian realm that supports a sense of welcoming. Appropriate strategies include good sight lines between destinations, pedestrian-scale lighting, and a clear division of private, semiprivate and public space.

ii. Use fully shielded, downward-directed lighting fixtures to minimize glare and prevent light from spilling onto adjacent properties or into the night sky.

iii. Design lighting fixtures used on building façades to be cohesive with the general character of the building.

iv. Street furnishings such as benches, lamps, bike racks, and refuse containers shall be incorporated in the landscape design of commercial and mixed-use developments. These shall be required to be consistent with the architectural character of the development.

v. Provide street trees that have the following characteristics:

- Well adapted to urban conditions and are resilient to climate change
- Create a large and transparent tree canopy

vi. Provide wide softscape boulevards for street trees to allow them to thrive over the long-term (i.e. 3m wide). Where space is constrained, provide soil cells or structural soil for street trees to allow for healthy long-term growth.

vii. Retain mature trees and established vegetation wherever possible and especially in areas adjacent to **natural features** including but not limited to creeks, ponds, slopes and rocky outcroppings to maintain natural systems and to increase visual interest.

viii. Use shrubs and trees as landscaping materials between streets and buildings to enhance the development's form and character, provide for shade, and to add **natural features** to a neighborhood.

ix. The use of wood or living fencing (shrubs or hedges) is permitted between neighbouring lots. When fencing is used along street frontages, it must be limited to 1.2m in height.

x. Incorporate 'Bear Smart' techniques to reduce the likelihood of bear-human conflicts, e.g. providing for secure garbage units and landscaping with non-fruit bearing trees, among others.

General Planting

xi. Prioritize the use of native and climate adaptive plants in landscaping.

xii. Design landscapes to support native pollinators (i.e. native flowering plants, composted mulch/incorporate logs) and migratory song birds (i.e. include coniferous trees for refuge; include plants with persistent fruits in winter; and, design plant areas so that they have multiple layers of foliage (ex. ground cover, shrub layer and trees)).

xiii. Reduce the urban heat island effect by incorporating trees with significant tree canopy to shade areas of paving. Where space is limited, provide columnar tree species.

xiv. Plant all non-paved areas with sod, ground cover, perennials, shrubs or trees. Large expanses of rock and gravel are discouraged. Though, strategic use of river rock in **rain gardens,** and under building overhangs is acceptable.

xv. Planted/garden areas are to be finished with composted bark mulch.

Mid-block Connections

xvi. Mixed-use developments are encouraged to include mid-block and corner plazas with opportunities to sit, socialize, and play. When locating plazas, priority should be given to locations with abundant solar access and with active adjacent uses (such as cafés) and age-friendly amenities (such as public washrooms). Plazas are encouraged to be a minimum of 9m^2 and include seating, trees, planting, overhead weather protection, public art, and sufficient space for strollers and wheelchairs to park.

xvii. Mid-bock connections are encouraged on privately owned parcels to break down the scale of longer blocks and to create finer-grained connections to open space.

xviii. Where mid-bock connections are provided, they should be of a sufficient width to be usable, activated spaces. This may be supported by providing half of a mid-block connection on two adjacent parcels to make best use of space constraints on narrow parcels. Design of mid-bock connections should consider the following elements:

- high-quality, durable paving materials, seating and, where suitable, planting;
- creative and interactive programming to animate the space such as public art displays;
- wayfinding signage; and,
- building entrances and windows in facades facing the connection to activate the streetscape, increase pedestrian activity, and provide overlook of the space.

Lighting of Water Areas

xix. Minimize lighting of any built structures over the water surface. Light fixtures should be simple, unobtrusive in design, and avoid spillage of light onto other areas beyond the area to be illuminated. Fixtures should not result in glare when viewed from areas that overlook the water.

7.7.4.5 Parking and Access

i. Locate off-street parking and loading areas for commercial and mixed-use buildings in the side or rear of buildings. Off-street parking between the primary frontage and roadway is not permitted.

ii. Where lane access is unavailable and multi-residential buildings have vehicular access via a public street, combined driveway access points are required.

iii. Where lane access is available, parking entrances shall be limited to lane access.

iv. Clustering buildings to minimize roadways is preferred.

v. Where visitor parking spaces are provided, they shall be clearly identified through wayfinding and signage within each development.

vi. Encourage shared parking between multiple units, adjacent buildings, or complementary uses where permitted, in accordance with current zoning or other applicable regulations.

vii. Screen off-street, at-grade parking areas with landscaping, including trees, to provide shade and reduce visual impact. Where parking areas have greater than 20 stalls, provide planted landscaped areas, defined by concrete curbs, between clusters of approximately ten stalls.

