URBAN DESIGN GUIDELINES

BURLOAK OFFICE PARK

MILUS BOLLENBERGHE TOPPS WATCHORN



#116

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BURLOAK OFFICE PARK

OCT. 1993

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INTRODUCTION 1

1.0 INTRODUCTION

1.1 THE BURLOAK OFFICE PARK

The Burloak Office Park is being developed as a business environment for companies who wish to locate in a comprehensively planned, designed and developed Office Park of high quality.

Located in the City of Burlington between Burloak Drive, Sheldon Creek, Upper Middle Road and Mainway, the Burloak Office Park will be oriented towards individual companies needing both large and small landholdings and is expected to contain a broad spectrum of office and research centre uses, computer centres and training facilities. A smaller component of uses such as service and convenience, commercial and hotels, are anticipated to contribute support facilities to businesses, their employees and recreational uses of the Office Park campus.

Quality in the Office Park shall be defined by the care taken in the Site Planning, Building Design and Landscaping both at the scale of the overall Office Park as well as individual company properties. In addition, the establishment of design principles suited for all the individual sites in the Office Park especially those highly visible at key locations like entrances will ensure a high quality of Architecture to complement the natural landscape.

As with all successful Office Parks, both first impressions and user satisfaction will be extremely important. These Design Guidelines will serve to initiate the process of developing and implementing an Office Park with its own identity, character and quality. The Design Guidelines are also intended to complement the numerous reports and documents which are part of the planning process for this site and, while maintaining flexibility, to provide additional guidance to the development process. The purchasers of land in the Office Park shall be partners in this process, the end result of which will be an attractive business environment for their company, a healthy workplace setting for their employees, and the enhancement of the value of their property.

URBAN DESIGN GUIDELINES 2

2.0 URBAN DESIGN GUIDELINES

2.1 GENERAL DESIGN CONCEPT

The Burloak Office Park shall focus on sites of various sizes with buildings having a strong corporate identity and a high quality landscape and architectural treatment.

In order to achieve a coherent overall image for the business community in the Park, the mixture of scales of buildings in the Burloak Corporate Office Park shall require a co-ordinated, high profile design concept for the overall setting and streetscapes. This section is meant to be an executive summary, providing an overview of the goals and concepts of the Urban Design Guidelines.

Overall the Urban Design Guidelines will work towards the establishment of an image of the Corporate Office in the Natural Landscape. This image defines the balance between the more urban necessities of access and comfort for workers arriving by automobile, transit and bicycle, and maintaining and enhancing the rich natural landscape which already exists on and around the site.

The broad goals of the Urban Design Guidelines which follow are:

(a) To preserve and enhance the natural features of the site such as the Central and Mainway woodlots and Sheldon Creek and respect and enhance wildlife movement between those features.

(b) To reinforce the relationship of those natural features with Bronte Creek Provincial Park.

(c) To integrate the Office Park urban structure, its landscape, and the architectural built form with the natural setting of the site.

(d) To integrate automobile traffic and parking into the natural setting while minimizing the visual impact of parking.

(e) To encourage the use of pedestrian, bicycle and transit access to the site.

(f) To reinforce building orientation and design considerations to promote a safe and friendly environment for pedestrians and transit users.

(g) To establish a continuity in architectural and landscape design quality for both public and private developments.

(h) To ensure a commitment to the quality of the long term development of the site allowing for the flexibility necessary for the development of individual sites over that same long term.

To respond to the above goals and to achieve the image of the Corporate Office in the Natural Landscape described above, the Office Park Design Concept outlines four key areas:

2.1.1 **The Office Park Edge** in the Burloak Office Park responds to the need to create the immediate first impression of a high quality Office Park in a Natural Landscape, not only to complement the natural surrounding land uses like Bronte Creek Provincial Park, but also for the owners and visitors to the companies located in the Park. Such emphasis on quality will also set a precedent for any future proposals on lands surrounding the Office Park. The following themed landscape edges shall be described in the guidelines:

1. The Bronte Landscape, on Burloak Drive

2. The Meadow Landscape, on Upper Middle Road

3. The Forested Edge, on Mainway

Generally all edge sites shall be characterized as strong natural edges framing corporate architectural image of office buildings themselves oriented to arterial roads as well as the internal access streets. Parking and service areas for each site will be screened from the arterial roads by a combination of berming and landscaping developed along the themes outlined above. These themes are more fully developed in Section 2.4.4 Special Landscape Features.

2.1.2 **The Office Park Gateways and Identity Features** are located at entrances to the Office Park and shall have an image, design and materials appropriate to the broader Office Park theme of the Natural Landscape. See Section 2.4.4 for a more detailed description. The Gateways and Identity Features establish the boundaries and the presence of the Office Park for the visitor.

2.1.3 **The Office Park Internal Streetscape**

The Office Park internal streetscape shall consist of buildings sited in natural settings of pastoral landscapes and meadow grass lawns. A harmony in street signage, lighting, traffic control sign poles and traffic signal poles, along with other street furniture elements is envisioned.

The streetscape will maintain and enhance this image through a planned continuity of landscape form, materials, design principles and special landscape features.

Special landscape features, as described in Section 2.4.4, will dominate the internal street pattern at key locations, and are characterized by their form and composition as:

(1) the Glade, and
(2) Hedgerow and Landscape Outcroppings.

Of special note are the streetscapes of Corporate Drive and Sutton Drive south of Corporate Drive.

The streetscape for both east and west sides of Sutton Drive south of Corporate Drive shall consist of a visual extension of existing woodlot. This internalization of the perimeter "Forested Edge" streetscape will enhance the preservation of this natural feature while allowing the flexibility to widen Sutton Drive from three to five lanes over time.

A transition in the Natural Landscape form of the Bronte Creek Provincial Park to the Central Woodlot and to the Sheldon Creek will be united along the Corporate Drive streetscape through a Pastoral Carriage way theme described in Section 2.4.4.

2.1.4 The Office Park Individual Site Development

For individual sites in the Office, Park buildings shall be sited in natural settings with open landscaped lawns. Lawns in these Guidelines shall be considered as the landscaped areas in front of the buildings in the Office Park. Each shall be designed to suit the goals of its site planning strategy but shall incorporate a mixture of native trees, shrubs and grasses to enhance the image of the Natural Landscape established for the Office Park. This natural landscape shall be developed to encourage pedestrian and bicycle movement and to allow for safe, comfortable access to the buildings for transit users.

Landscaping of individual sites will act in support of the Office Park image of the Natural Landscape and special landscape features, reinforcing important vistas at the key points along the streetscape and within the sites. Locations for key sites are on corners, gateways and end views down the streets of the Office Park.

Parking on smaller sites may be located between the road and building fronts and will be limited to visitor parking of limited area. Parking on larger sites will be established in landscaped courtyards and will be broken up with landscaped islands. Parking and servicing for the buildings will be screened from view.

2.1.5 **The Office Park Architecture** shall be an image of high quality office buildings with clean lines constructed of glass, architectural metal, precast concrete and brick as preferred materials. Other materials will be reviewed on an individual basis with respect to the architectural design.

Building orientation and design shall promote a safe and friendly environment co-ordinating vehicles, pedestrians and transit users.

Building design shall demonstrate concern for energy conservation in siting, architecture and materials.

Scale and massing of the buildings will vary depending on the size of the site and the specific building use and form. Varied uses in any project should be unified by the architectural treatment. Design features appropriate to a corner or end view down a street will be requested as part of a building's design.

2.2 URBAN DESIGN - SITING

2.2.1 General Site Considerations for Individual Sites

Natural Features and Open Spaces

Siting and building design shall respond to the existing natural features of the site already mentioned in Section 2.1. The woodlots, creeks and contours of the site shall contribute to the image of the setting in the Natural Landscape. In any site planning in the Office Park, use of open space for pedestrian bicycle movement to sites and between adjacent sites shall be encouraged.

Design criteria and treatment of existing natural features and open spaces will respect and comply with the recommendations of the studies and other reports and guidelines listed in Section 3.5.3.

Pedestrian Open Space Links

Where opportunities arise between developments on adjacent or related sites, pedestrian linkages shall be encouraged. Pedestrian and bicycle linkages shall be established from private lands to those provided on public lands. Micro climate implications shall be considered in planning to create an amenable environment for all pedestrian and bicycle movement.