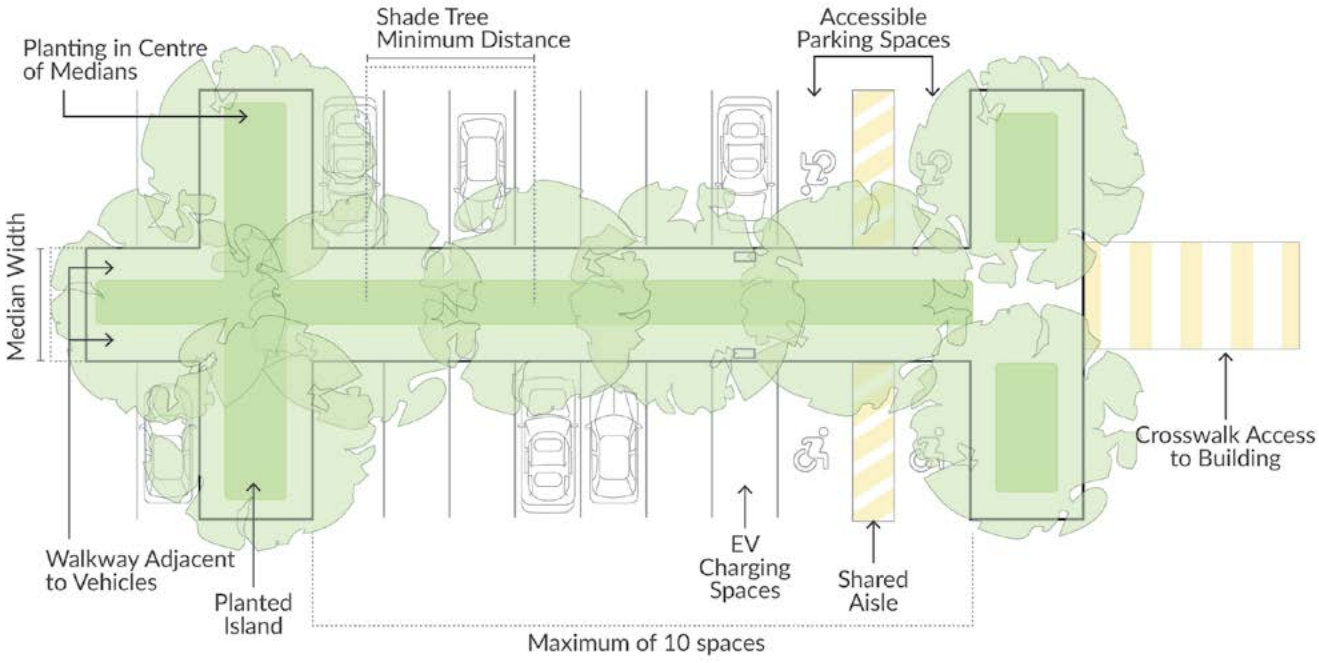


Figure 20. Use of Landscaping Features for Parking Areas

viii. Provide clear wayfinding and signage to indicate the location of public parking areas.

ix. Provide electrical vehicle charging connections.

Paving and Permeability

x. Paving should be a light colour to reduce the urban heat island effect.

xi. Prioritize the use of permeable pavers such as grassed cellular paving, porous pavers, or a comparable alternative to allow stormwater infiltration.

xii. Provide accessible pedestrian paths that connect building entrances to and through parking areas and sidewalks. Distinguish pedestrian features with landscaping. Features such as distinct paving, street trees, and overhead weather protection on exterior building walls are recommended.

xiii. Provide **rain gardens** with capacity to infiltrate the rainwater that is generated as a result of the impermeable paved area.

Bicycle Parking

xiv. Provide sheltered, secure, well-lit bicycle parking facilities at grade near primary building entrances and pedestrian walkways.

Waterfront Access

xv. Where lots intersect with the Existing and Potential Shoreline Access points identified in the Parks and Trails Master Plan , provide barrier free and environmentally sensitive pedestrian access to beaches and **natural features.**

xvi. Provide amenities including bike and vehicle parking, washrooms, garbage cans, and seating at Existing and Potential Shoreline Access points.

xvii. Provide wayfinding and signage to identify Existing and Public Shoreline Access points.

xviii. Where commercial or private marine uses require secure access, gates and fences shall not interfere with views from the public access point or waterfront walkways.

7.8 DPA 7 - INTENSIVE RESIDENTIAL

7.8.1 Intent

The intent of these guidelines is to provide direction for small-lot and intensive residential development within the Community Growth Area, supporting walkable, vibrant, safe and distinguished neighbourhoods that improve connectivity to residents' daily needs. The guidelines direct the form and character of compact subdivisions and multi-unit developments so that neighbourhoods evolve harmoniously with the existing natural and built context.

7.8.2 Designation

The Intensive Residential Development Permit Area (DPA #7) applies to the:

- construction of, addition to, or alteration of a building or structures in multifamily/multi-unit developments containing five or more principal dwelling units, outside of the Town Centre DPA.
- subdivision of land for residential use within the Community Growth Area that creates five or more additional lots, each less than or equal to 600 sq. m. in area.

The Intensive Residential Development Permit Area is designated as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- establishment of objectives for the form and character of intensive residential development;
- establishment of objectives for the form and character of commercial, industrial or multi-family residential development

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

EXEMPTIONS

i. Subdivisions creating four or fewer additional lots;

ii. Subdivisions creating lots larger than 600 sq. m. in area;

iii. Lot line adjustment, parcel consolidation, or subdivisions for park dedication, utility, or heritage protection purposes;

iv. Where a subdivision includes both small lots (≤ 600 m^2) and larger lots, the Development Permit applies to the subdivision layout and to the form and character of the small-lot portion only. The guidelines may inform but do not directly regulate the design of larger lots.

7.8.3 Objectives

i. Promote a high level of design quality and design creativity for buildings in the Community Growth Area and in Comprehensive Development Areas.

ii. Support diverse housing choices and affordability in both already developed neighbourhoods and new neighbourhoods.

iii. Introduce new forms of housing that sensitively integrate with and evolve the character of existing neighbourhoods.

iv. Introduce higher density forms of housing that offer residents a high quality of life.

v. Promote pedestrian connectivity throughout the District and within new developments.

vi. Create the sense of distinct neighbourhoods within Sooke.

vii. Integrate small-scale neighbourhood-serving commercial uses into the residential context.

viii. Support improved transit service;

ix. Provide concise and clear expectations for future development that can be equally understood by Council, District of Sooke staff, District of Sooke residents and the development community.