Priority Sites

Special consideration will be given in evaluating buildings on Priority Sites for their massing, materials and landscaping. Such sites of high visibility are key in maintaining the image of the Office Park both from external vantage points and internally as part of the visitor's passage through the streetscape. Priority Sites are designated as follows:

1. Gateway Sites are those sites framing each side of the Office Park entry streets. Architecturally, the buildings should be of the best quality in the Office Park. Also recommended is some form of multi-storey architectural feature oriented to the corners at the entry streets. The faces of the buildings onto the Office Park edges shall also be considered as architecturally significant and subject to careful review.

2. Corner Sites occur on all corners of the internal streets and should have the same architectural orientation as gateway sites. These are generally referred to as significant and/or feature building architecture.

3. End View Sites occur where a T-junction or a curve in the street focuses the views in the streetscape onto them. End view sites shall be reviewed for their architectural quality. There shall be no parking in front of buildings on end view sites. These are generally referred to as feature architecture.

2.2.2 Site Planning for Individual Sites

General Concept

Siting of buildings on individual sites within the Office Park shall emphasize the image of the building and its lawn, both set in the broader Natural Landscape described in Section 2.1. As well, pedestrian walkways and connections to the public bikeways and transit stops shall enhance the use of that Natural Landscape by both workers and visitors to the Office Park.

Setbacks and Building Heights

Priority should be given to avoid a constant wall of buildings with similar height, massing and setbacks from street line. Buildings will be encouraged to have varied frontyard setbacks depending on both the building design and on the siting of adjacent buildings as well as their impact on Natural Features. Parking areas

between the building and the street shall be limited (as described in Section 2.2.3). Minimum landscaped areas of 6.0 metres at the streetline shall be provided.

Buildings on small sites shall be sited as close as possible to the streetline to ensure pedestrian comfort, safety and ease of access to the sidewalks and transit stops. As buildings increase in height, the required setback shall increase as follows:

(a)	2 storey building	6 metre setback
(b)	3-4 storey building	9 metre setback
(c)	5-6 store building	12 metre setback

Lower portions of tall buildings can be located at the appropriate setback line giving a stepped appearance to the entire building.

Buildings over three storeys in height shall be considered multi-storey buildings in these Design Guidelines.

Driveway Access

Review of both pedestrian and vehicular access to and from sites and their relationship to adjacent sites will be undertaken for co-ordination. Access driveways at street lines must be separated by a minimum 12.0 metres.

Services Areas

All service areas shall be located at the sides or rears of the buildings and shall be screened and buffered from the streets and adjacent lands with landscape screening and berming. Where this is difficult, architectural screening in materials matching the architecture shall be used.

Buffer Strips

A minimum 6.0 metre wide landscape area is required on private property adjacent to all street lines.

A minimum 3.0 metre wide landscape area for each property shall also be provided along all interior site property lines.

Drainage

Site drainage must conform with the approved subdivision grading and drainage plans, recommendations of the Sheldon Creek Watershed Master Plan and Sub-Watershed Studies, as well as any required storm water management quantity and/or quality controls. Generally, drainage is to be self contained. The approved elevations are to be shown on the plans at every corner of the site.

2.2.3 Parking

Grade Parking

Large scale parking areas for a building or buildings on smaller sites shall not be located between the building front and the street line. The intent as previously noted is to maintain an image of the building and its lawn in a Natural Landscape. Larger sites with multi-storey buildings shall be evaluated on their individual parking strategies in relation to the broader theme of the Natural Landscape.

The only parking that may be located in front of the buildings on smaller sites shall be limited to drop off drives or small parking areas for visitors.

For both larger multi-storey buildings and buildings on smaller sites, parking shall be contained in landscaped courtyards divided by 3.0 metre wide landscape islands. Each site plan will establish the appropriate scale of its courtyards depending on factors such as overall size organization, movement organization of both vehicles and pedestrians as well as snow removal and storage.

Sufficient landscaping and berming shall be provided to screen parking from the streets and from adjacent developments.

All parking areas shall be paved in a hard surface material. Snow storage provisions should be reviewed in the design of parking layout.

Structured Parking

The provision of underground parking will be encouraged in lieu of structured parking where possible.

Where structured parking is used, the dominant image of the site as viewed from the public street shall be of the main building and not the parking structure.

The maximum height of a parking structure shall be three storeys. Depressing the first level of parking or berming up to it with a landscape screening shall be encouraged.

The parking structure shall be of similar design and materials to the main building (see Sections 2.3.2 and 2.3.3). A minimum landscape buffer of 3.0 metres between the parking structure and any adjacent areas shall be established.

2.3 URBAN DESIGN - ARCHITECTURE

2.3.1 Design Style

Building design is to have a dominant image of well-detailed, well-proportioned uncluttered lines. Within this concept we encourage distinctive designs to be developed for each project. The character, style, materials and scale of buildings should be compatible with adjacent land uses and buildings.

2.3.2 Building Massing

Design emphasis is placed on building massing. Massing will be reviewed in the context of building height, number of storeys, roof configuration and building groupings. Windows should be generously used and have a large significant appearance in the elevation design. Non-flat roof designs shall be encouraged both for entire buildings and for entries, office portions, entry arcades and other possible focal design elements.

The office portion of buildings of mixed uses in the Office Park should have a unified design treatment with any other elements. The office should not be the only part of the building to receive design consideration.

Multiple storey buildings will be encouraged on all Priority Sites especially at gateways into the Office Park.

Roof mounted service equipment will be screened from view. Special attention should be given to those blocks where the roofs can be seen from adjacent overviews.

2.3.3 Materials and Colours

Buildings are recommended to have a consistent use of materials on all elevations. Emphasis shall be placed on selecting materials and colours which are compatible with the theme of a prestigious Office Park in a landscaped environment.

Architectural metal, glass and steel, precast concrete and brick shall be the preferred materials for use on buildings.

Alternate materials will be reviewed and evaluated on their merit in the building design.

2.3.4 Heritage Architecture

Where there is a presence of Heritage buildings on a site in the Office Park, sensitivity of design with respect to the siting of new buildings in relation to them shall be exercised.

Restoration and re-use of such buildings in the context of new developments shall be encouraged. New buildings in such projects shall be designed with sensitivity towards the scale and materials of the Heritage architecture.

2.3.5 Servicing

Site servicing on private lands shall be located underground. All meters, access boxes and such items shall be sited unobtrusively and screened by landscaping.

2.3.6 Energy Conservation

The City of Burlington Site Plan Approvals will require the demonstration of energy conservation techniques used in buildings and site plan designs.

2.4 URBAN DESIGN - LANDSCAPE

2.4.1 Landscape Concept Plans

The quality of site landscaping in the Natural Landscape of the Burloak Office Park is a major consideration. Landscape plans shall be related to and co-ordinated with those proposed on adjacent blocks and with the elements of the broader themed landscape areas of the whole Office Park.

Landscape plans shall be prepared in accordance with the requirements of:

1. Urban Design Concept Plans as prepared by Milus Bollenberghe Topps Watchorn.

2. Landscape Masterplans and Working Drawings for Streetscape Edges, Gateway Entries and Internal Streetscapes as prepared by Milus Bollenberghe Topps Watchorn.

3. City of Burlington Landscape Requirements and Standards.

The above noted Streetscape Edge, Gateway Entry and Landscape Buffer planting should be integrated into the landscape design of your site. All landscape planting in The Concept Plans and the Landscape Masterplans unless noted otherwise, shall be installed by the Purchaser and co-ordinated by the City of Burlington in the Site Plan Approval Process.

2.4.2 Natural Features

In addition to the site plan and building design considerations in Section 2.2.1, the landscape design on both public and private lands shall recognize and respect the natural features of the overall site and its broader context.

Preservation of the Sheldon Creek (main branch), the Central Woodlot and Mainway Woodlot will be in strict accordance with the boundaries outlined in the official plan Amendment No. 177. In addition, individual tree preservation shall be required where species condition, quality and site planning constraints allow.

Treatment of watercourses and drainage areas such as the Sheldon Creek (main branch), the East Sheldon Creek and Bronte Creek tributaries, shall incorporate the recommendations of the Sheldon Creek Watershed Master Plan and Sub-Watershed Studies.

In areas where new landscaping is proposed, designs shall incorporate native plant

material groupings. These groupings shall be used to extend the existing natural landscape in a manner establishing the image of the "Corporate Office in a Natural Landscape" as an outgrowth of the existing landscape features.

Wildlife Linkages

Landscape enhancement using native species shall establish and reinforce three wildlife linkages: joining Sheldon Creek to the Central Woodlot, the existing woodlots to each other and the Mainway Woodlot to Bronte Creek Park. These shall be 15.0 to 20.0 metres in width and shall be located as noted on the Urban Design Concept Plan, Appendix 1A.

2.4.3 General Landscaping for Individual Sites

Subject to compliance with the Official Plan policy and O.P.A. No. 177 requirements for 30% minimum landscape areas, open space, density, setbacks, etc., the design priority shall be given to hard and soft landscaping in the following areas:

- Front edge of each site
- Entrance to site
- Focal points within a site
- Vehicular, pedestrian and bike path circulation through the site and connecting to the adjacent streets
- Landscape between sites
- Areas adjacent to buildings
- Parking areas

In addition, planting treatments for sites adjoining creek, channel, water quantity/quality and/or open space blocks, will be required. The landscape treatment of these specific areas shall incorporate details and recommendations outlined in the Sheldon Creek Watershed Master Plan prepared by Philips Planning & Engineering Ltd.

Landscaped areas should be used to break-up areas of parking, to buffer the view of service areas from adjacent streets and properties and to mitigate the micro climate for the users.

All areas of the site not landscaped with woody plant materials or specialized wildflower/low maintenance meadow mixes, nor paved for pedestrian or vehicular uses shall be sodded. Sod shall be installed to the curb or paved shoulder in the road allowance.

2.4.4 Special Landscape Features

The landscape design of the Office Park Edges, Gateways and Internal Streetscapes are composed of a series of elements suited to their particular area and role within the image of the natural landscape desired in the Office Park and are depicted on the Urban Design Concept Plan drawings. The landscape principles and materials shall be integrated into the individual sites extending the landscape fabric from public to private lands. (As a means to enhance the "Natural" theme, a partial list of native or naturalizing plant materials has been outlined in Appendix 3.)

1. Office Park Edges

   (a) The Bronte Landscape is the edge on Burloak Drive and shall complement the edge of the Bronte Park landscape to the east. The desired image is of office buildings set in a rolling treed landscape. Elements used shall be berms planted with mass groupings of native conifers, deciduous trees and shrubs, all located on private lands. The groundcover will be dominated by a turf grass mixture, similar in texture to that of the Provincial Park. There is an opportunity to incorporate a bike path in the right-of-way.

   (b) The Meadow Landscape on the Upper Middle Road edge will be located on both the public Hydro corridor and the private gas easement. Buildings combining office and research facilities will be viewed across undulating meadows created by low mounded tree and shrub masses of native species on gentle berms of grass and/or low maintenance wildflower and meadow land groundcovers. Plant material will incorporate broad emphasis on permanent and seasonal colour variations. A meandering asphalt public bikeway and path system may be incorporated on the public lands.

c) The Forested Edge shall be located on those parts of the Mainway Road and Sutton Drive, south of Corporate Drive, not already flanked by woodlots and streams. This edge is an extension of the woodlot character and space along the arterial and internal roads joining the existing woodlot to the valleyland of Sheldon Creek. It will be located on private lands within the minimum 6.0m landscape setback zone and incorporate a pre-designed grouping of native canopy trees, understorey and shrubs. A further opportunity for intermittent canopy trees in the boulevard will extend the landscape out to incorporate the linear asphalt bike path on the R.O.W.

2. Office Park Internal

a) The Glade is located at the four corners of Corporate Drive and Sutton Drive, the geographic hub of the Office Park. Transit stops, pedestrian and bicycle systems link at this location where major crosswalk and/or signalization is provided. From a foreground special pedestrian paving, a gentle undulating lawn area rises to meet seatwalls of indigenous materials and meandering bike path. The planting of this meeting and waiting area shall create a parkette feel which is dominated by coniferous trees and tall shrubs in the background and flowering trees, accenting the foreground.

b) Hedgerows and Landscape Outcropping dominate the internal streetscape at key points, establishing and reinforcing important vistae.

c) The Pastoral Carriage Way on Corporate Drive is a naturalized planting corridor through the Office Park, both on the public boulevard and within the 6.0m minimum private landscape area. A visual linkage connecting the east and west limits of the development and "The Glade" will be provided by an intensification of vertical landscape planting along a serpentine horizontal plane. The landscape plantings will be dominated by a continuous massing of staggered deciduous trees two to three deep, with groupings of coniferous trees along the rear of the 6m landscape area to produce an approximate 85% to 15% mix, respectively. Shrub and sapling tree plantings will be introduced at side yard lot lines. This use of native species, as noted previously, will be encouraged.

3. Office Park Gateway and Identity Features

The primary entries shall be at: Corporate Drive and Sheldon Creek, and at Corporate Drive and Burloak Drive. There will be a secondary entries at Mainway and Sutton Drive and Upper Middle Road and Sutton Drive; these will be minor versions of the primary entries.

The design of the gateways shall complement the design of the edges and use the same concepts of native plant species and materials in their design. Two major design elements in all the entries shall be:

(a) A low wall of natural stone materials integrated in the berming. A background of native coniferous and flowering deciduous trees and shrub groupings derived from the edge design and a foreground of meadow landscape shall frame the wall.

(b) An opportunity for a symbolic "natural" sculpture to reinforce integration with the natural environment. Based on natural themes such as the native animals, the sculpture could be produced from oxidizing Core-ten Steel or other low maintenance materials that would enhance and complement the planting.

2.4.5 Site Furnishings

Tree grates, guards, bollards, benches, bus shelters, waste receptacles, lighting, street signage and other permanent site furnishings shall complement and harmonize in finish, colour and materials within public lands. Individual site plan pedestrian lighting systems and site furnishings will be encouraged to be compatible with the aesthetic form and colour of the Office Park street furniture, signage and pedestrian lighting system.

2.5 URBAN DESIGN - SIGNAGE

All proposed signage (temporary and permanent) must be submitted to Burloak Office Park and the City of Burlington for approval.

All permanent external signage shall be designed to be compatible with the building and landscape design in scale, location, colour and materials.

The form and massing of the building design, not the signage, should be dominant elements in the streetscape.

Types of signs include:

1. Building Identification Signage

2. Traffic Control and Directional Signs on Individual Sites

3. Multiple Tenancy Signage

4. Temporary Signage.

2.5.1 Building Identification Signage

Building identification signs include the name of the building or major tenant. When signs are proposed on building facades, they should be on the front elevation. Signs should be individual letters spelling out the company name, initials or logo. They may be internally or externally lit.

Free standing identification signs may include the building address and should be located parallel to the street frontage and ground mounted in a landscape setting. Materials and colours used on the sign should be consistent and compatible with the building design. Signs shall not dominate the streetscape by their size or height and may be internally or externally lit.

For size details refer to the City of Burlington sign by-law.

2.5.2 Traffic Control and Directional Signs on Individual Sites

Where traffic control or directional signage is desired or required on individual properties we encourage a design to be developed which is compatible to the building character or other site signage.

2.5.3 Multiple Tenancy Signage

Signs should be located on the front elevation where external individual tenant identification is required. A set of signage concepts and guidelines must be developed by the mall owner and approved at the building design stage. The guidelines will specify the location, size, material and colour of all permissible tenant signage. Where a directory board is desired the directory should be parallel to the street and ground mounted in a landscape setting. Column or pylon directories shall not be approved.

2.5.4 Construction and Temporary Signs

All construction and temporary signs shall be 2.5m x 3.7m (8' x 12') or 2.5m x 2.5m (8' x 8'). Signs shall be mounted on 8" x 8" wood posts. The logo layout, background of sign and surround line shall be as per Burloak specification. The balance of sign layout and graphics to Owner's specifications. For detail see Appendix 2.

3.0 SITE PLANNING PROCESS

3.1 OVERVIEW PROCESS

This Site Planning Process co-ordinates the site planning, streetscape, architectural, engineering, landscape and signage design and approvals required by the developers of Burloak Office Park.

The process begins when you have an agreement to purchase land from the developers of Burloak Office Park and finishes when you have fulfilled all obligations under the following private sector and public sector approvals:

1. Burloak Office Park Approvals (Private)

2. City of Burlington Approvals (Public)

3.2 BURLOAK OFFICE PARK'S APPROVALS

In order to ensure the development of integrated high quality design, Burloak Office Park requires that certain items be submitted for their co-ordination and approval.

Submissions for Burloak Office Park's approvals will be made by you or your Architect to the developer's consultants.