7.8.4 Guidelines

7.8.4.1 General

Architectural Expression

i. Reflect the natural context and character of Sooke through exterior cladding materials. Wood, stone and metal siding are recommended materials; the use of stucco, pebble dash cladding, vinyl siding and faux finishes is discouraged.

ii. Create a harmonious and consistent architectural character across all building elevations. For instance, consistency may be achieved through building materials, roof lines, windows and door treatments.

iii. Use consistent roofing material across principal and accessory buildings, including garages.

iv. Design the street-facing façade of a building as most architecturally significant while in keeping with the design of a building as a whole.

v. Prioritize the selection of building materials that reflect the following characteristics:

- Locally and regionally sourced

- Include recycled content
- High quality and durable

vi. Minimize privacy impacts between residences in the placement of windows, balconies and doors.

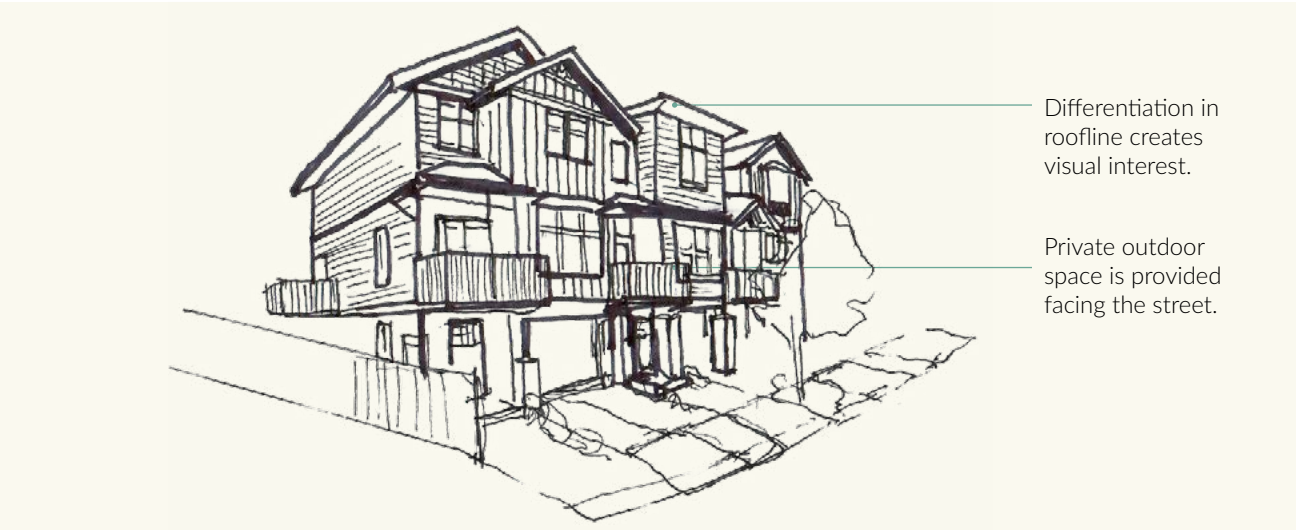
vii. If attached or detached garages are provided, they should not be the dominant housing feature visible from the street and shall be accessed by lane if one exists. In the absence of the lane, the visual dominance of the garage should be minimized. Where garage entries are provided from the front yard, recess relative to pedestrian entries (ie. the primary front door)

Siting and Massing

viii. Orient building frontages to face the street to promote interaction with neighbours, residents and visitors.

ix. Design buildings to minimize shadow impacts on adjacent properties. Strategies may include staggering the locations of buildings on adjacent lots, reducing the overall building footprint, and using stepbacks at upper building levels.

x. Consider the compatibility with neighbouring buildings in the siting and **massing** of new development.



Private Open Space

xi. Provide a 10m² minimum (with 2m minimum dimension) of private, usable outdoor space for each dwelling unit. Outdoor spaces may include any combination of green space, decks, porches, balconies and patios. These spaces shall:

- Balance vegetated, naturalized areas with permeable hardscapes.
- Maximize solar access.
- Minimize noise disruption.
- Minimize "overlook" from adjacent residential units.

xii. Design balconies to be usable and weather protected. Design balconies to be inset or partially insight to offer privacy and shelter, reduce bulk and minimize shadowing. A minimum dimension of 2m x 2.7m is recommended for usability.

Streetscape

xiii. Contribute to a pedestrian realm that supports a sense of welcoming, inclusivity and safety for all. Appropriate strategies include good sight lines between destination and pedestrian-scale lighting.

xiv. Use fully shielded, downward-directed lighting fixtures to minimize glare and prevent light from spilling onto adjacent properties or into the night sky.

xv. Design lighting fixtures used on building façades to be cohesive with the general character of the building.

xvi. Provide street trees that have the following characteristics:

- Well adapted to urban conditions and are resilient to climate change
- A large and visually permeable tree canopy (ie. not a dense conifer)

xvii. Provide wide softscape boulevards for street trees to allow them to thrive over the long-term (i.e. 3m wide). Where space is constrained, provide soil cells or structural soil for street trees to allow for healthy long-term growth.

xviii. Retain mature trees and established vegetation wherever possible and especially in areas adjacent to **natural features** including but not limited to creeks, ponds, slopes and rocky outcroppings to maintain natural systems and to increase visual interest.

xix. Use shrubs and trees as landscaping materials between streets and buildings to enhance the development's form and character, provide for shade, and to add **natural features** to a neighborhood.

xx. The use of wood or living fencing (shrubs or hedges) is permitted between neighbouring lots. When fencing is used along street frontages, it must be limited to 1.2m in height.

xxi. Connect subdivisions to adjacent developments through a clearly defined street grid and pedestrian connections between streets in the form of sidewalks and/or trails. Cul-de-sacs should be avoided.

xxii. Incorporate 'Bear Smart' techniques to reduce the likelihood of bear-human conflicts, e.g.

providing for secure garbage units and landscaping with non-fruit bearing trees, among others.

xxiii. Where feasible, landscaped areas should be irrigated with an automatic irrigation system.