Burloak Office Park and its consultants are experienced with both the City of Burlington's approval process and all planning and design for the Business Park. This experience will greatly assist you in expediting your Site Plan, Architectural Plans and Landscape Plans through the Burloak Office Park's and the City of Burlington's Site Plan processes.

3.3 CITY OF BURLINGTON'S APPROVALS

All drawings as noted in this document must be reviewed and approved by the City of Burlington. The City may request (on an individual site basis) additional requirements as defined by staff and/or Council, beyond those set out in these guidelines.

Any revisions requested by the City of Burlington shall be reviewed with Burloak's Urban Design Consultants and Burloak's Engineering Consultants.

Approvals by Burloak Office Park's Consultants do not release the builder from complying with the requirements and approvals of the City of Burlington and other governmental agencies. Each Builder is responsible for compliance with all Municipal Zoning By-laws. These Urban Design Guidelines outline the requirements of the Burloak Office Park and are not to be treated as a substitute for submissions to and approvals required by the City of Burlington and all other pertinent governmental agencies.

3.4 ORIENTATION MEETING

After you have decided on the purchase of a specific site, Burloak Office Park and their Consultants will be pleased to meet with you and your Architect to familiarize you with:

1. The Burloak Office Park Concept
2. Site Plan Process
3. Approvals
4. Site Data Package
5. Design Guidelines
6. Time Frames and Approvals

After this meeting, your Consultants will be in a position to prepare your Site Plan, building Design, Landscape Plans and Signage Designs for submission to Burloak Office Park.

3.5 INFORMATION PACKAGE

Burloak Office Park has prepared for you a comprehensive package of information for the lands you have purchased. We would suggest you make this information available for your Consultant's use.

3.5.1 Site Data

The Site Data Package will include, where applicable:

1. Zoning By-law
2. Registered Plan
3. Protective Covenants
4. Urban Design Guidelines
5. Urban Design Concept Plan
6. Landscape Masterplans for Streetscape Edge, Gateway and Internal Streetscape
7. Engineering Grading and Servicing Drawings
8. Sections of the Master Servicing Agreement related to Site Plan Development Obligations.
9. Electrical Distribution and Street Lighting Plan

3.5.3 Other Reports and Guidelines

It is recommended that consultants be familiar with other reports, guidelines, documents, etc., pertinent to the Burloak Office park. These include but are not limited to the following:

1.	Official Plan Amendment No. 177 Burloak Office Park	City of Burlington
2.	Site Plan Guidelines	City of Burlington Planning Dept

3.	City of Burlington Bronte Creek Business Park Study Natural Open Space System/Woodlot Study Environmental Review	Ecoplans Ltd June 1992
4.	Sheldon Creek Watershed Masterplan City Burlington/Town of Oakville Halton Region Conservation Authority	Philips Planning & Engineering Ltd
5.	Master Servicing Agreement	Burloak Office Park Owners
6.	Sub-Watershed Studies	City of Burlington, Engineering Department
7.	Storm Drainage Criteria Manual	City of Burlington, Engineering Department
8.	Standard Drawings Manual	City of Burlington, Engineering Department
9.	Standard Subdivision Agreement	City of Burlington, Engineering Department
10.	Bronte Creek Office Park Transportation Study, Phase 2	City of Burlington, Engineering Department

3.6 DESIGN REVIEW PROCESS, BURLOAK OFFICE PARK

The Design Review Process for the Burloak Office Park submissions deals only with the external visual appearance of the buildings and the site plan layout. Floor plans are provided for information only and as a guide in assessing the exterior treatment.

Items to be submitted to and approved by the Burloak's Consultants include:

1. Preliminary Design Proposals
2. Final Working Drawings
3. Site Plans
4. Exterior Materials and Colours

5. Landscape Plans (including Irrigation where applicable)

6. Exterior Signage

7. Engineering Design

3.6.1 Preliminary Design Proposals

Two copies to be submitted to the Burloak's Urban Design Consultant for review and approval.

Required information includes:

a) Floor Plans

b) Exterior Elevations and Details

c) Materials and Colours

d) Site Plans (including Landscape Concept)

e) Signage

The materials presented for review need not be highly detailed but should be sufficiently representative to assess the overall preliminary design of the project. All items requiring review and approval should be discussed at this preliminary stage. This procedure will remove the possibility of design issues arising when detailed drawings are being prepared.

Satisfactory submissions will be stamped "Preliminary Approval".

3.6.2 Final Working Drawings

Three copies to be submitted to the Burloak's Urban Design Consultant for review and approval.

Required information includes:

a) Floor Plans

b) Exterior Elevations

Satisfactory submissions will be stamped "Approved". One copy will be returned to the Builder; one copy will be forwarded to the City of Burlington, Planning Department.

3.6.3 Site Plans

Four copies to be submitted to the Burloak's Urban Design Consultant for review and approval.

Satisfactory submissions will be stamped "Approved".

One copy will be returned to the Builder; one copy will be forwarded to the Burloak's Engineering Consultant; one copy will be forwarded to the City of Burlington, Planning Department.

3.6.4 Exterior Materials and Colours

Two copies to be submitted to the Burloak's Urban Design Consultant for review and approval.

Required information includes:

a) Master Colour Schedule

b) Sample Boards

Satisfactory submissions will be stamped "Approved".

3.6.5 Landscape Plans

Three copies to be submitted to the Burloak's Urban Design Consultant for review and approval.

Landscape Plans to include irrigation layout, where required, for planting areas.

Satisfactory submissions will be stamped "Approved". One copy will be returned to the builder; one copy will be forwarded to the City of Burlington, Planning Department.

3.6.6 Signage Design

Two copies to be submitted to the Burloak's Urban Design Consultants for review and approval.

Required information includes:

1. Site plan location of signage.

2. Detail drawings of free standing signs.

3. Building elevations showing signage location, graphics, colours.

4. Sample of sign materials (where requested).

Satisfactory submissions will be stamped "Approved".

3.6.7 Engineering Design

The overall subdivision design and grading plans have been prepared by the Burloak's Engineering Consultants.

Proposed grading plans to be submitted to the Burloak's Engineering Consultants for review and approval.

Note:

Grading approvals will not be issued until the Burloak's Urban Design Consultants have approved the Final Working Drawings, Site Plans and Landscape Plans.

3.7 SITE INSPECTIONS

The Burloak's Office Park's Consultants will conduct periodic site inspections to ensure general compliance with the approved plans.

4.0 DESIGN REVIEW CHECK LIST

The following shall be used by the Burloak's Office Park's Consultants as a checklist for items which will be reviewed in the development of the Burloak Office Park.

4.1 URBAN DESIGN

1. Site Plan

- Building Siting
- Driveways, parking and loading areas including curb details, surface materials and snow storage provisions.
- Sidewalks, other paved areas
- Existing trees with existing and proposed grades
- Lot grading and drainage showing approved grades at all four corners of the site
- Service lead-ins (storm, sanitary, water, hydro, gas and telephone)
- Hydro transformer, meters, fireplugs
- Fence and wall locations, design, height, materials and colours
- Exterior lighting location, design, colour and throw
- Exterior storage areas and their screening (including garbage)

2. Building Elevation

- Elevation drawings
- Material types (including samples if requested)
- Colours (colour schedule)
- All mechanical equipment, vent stacks, etc., on elevation or roofs (location, size, colour and screening)

4.2 LANDSCAPING

1. Landscaping

- Existing trees, grades and measures proposed to preserve them
- Site contours
- All planting, including location, type and size in caliper, height and spread
- All screening, including details
- Co-ordination with Landscape Masterplans for Streetscape Edge and Gateway.

4.3 SIGNAGE AND FURNISHINGS

1. Exterior Furnishings (if applicable)

- Flags, banners, sculpture, fountains, benches, planters, waste units, play areas, including locations, size, design materials and colours

2. Exterior Signs and Graphics (Temporary and Permanent)

- Location on Site Plan.
- Size on Plan and elevations, 1:100 minimum scale.
- Colour indicated on elevations. Provide samples on request.
- Type of lettering. Show graphics on elevations.
- Materials. Provide samples on request.
- Lighting
- Framing and supporting walls or devices

4.4 ENGINEERING

1. **A partial list of information to be shown on drawings** (refer to the City of Burlington Engineering Department's manuals and requirements for additional required information)

   - Lot Grading and Drainage
   - Building location, driveways and walks
   - Hydro Transformers
   - Bell vaults
   - Hydrants
   - Street Lights
   - All existing trees with original grades
   - Trees to be removed
   - Trees to be preserved
   - Proposed grade
   - Snow fencing
   - Service lead-ins and hook-ups, meters, regulators, etc.
   - Property dimensions, bearing
   - Noise abatement measures
   - Exterior doors, steps or stairs

APPENDICES

UPPER MIDDLE ROAD

ORCHARD ROAD

HYDRO EASEMENT

APPLEBY LINE

THE HEDGEROW

SUTTON DRIVE

EAST SHELDON CREEK

WITH FINAL DISPOSITION OF THE CREEK IS TO BE CONFIRMED PRIOR TO DEVELOPMENT

THE GLADE

CORPORATE DRIVE

CENTRAL WOODLOT

MAINWAY WOODLOT

BURLOAK DRIVE

BRONTE CREEK PROVINCIAL PARK

MAINWAY

JOHN LUCAS DRIVE

HEINE COURT

BASE INFORMATION PROVIDED BY WALKER, NOTT DRAGICEVIC ASSOC. LTD. PLANNING CONSULTANTS AS OF JUNE 23, 1993
CORPORATE DRIVE ALIGNMENT DEPICTED IS PRELIMINARY & SUBJECT TO CITY REVIEW & APPROVAL
ALL ROAD PATTERNS AND CREEK CROSSING DEPICTED IS PRELIMINARY AND SUBJECT TO CITY REVIEW AND APPROVAL

BASE INFORMATION AS PER PRELIMINARY DRAFT PLANS BY TIMESIDE DEVELOPMENTS INC. PART OF LOT 11 CONC. 2
RICHVIEW INVESTMENTS LTD. PART OF LOTS 12 & 13 CONC. 2
AS PROVIDED BY WALKER, NOTT DRAGICEVIC ASSOC. LTD. JUNE 1993
BASE INFORMATION FOR WOODWORTH HEADQUARTERS PROVIDED BY BREGMAN + HAMANN ARCHITECTS JUNE 1993

NOTE
FINAL LOCATION, COMPOSITION AND SEPARATION OF BIKE PATHS AND SIDEWALKS ARE SUBJECT TO THE SPACIAL PROVISIONS WITHIN THE TARGETED ROAD RIGHT OF WAY AND THE PROPOSED DESIGN DETAIL

LANDSCAPE METAPHORS

- THE VALLEY
- THE MEADOW
- BRONTE LANDSCAPE
- THE FORESTED EDGE
- THE WOOD
- THE PASTORAL CARRIAGEWAY
- THE HEDGEROW
- LANDSCAPE OUTCROPPING

CIRCULATION

- BIKE PATH
- PEDESTRIAN SIDEWALK
- WILDLIFE LINKAGES
- GLADE

ENTRANCE IDENTITY PRIORITIES

- PRIMARY ENTRY
- SECONDARY ENTRY

0 10 25 50 100 200m

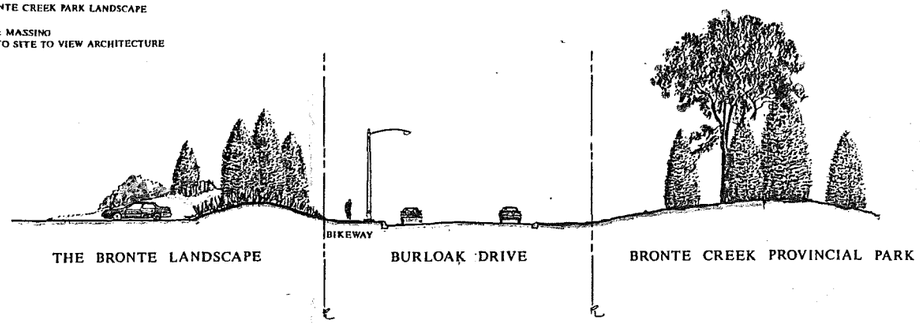
SEP. 1993

BURLOAK OFFICE PARK

URBAN DESIGN CONCEPT PLAN

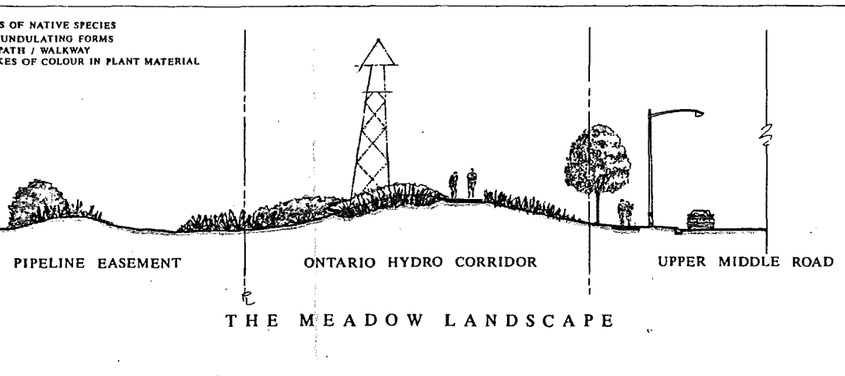
Appendix 1A

MILUS BOLLENBERGHE TOPPS WATCHORN



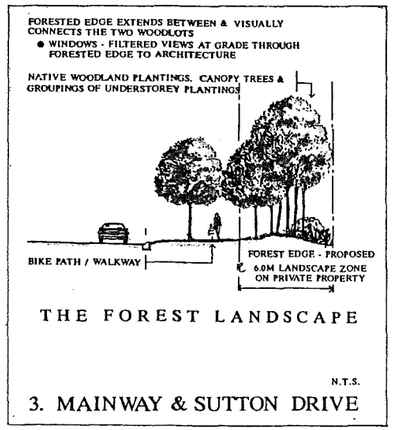
1. BURLOAK DRIVE

N.T.S.



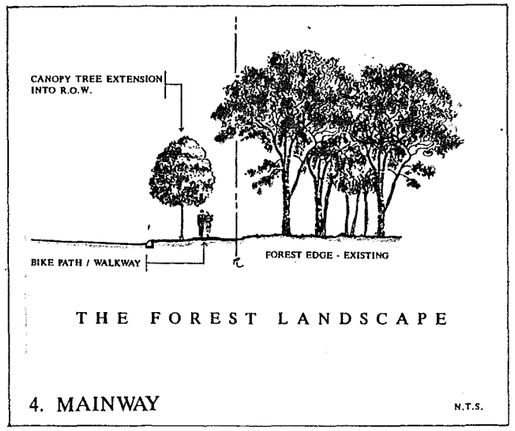
2. UPPER MIDDLE ROAD

N.T.S.



N.T.S.

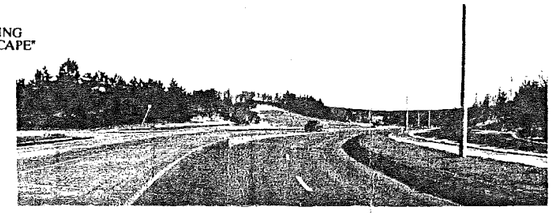
3. MAINWAY & SUTTON DRIVE



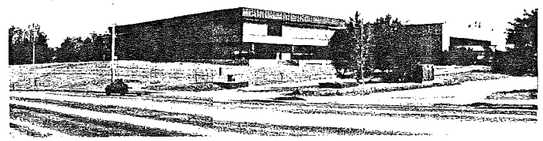
4. MAINWAY

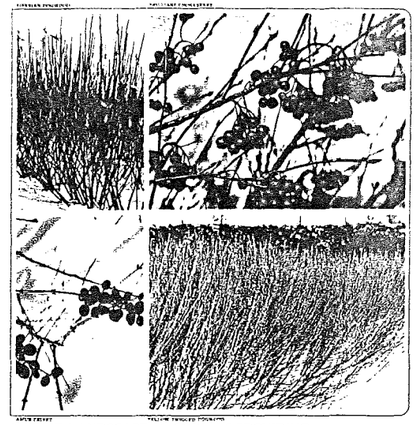
N.T.S.