General Planting

xxiv. Prioritize the use of native and climate adaptive plants in landscaping.

xxv. Design landscapes to support native pollinators (i.e. native flowering plants, composted mulch/incorporate logs) and migratory song birds (i.e. include coniferous trees for refuge; include plants with persistent fruits in winter; and, design plant areas so that they have multiple layers of foliage (ex. ground cover, shrub layer and trees)).

xxvi. Reduce the urban heat island effect by incorporating trees with significant tree canopy to shade areas of paving. Where space is limited, provide columnar tree species.

xxvii. Plant all non-paved areas with sod, ground cover, perennials, shrubs or trees. Large expanses of rock and gravel are discouraged. Though, strategic use of river rock in **rain gardens**, and under building overhangs is acceptable.

xxviii. Planted/garden areas are to be finished with composted bark mulch.

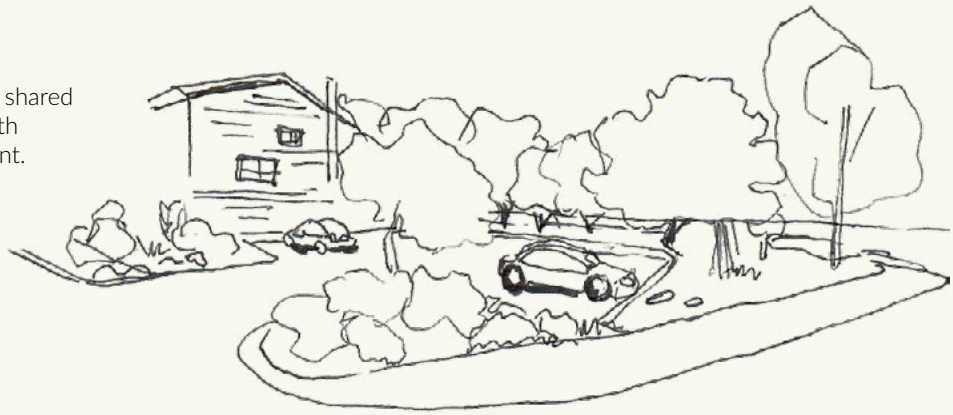
On Street Parking

xxix. On-street resident and visitor parking is encouraged to allow more interior and exterior usable space on the parcel.

xxx. On-street parking is encouraged to provide a buffer for pedestrians from traffic and minimize the amount of curb cuts bisecting the sidewalk

xxxi. Design bulbouts with planting and seating between groups of on-street parking spaces to reduce the apparent width of the streetscape and provide areas for stormwater mitigation.

Buffer the edge of shared surface parking with landscape treatment.



Off Street Parking

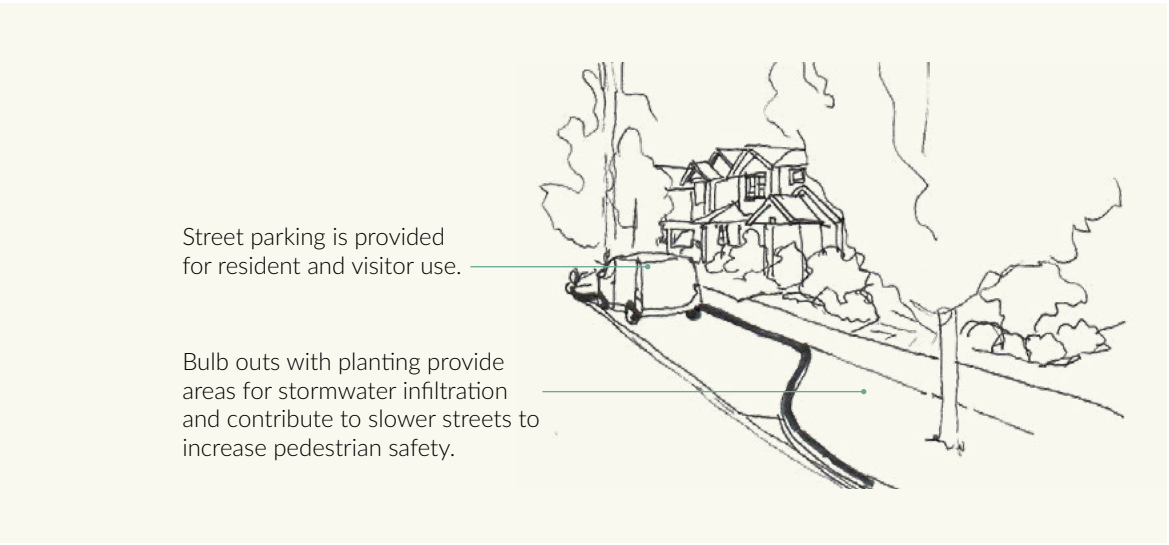
xxxii. Consider laneway access in new subdivisions.

xxxiii. Where a lane-accessed garage is provided, minimize the amount of paved driveway areas to the size of one parallel parking stall to prioritize the use of interior garage space for vehicle parking, reducing the amount of paved outdoor surfaces.

xxxiv. Locating detached parking garages near the rear property line, subject to **zoning bylaw** siting requirements, is encouraged.