LANDFORMS & MASS PLANTINGS REFLECTING "THE BRONTE LANDSCAPE"

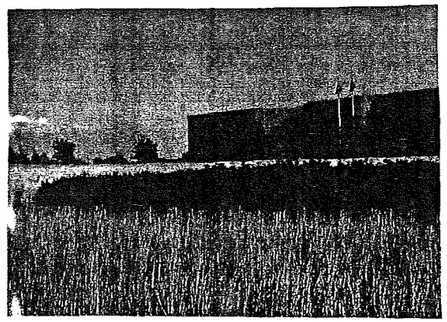


CORPORATE ARCHITECTURE IN A PASTORAL / CAMPUS SETTING





NATIVE LANDSCAPE MATERIALS PROVIDING YEAR ROUND COLOUR & TEXTURE



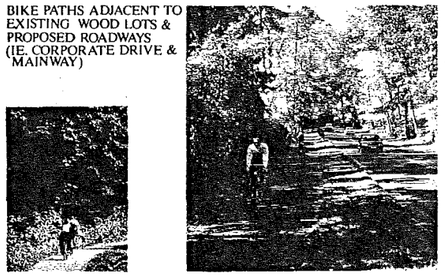
OFFICE BUILDING ARCHITECTURE AS SEEN ACROSS A "MEADOW LANDCSAPE"

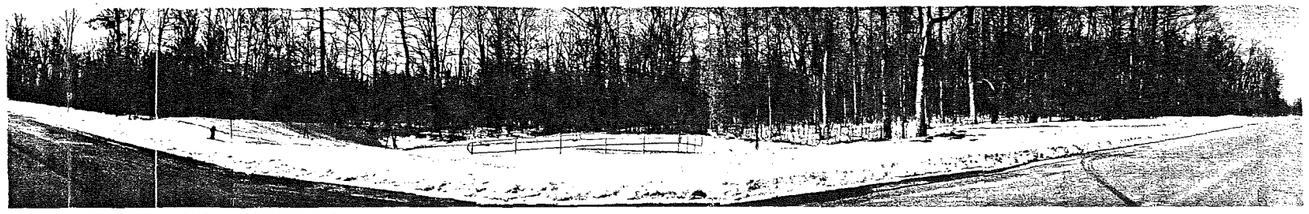


MEANDERING PEDESTRIAN / BIKE PATH THROUGH PUBLIC / PRIVATE OPEN SPACE



BIKE PATHS ADJACENT TO EXISTING WOOD LOTS & PROPOSED ROADWAYS (IE. CORPORATE DRIVE & MAINWAY)