Paving and Permeability

xxxv. Prioritize paving colours that minimize the urban heat island effect.



xxxvi. Prioritize the use of permeable pavers such as grassed cellular paving, porous pavers, or a comparable alternative to allow stormwater infiltration.

xxxvii. Provide accessible pedestrian paths that connect building entrances to and through parking areas and sidewalks. Distinguish pedestrian features with landscaping. Features such as distinct paving, street trees, and overhead weather protection on exterior building walls are recommended.

xxxviii. Ensure accessible pathways are provided alongside where permeable pavers are used.

Bicycle Parking

xxxix. Where a garage is not provided, provide sheltered, secure, well-lit bicycle parking facilities at grade near a building entrance.

7.8.4.2 Subdivision Guidelines

i. Site buildings to frame and preserve distant views and view corridors from the public realm.

Terminate near views with prominent architectural features or landscape features.

ii. Incorporate natural site features into site planning. For instance, follow the natural contour lines of topography, minimize disruption of rock outcroppings, and preserve **sensitive ecosystems,** mature trees and culturally significant features.

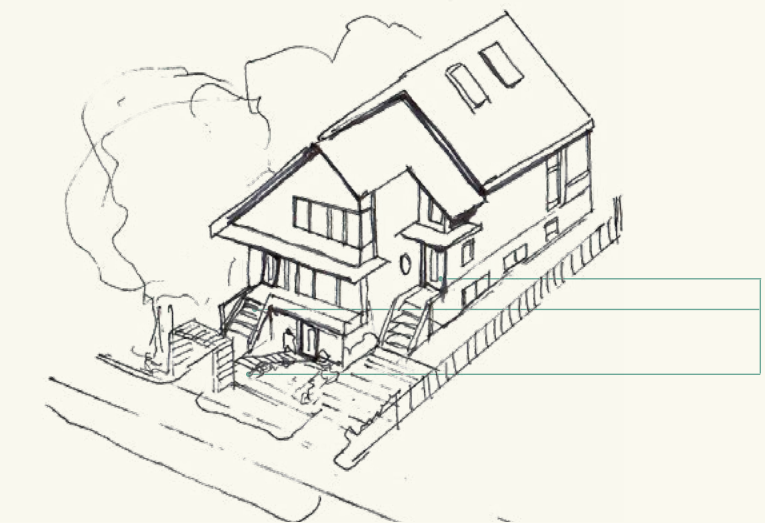
iii. Design site access to prioritize laneway access for private parking where site conditions allow, to minimize pedestrian and vehicle conflict and support on-street parking availability.

iv. Create blocks to be between 100m and 150m in length for optimal pedestrian connections.

v. Connect new streets and pedestrian/cyclist pathways with existing or planned streets and pedestrian/cyclist pathways in surrounding areas.

vi. Avoid cul-de-sacs and other physical barriers to pedestrian and cyclist movement unless a through connection would compromise natural site features.

vii. Where cul-de-sacs are necessary, include a pedestrian or bicycle through connection from the end of the cul-de-sac.



Individual entrances are provided to all units and paths connect each unit to the sidewalk.

7.8.4.3 Multifamily/multi-unit developments

Architectural Expression

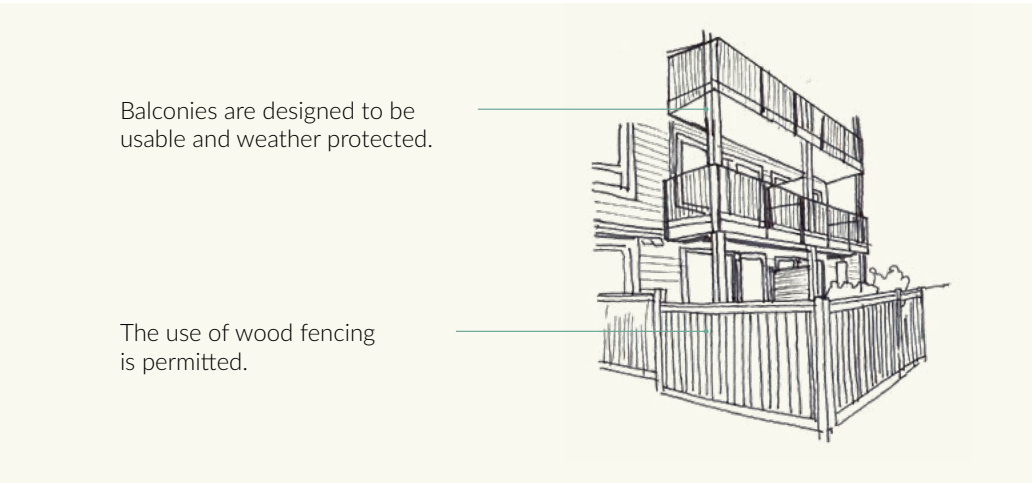
i. Where multiple buildings are proposed, distinguish each façade. Distinguishing elements may include gables, porches, roof overhangs, eaves, and exterior finish colour, material, textures. Avoid “mirror image” front façades.

ii. Express individual units in attached housing (townhouses, rowhouses)

Siting and Massing

iii. Provide individual at-grade building entrances to all ground-floor units.

iv. Provide paths from the adjacent street or public walkway to building entrances.



Private Open Space

v. Common open spaces may be provided to accommodate the minimum private open space per dwelling unit requirement in guideline 7.8.4.1.xi

vi. Connect common open spaces to public walkways

vii. Situate all common areas to have sunlight exposure. Locate the primary common open space in an area with a southerly or westerly orientation whenever possible.

viii. Provide landscape enclosures such as garden walls, fences, hedges and shrubs to define the semi-private open space of each **ground-oriented** unit.

Parking and Access

ix. Where multi-unit buildings have vehicular access from a public street, shared or consolidated driveway access points should be used where possible to reduce curb cuts and improve pedestrian safety.

x. A shared parking area is encouraged, with pedestrian paths connecting individual units. Where relevant, shared driveways are also encouraged.

xi. Buffer the edge of shared surface parking areas with a landscaping treatment. Wood and living fencing may be used providing it does not exceed 1.2m in height.

xii. Provide pedestrian-scaled lighting within the parking lot to improve nighttime visibility and circulation.

xiii. Where visitor parking spaces are provided, they shall be clearly identified through wayfinding and signage within each development.

7.9 DPA 8 - NEIGHBOURHOOD COMMERCIAL

7.9.1 Intent

The OCP supports the inclusion of neighbourhood-serving commercial uses within predominately residential areas.

Neighbourhood commercial areas are catalysts for well-being. They can become social magnets, providing places for neighbours to meet while they meet their daily needs. They support physical well-being by giving residents access to amenities and services within a short stroll from their home. And, by making it easier to meet residents' needs without the use of a car, Sooke can lower transportation-related GHG emissions.

The intent of the Neighbourhood Commercial guidelines is to provide direction for the sensitive integration of neighbourhood-serving commercial areas so that they may contribute to vibrant, pedestrian-oriented, functional neighborhoods.

7.9.2 Designation

The Neighbourhood Commercial Development Permit Area (DPA #8) applies to the:

- construction of, addition to, or alteration of a building or structures used for at-grade commercial uses

The Neighbourhood Commercial Development Permit Area is designated as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- establishment of objectives for the form and character of commercial, industrial or multi-family residential development;

A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.9.3 Objectives

i. Enable residents to meet more of their daily needs within their neighbourhood

ii. Promote social connection to strengthen neighbourhood cohesion and resiliency

iii. Improve equitable access to amenities and services

iv. Support active and sustainable lifestyles by improving walkability and rollability

7.9.4 Guidelines

7.9.4.1 Architectural Expression

i. Reflect the natural context and character of Sooke through exterior cladding materials. Wood, stone and metal siding are recommended materials; the use of stucco, pebble dash cladding, vinyl siding and faux finishes are prohibited.

ii. Prioritize the selection of building materials that reflect the following characteristics:

- Locally and regionally sourced
- Include recycled content
- Non-toxic
- High quality and durable
- Low embodied carbon emissions

iii. Design commercial frontages to be visually distinct from surrounding residential uses.

iv. Allow opportunities for differentiation between adjacent commercial frontages to reflect each character and use.

v. Design the street-facing façade of a building to be the most architecturally significant while in keeping with the design of a building as a whole. Corner buildings should be sited to address both streets with a similar architectural significance on each street.

vi. Incorporate exterior mechanical and electrical equipment into the overall architectural treatment of the building. Locate equipment away from sidewalks, pedestrian amenities and patios or outdoor seating areas and screened from view or screened to blend in with the roof and/or elevator penthousing

Windows

vii. Provide clear and transparent windows at the ground level to contribute to an engaging public realm and overall wayfinding. Mirrored windows are not permitted.

viii. Prioritize the use of large doors and windows that open to the street.

7.9.4.2 Scale and Massing

i. Support a variety of commercial uses by providing a minimum floor-to-ceiling height of 4m.

ii. Design buildings to minimize shadow impacts on the public realm and neighbouring properties. Strategies may include but are not limited to reducing the overall building footprint and using stepbacks at upper building levels.

iii. Design **massing** to be compatible in scale to the adjacent residential areas.

iv. Articulate the corner of a building when siting it at an intersection to create a sense of visual interest and improve the visibility of the intersection. Architectural strategies may include chamfered or rounded corners, projecting or recessed entrances, volumetric manipulations (for instance, additional height at the corner), enhanced window design or others that work to define a prominent corner.

7.9.4.3 Mixed-use

i. Distinguish residential uses from commercial uses in mixed-use developments. Employ architectural strategies such as but not limited to stepped or varied building **massing**, change in materiality, articulated exterior walls and rooflines, differentiation in windows, overhangs and awnings, and/or sloped roofs

7.9.4.4 Streetscape and Public Realm

Streetscape

i. Orient primary entrances toward the streetscape.

ii. Provide a setback from the property line to create a frontage zone on the sidewalk that allows for "spill out activities" (outdoor seating, produce stands etc.) without affecting the unobstructed travel area.

iii. Where multiple outdoor seating areas are provided, at least one area should face the street.

iv. Consider the inclusion of design features at a height of 3 to 3.75 metres that bring a sense of "upper level enclosure" to the pedestrian experience. The addition of hanging lights, bracket hung signs, seasonal flowerpots, banners are all appropriate and desirable elements to further the commercial character. Incorporate awnings and canopies at the ground-level of the street façade to provide weather protection for pedestrians and a usable outdoor space for commercial uses.

- Design awnings, canopies and signs for commercial units to be integrated into and complementary to the overall architectural design of the building.
- Backlit signs are not permitted.

v. Contribute to a pedestrian realm that supports a sense of welcoming. Appropriate strategies include good sight lines between destinations, pedestrian-scale lighting, and a clear division of private, semiprivate and public space.

vi. Use fully shielded, downward-directed lighting fixtures to minimize glare and prevent light from spilling onto adjacent properties or into the night sky.

vii. Design lighting fixtures used on building façades to be cohesive with the general character of the building.

viii. Incorporate 'Bear Smart' techniques to reduce the likelihood of bear-human conflicts, e.g. providing for secure garbage units and landscaping with non-fruit bearing trees, among others.