THE FOREST EDGE ALONG MAINWAY ROAD

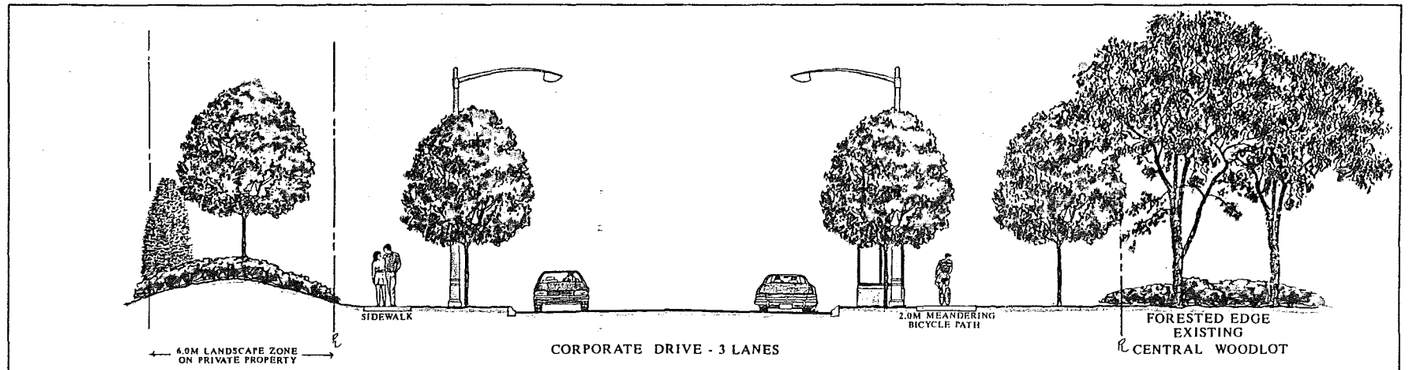
JUNE 1993

BURLOAK OFFICE PARK

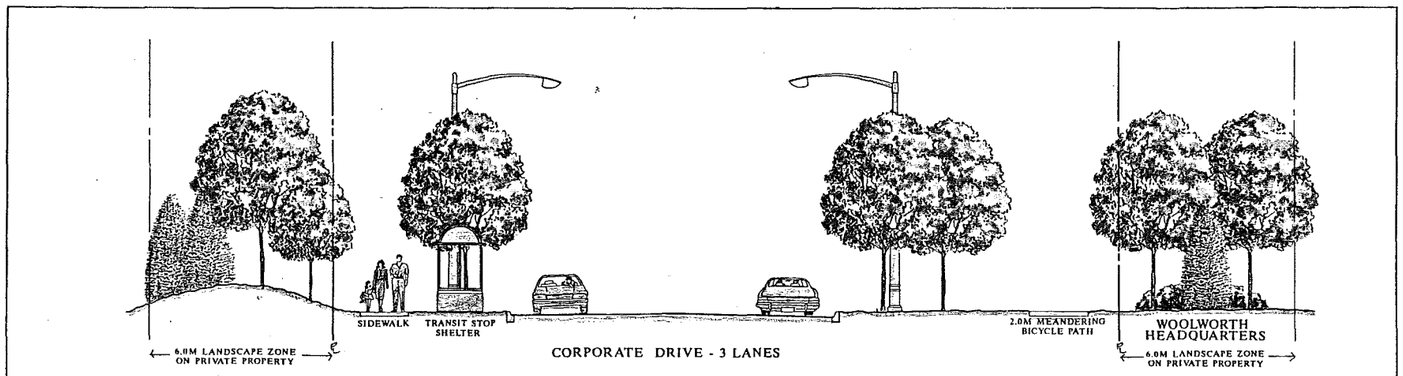
PERIMETER LANDSCAPE IMAGES & CONCEPTS

Appendix 1B

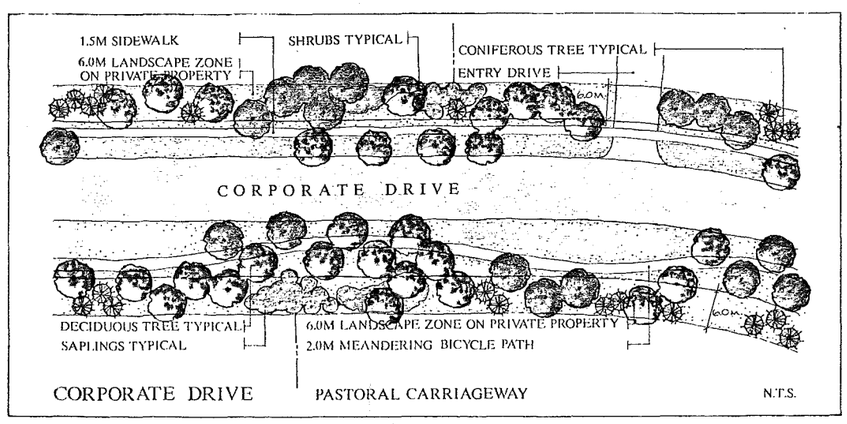
MILUS BOLLENBERGHE TOPPS WATCHORN



5. CORPORATE DRIVE PASTORAL CARRIAGEWAY - ASYMMETRICAL 26.0M CROSS SECTION N.T.S.



6. CORPORATE DRIVE PASTORAL CARRIAGEWAY - ASYMMETRICAL 26.0M CROSS SECTION N.T.S.



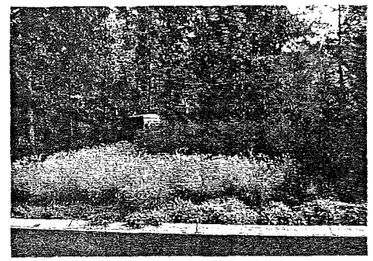


MASS PLANTINGS OF SEASONAL COLOUR ACCENTS

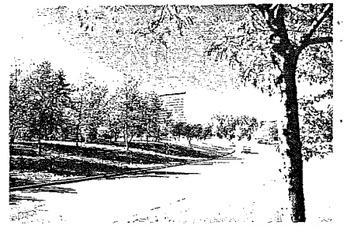




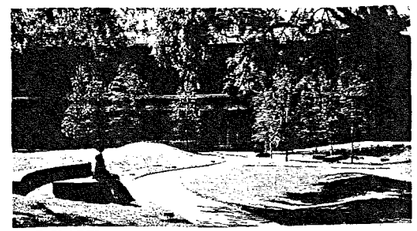
VARIETY OF SPECIES & TEXTURES OF NATIVE PLANTINGS



ENHANCEMENT & INTEGRATION OF NEW PLANTINGS WITH EXISTING WOODLOTS



PASTORAL LANDSCAPE ALONG A CURVILINEAR CORPORATE DRIVE CARRIAGEWAY

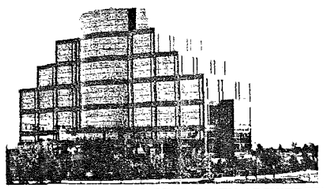


"THE GLADE" MEANDERING PATHWAYS AT THE PASTORAL RESTING NODE

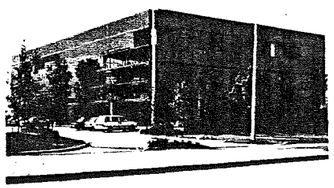
IMAGES OF CORPORATE ARCHITECTURE



GRANITE BUILDING SET IN EXISTING WOODLOT WITH A NATURALISTIC LANDSCAPE FOREGROUND TREATMENT BETWEEN PARKING COURTYARDS



STEPPING & MASSING OF PRIORITY ARCHITECTURE IN A NATURAL LANDSCAPE SETTING



REFLECTIVE GLASS ARCHITECTURE SET ADJACENT TO THE NATURAL LANDSCAPE EDGE

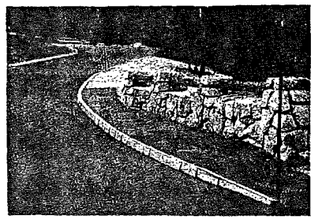
JUNE 1993

BURLOAK OFFICE PARK

CORPORATE DRIVE IMAGES & CONCEPTS

Appendix 1C

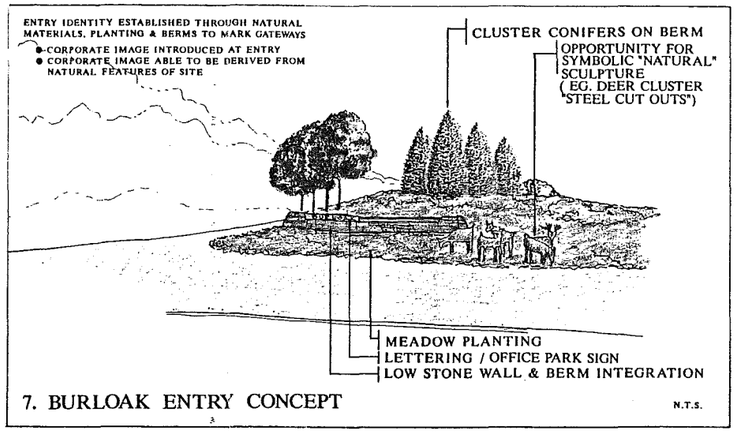
MILUS BOLLENBERGHE TOPPS WATCHORN





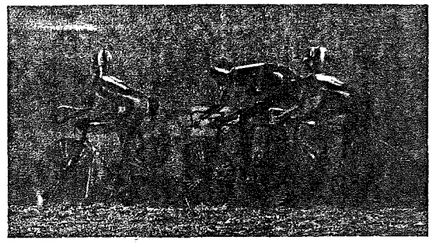
LOW FEATURE WALLS AT GATEWAY LOCATION INCORPORATING INDIGENOUS MATERIALS

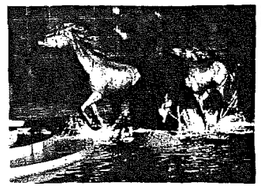




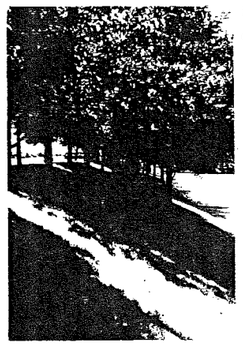
7. BURLOAK ENTRY CONCEPT N.T.S.



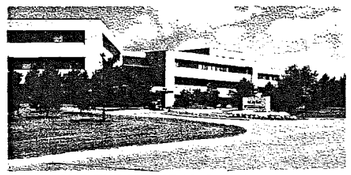




IMAGES OF OPPORTUNITIES FOR SCULPTURE REFLECTING A NATURALIZED THEME PEDESTRIAN / BICYCLE ACTIVITY



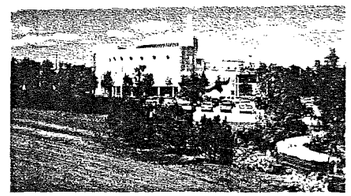
INTEGRATING THE NATURAL HEDGEROW BETWEEN THE DEPRESSED PARKING COURTYARDS & THE R.O.W.

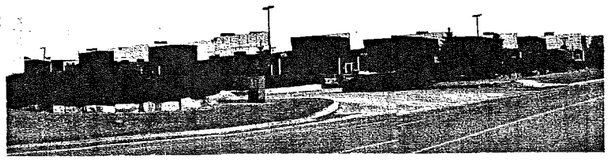


SET ALONG THE PASTORAL CARRIAGEWAY, CLEAN SIMPLE BUILDING LINES WITH A DISTINCT & INVITING ENTRANCE & IS VISIBLE TO THE USER FROM THE STREET. A PRIVATE DRIVE & I.D. SIGNAGE DEFINE THE MAIN ENTRY COURT