General Planting

ix. Prioritize the use of native and climate adaptive plants in landscaping.

x. Design landscapes to support native pollinators (i.e. native flowering plants, composted mulch/incorporate logs) and migratory song birds (i.e. include coniferous trees for refuge; include plants with persistent fruits in winter; and, design plant areas so that they have multiple layers of foliage (ex. ground cover, shrub layer and trees)).

xi. Reduce the urban heat island effect by incorporating trees with significant tree canopy to shade areas of paving. Where space is limited, provide columnar tree species.

xii. Plant all non-paved areas with sod, ground cover, perennials, shrubs or trees. Large expanses of rock and gravel are discouraged. Though, strategic use of river rock in raingardens, and under building overhangs is acceptable.

xiii. Planted/garden areas are to be finished with composted bark mulch.

7.9.4.5 Parking and Access

i. Provide bicycle parking near the front entrance of the building, and nearby any outdoor seating areas.

ii. Where unable to provide loading and service functions on-street, orient loading and service functions within or to the rear of buildings.

iii. Where parking is provided on site, it should be located underground, or to the rear of the building. Surface parking should be screened using vegetation, including shrubs and trees. Ensure that shrubs are low growing (I.e. use dwarf species that grow up to 1.2m) and use trees that provide transparency (I.e. higher canopy starting at 1.8 metres, to allow for visual connections to the sidewalk and adjacent street). Parking areas should not be located between the sidewalk and the front façade.

7.10 DPA 9 - EMPLOYMENT LANDS

7.10.1 Intent

Employment lands are substantial land areas that require design consideration for optimal integration with surrounding land uses and transportation corridors. As employment centres, Employment Lands must be adaptable to evolving economic context while meeting the needs of employees today.

7.10.2 Designation

The Employment Lands Development Permit Area (DPA #9) applies to areas within the Employment Lands land use designation.

The Employment Lands Development Permit Area is designated as per Part 14, Division 7 section 488 (1) of the Local Government Act for the purpose of:

- establishment of objectives for the form and character of commercial, industrial or multi-family residential development;

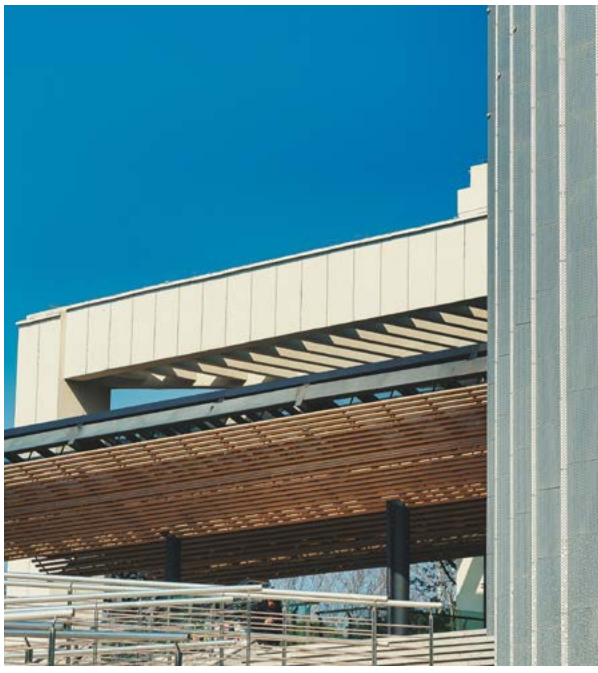
A Development Permit is required as per Part 14, Division 7 section 489 and 491 of the Local Government Act, prior to **land alteration**, subdivision, or building construction. Development Permit applications will allow the District of Sooke to review proposals for compliance with Development Permit Area guidelines.

7.10.3 Objectives

i. Improve the adaptability of employment space by ensuring that new buildings are designed to accommodate evolving economic forces and growth of the District.

ii. Design employment lands to support organic growth, phasing and urban integration over time

iii. Create buildings and spaces that relate to and respect the public realm as well as showcase functional workspace



7.10.4 Guidelines

7.10.4.1 Architectural Expression

i. Reflect the industrial and natural character of the area. Encouraged materials include contemporary metal cladding systems, metal siding, heavy timber structural elements, glass and steel. Prioritize materials with the following characteristics:

- Locally and regionally sourced
- Include recycled content

- Non-toxic
- High quality and durable
- Low embodied carbon emissions

Stucco and vinyl are not permitted.

ii. Design main building entries to be clearly identifiable, transparent and accessible from the street.

iii. Avoid large expansive building elevations. Architectural strategies such as the use of textures, patterns, colours, secondary materials, landscaping, and building form variations must be employed to break up large, blank walls.

- Feature banding to break up perceived wall height may be used to assist in achieving horizontal articulation
- Vertical service elements, such as stair and elevator shafts, may be used to assist in articulation, as well as being expressive of their function.

iv. Distinctly mark visitor, employee and service entrances through architectural expression and wayfinding graphics.

- Highly visible circulation and building systems are encouraged to support wayfinding.

7.10.4.2 Siting and Massing

i. Reinforce established street orientations in the design and siting of new buildings.

ii. Take a campus approach to siting buildings on large sites. Cluster buildings to create common outdoor areas and internalized vehicular access. The siting of buildings should accommodate industrial, commercial and institutional scales.

iii. Provide an attractive near view from building entrances and along major pedestrian corridors. Near views may frame high-quality materials, architectural details, windows into workspaces, active outdoor uses and landscape elements. Visually link open spaces, building entrances and other destinations on site.

iv. Minimize opportunity for hiding places to support safety and security.