BUILDING ARCHITECTURE DESIGNED TO COMPLIMENT FOREGROUND LANDSCAPE & TO INTEGRATE WITH CORNER LOT EXPOSURE

INTEGRATION OF ARCHITECTURE INTO THE NATURAL LANDSCAPE EDGE





REFLECTIVE GLASS ARCHITECTURE WITH A FOREGROUND OF LANDSCAPE OUTCROPPINGS SCREENING THE PARKING COURTYARDS BEYOND

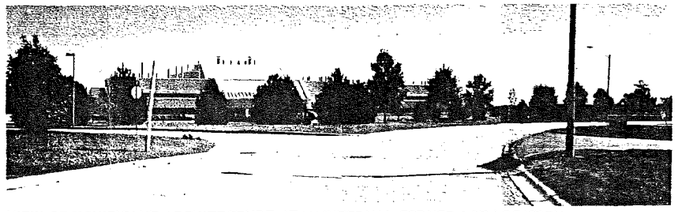


VIEW OF ARCHITECTURE ALONG A LOCAL STREET BETWEEN HEDGEROWS, BERMS & LANDSCAPE OUTCROPPINGS

IMAGES OF CORPORATE ARCHITECTURE



HARMONY OF BUILDING FORM & DESIGN IN A COURTYARD GROUPING, SET IN A PASTORAL LANDSCAPE



VIEW OF SIGNIFICANT ARCHITECTURE AT AN INTERNAL CORNER LOT LOCATION

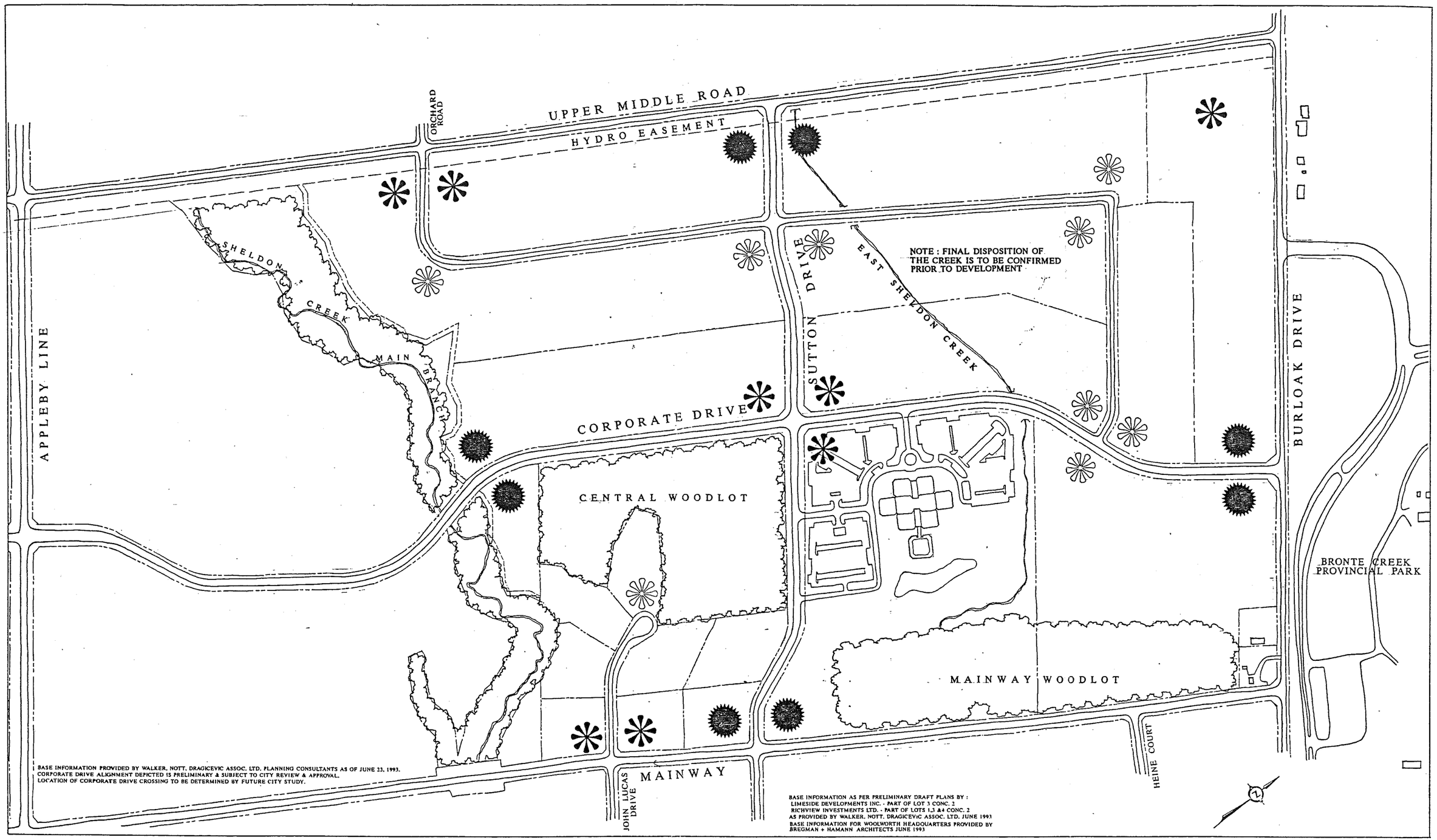
JUNE 1993

BURLOAK OFFICE PARK

GATEWAY & IDENTITY FEATURES & ARCHITECTURAL IMAGES

Appendix 1D

MILUS BOLLENBERGHE TOPPS WATCHORN



GATEWAY BUILDING ARCHITECTURE

SIGNIFICANT BUILDING ARCHITECTURE

FEATURE BUILDING ARCHITECTURE

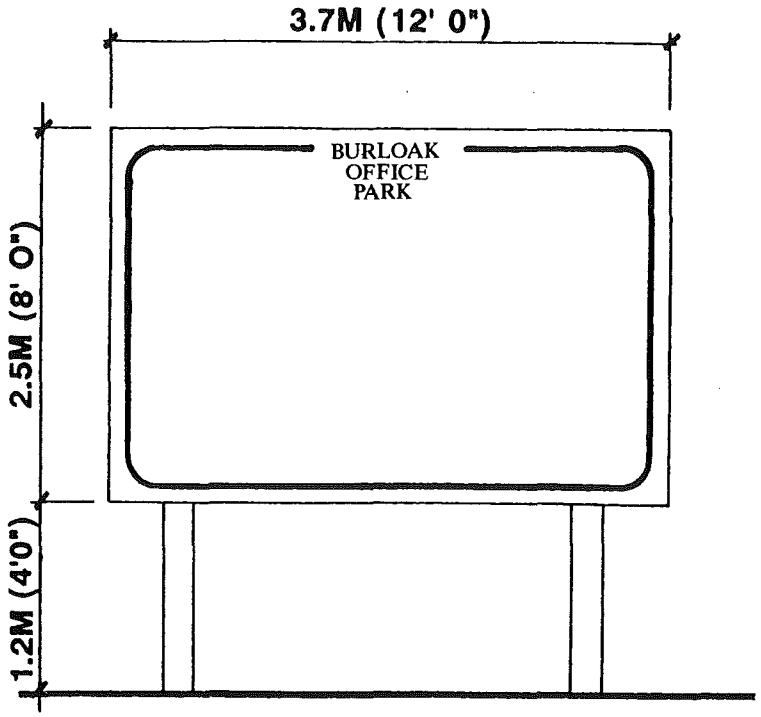
SEP. 1993

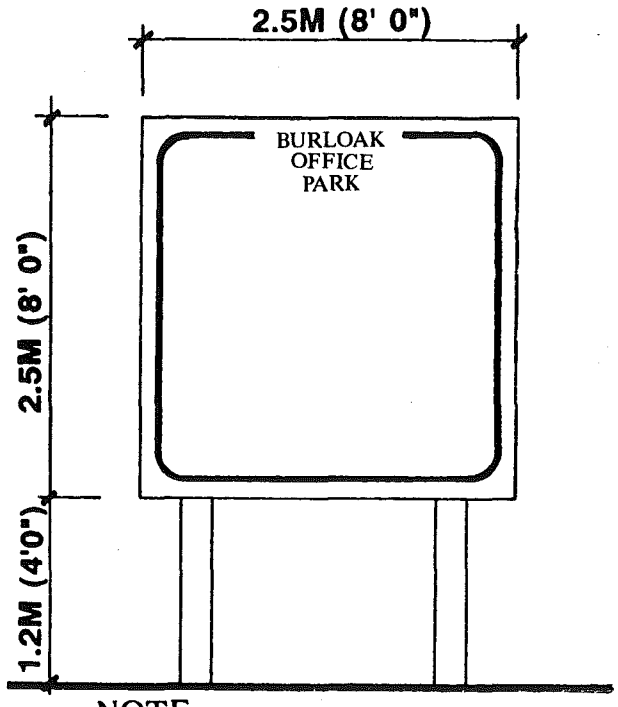
BURLOAK OFFICE PARK

PRIORITY BLOCK PLAN

Appendix 1E

MILUS BOLLENBERGHE TOPPS WATCHORN





NOTE:
FOR SIGNAGE DETAILS
AND ARTWORK CONTACT
OWNERS

BURLOAK OFFICE PARK

TEMPORARY SIGNAGE
Appendix 2

MILUS BOLLENBERGHE TOPPS WATCHORN

PARTIAL LIST OF NATIVE AND NATURALIZING PLANT LIST MATERIALS

BOTANICAL NAME	COMMON NAME
Acer saccharum	Sugar Maple
Acer saccharinum	Silver Maple
Fraxinus americana	White Ash
Salix nigra	Black Widow
Salix alba Tristis	Weeping Willow
Quercus rubra	Red Oak
Quercus marcrocarpa	Bur Oak
Acer rubrum	Red Maple
Fraxinus americana	White Ash
Fraxinus pennsylvanica	Green Ash
Picea glauca	White Spruce
Picea pungens	Colorado Spruce
Pinus strobus	White Pine
Tsuga canadensis	Canadian Hemlock
Abies balsamea	Balsam Fir
Alnus rugosa	White Alder
Acer ginnala	Amur Maple
Cornus racemosa	Grey Osier Dogwood
Physocarpus opulifolius	Ninebark
Rhus typhina	Staghorn Sumac
Viburnum lentago	Nannyberry
Viburnum trilobum	High Bush-Cranberry
Thuja occidentalis	White Cedar
Sambucus canadensis	Common Elderberry
Cornus stolonifera	Red Osier Dogwood
Rosa rugosa (spp)	Rugosa Rose
Rhus typhina	Sumac
Amelanchier canadensis	Serviceberry
Viburnum cassinoides	Witherod
Tilia americana	Basswood
Tilia cordata	Linden
Prunus virginia	Chokecherry
Carya cordiformis	Bitternut Hickory
Carya ovaga	Shagbark Hickory
Carpinus caroliniana	Blue Beech
Ostrya virginia	Hop Hornbeam
Crataegus (spp)	Hawthorn
Ulnus (spp)	Elm
Betula (spp)	Birch
Fagus grandifolia	Beech
Pyrus (spp)	Pear
Malus (spp)	Apple