7.10.4.3 Roofscapes

i. Design roofscapes for outdoor amenity areas whenever possible, with orientation towards hillside and ocean views.

ii. Design roof surfaces to reduce the urban heat-island effect through the use of high-albedo roofing materials and planting. Consider living roofs where possible and when visible and

accessible for maintenance.

7.10.4.4 Streetscape and Public Realm

i. Design buildings with active and engaging ground floors that showcase functional workspace.

ii. Provide opportunities for flexible and diverse building typologies and light industrial uses at grade.

iii. Design architecturally integrated, high quality awnings and canopies along all pedestrian routes. On long frontages, ensure some variety in form, and/or the ability for tenants to vary the awning. Transparent or translucent glazed canopies that permit the passage of light are encouraged.

iv. Incorporate 'Bear Smart' techniques to reduce the likelihood of bear-human conflicts, e.g. providing for secure garbage units and landscaping with non-fruit bearing trees, among others.

General Planting

v. Prioritize the use of native and climate adaptive plants in landscaping.

vi. Design landscapes to support native pollinators (i.e. native flowering plants, composted mulch/incorporate logs) and migratory song birds (i.e. include coniferous trees for refuge; include plants with persistent fruits in winter; and, design plant areas so that they have multiple layers of foliage (ex. ground cover, shrub layer and trees)).

vii. Reduce the urban heat island effect by incorporating trees with significant tree canopy to shade areas of paving. Where space is limited, provide columnar tree species.

viii. Plant all non-paved areas with sod, ground cover, perennials, shrubs or trees. Large expanses of rock and gravel are discouraged. Though, strategic use of river rock in raingardens, and under building overhangs is acceptable.

ix. Planted/garden areas are to be finished with composted bark mulch.

7.10.4.5 Lighting

i. Integrate building entry, path and parking lighting into the site and building design.

ii. Orient exterior lights away from adjacent residential properties.

iii. For larger developments or campuses where light spill on adjacent properties is a concern, a site lighting plan should be provided.

iv. Review opportunities to use lighting design standards and guidelines that reduce negative impacts to birds and other wildlife.

7.10.4.6 Signage

i. Design corporate signage to be subordinate to the design of the building and architecturally integrated with the development.

ii. Backlit signs are not permitted.

iii. Signage that complements the industrial character is encouraged. Examples include signs with individual letters placed directly on the building, signs that incorporate materials that reinforce industrial character (steel, glass, heavy timber).

iv. One freestanding, ground oriented pylon sign is appropriate at each entrance to a large campus site, complimented by wayfinding signage at key decision points along internal drives and paths.

7.10.4.7 Parking and Access

Bicycles

i. Provide bicycle parking near the front entrance of the building, and nearby any outdoor seating areas.

ii. Provide direct routes between bike routes and building entrances, bike parking, and other end-of-trip facilities.

Parking

iii. Where parking is provided on site, it should be located underground, or to the rear of the building.

iv. Minimize surface parking; where surface parking is provided, design it so it can transition to work space over time as other modes of transportation improve. Surface parking should be screened using vegetation, including shrubs and trees. Ensure that shrubs are low growing (I.e. use dwarf species that grow up to 1.2m) and use trees that provide transparency (I.e. higher canopy starting at 1.8 metres, to allow for visual connections to the sidewalk and adjacent street). Parking areas should not be located between the sidewalk and the front façade.

v. Where unable to provide loading and service functions on-street, orient loading and service functions within or to the rear of buildings.

Access

vi. Shared access between adjacent parcels is preferred to reduce to reduce the number of drive aisles.

vii. When common easements for shared access are not possible, a single point of entry to individual parcels is preferred.

viii. Design primary vehicle access points to be clearly identifiable and delineated with wayfinding signage and landscape treatment.

ix. Position loading bays and service areas access in rear or sideyards to minimize impact on the pedestrian realm.

7.11 DEVELOPMENT APPROVAL INFORMATION AREA

The purpose of requiring **Development Approval Information** is to ensure that applicable studies and relevant information are provided to the District of Sooke to evaluate the impact of a proposed development. Pursuant to the Local Government Act, **Development Approval Information** may be required for **zoning bylaw** amendments, temporary use permits, and development permits.

The information provided in a **Development Approval Information** report helps to ensure that future development considers potential impacts to:

- The natural environment;
- Transportation patterns and networks;
- City infrastructure (sanitary sewer, water, stormwater);
- Public facilities (schools and parks, community services, recreation, culture and wellness facilities);
- Economic and social development;
- Archaeological and heritage;
- Form and character; and
- Climate action including greenhouse gas reduction, energy conservation and water conservation.

The procedures, circumstances, and types of reports that may be required are described in the District's Development Procedures Bylaw, adopted pursuant to Section 487 of the Local Government Act. This bylaw sets out:

- The types of reports and studies that may be required to assess impacts to the natural environment, transportation, infrastructure, public amenities, and community wellbeing;
- Requirements for a construction management plan, tree retention plan, or wildfire hazard assessment as deemed necessary by the Director;
- Procedures to prepare and confirm terms of reference for professional reports;
- Qualifications for professionals preparing reports;
- Requirements for peer review and presentation of studies to Council or the community;
- Provisions for the rejection or request for revision of inadequate or incomplete reports;
- Discretion of the Director to waive or revise reporting requirements; and
- Authorization for public release of submitted reports and studies.

Policies

Policy 7.11.4.1 All lands within the boundaries of the District of Sooke are designated as the area in which **development approval information** may be required.