

City of Port Moody Social Well-being Design Guidelines: Worksheets

Instructions

If you plan to pursue some or all of the *Social Well-being Design Guidelines*, you must complete this worksheet by filling in the appropriate information that applies to your application and submit a completed copy to your file manager. Compliance with the criteria on this worksheet will be assessed three times (prior to first reading; prior to Advisory Design Panel and Land Use Committee; and a final assessment prior to Development Permit issuance). After each review, you will have the opportunity to revise your application as needed.

For more details on the submission process, please refer to Section 2.2, Process (p. 7), in the *Social Well-being Design Guidelines*.

Additional information:

- Fill out a separate worksheet for each building you wish to be eligible for incentives for.
- For each guideline, check the appropriate box to indicate whether or not your proposal is pursuing the criteria.
- Your application must meet all of the criteria listed for each incentive that you are seeking to obtain. For each incentive that your application is pursuing, write a short written response to explain how your proposal meets the criteria of the relevant guideline, and provide the dimensions and any other relevant details about the space.
- The worksheet must be supported by enough detail to evaluate compliance. Make reference to appropriate plans, drawings, and reports to demonstrate how the criteria are met. You may also reference the definitions (Section 2.3, p. 8) and Guiding Principles (Section 1.4, p. 5) sections in the *Social Well-being Design Guidelines* document as needed.
- For example statements, please reference Part 3 (p. 9) of the *Social Well-being Design Guidelines*.
- If you need more space, add another page to this worksheet.

1.1. Low-rise courtyards

In low-rise buildings, include a semi-enclosed courtyard that can be open on one or two sides. Courtyards are typically semi-private, catering to residents and their visitors.

Incentive: Developers who comply with the criteria in 1.1 can receive a FAR subtraction equal to 1.0 times the courtyard area. City staff may also consider setback reductions and additional height.

Criteria

- 1.1.1.** Do not use courtyards for regular vehicular access or parking
- 1.1.2.** Design courtyard dimensions to provide programmable, interactive, and accessible space for residents
- 1.1.3.** Accommodate at least three different uses and activities in the courtyard (supported by infrastructure as needed, such as seats and outlets)
- 1.1.4.** Include at least one function that allows residents to take ownership of the space (for example, a community garden, flexible furniture, or a place to create a mural)
- 1.1.5.** Orient the courtyard to maximize the amount of daily sunlight in the space
- 1.1.6.** Provide a weatherproof area (through awnings, permanent umbrellas and other covered structures)
- 1.1.7.** Ensure all building edges that face the courtyard meet the following edge conditions:
 - (A) Design unit entrances at grade (such as townhomes with stoops) and/or private patios at the courtyard level that are adjacent to the unit's living space (kitchen/living room)
 - (B) Provide a clear transition between these private spaces and the semi-public courtyard by using a mixture of taller and lower architectural and landscape elements for moderate privacy, while retaining opportunities to interact with neighbours
 - (C) Include balconies that overlook the courtyard above ground level
- 1.1.8.** Provide at least one element that celebrates nature, such as a large mature tree, a rain garden, a pollinator garden, green wall, or other features

Pursuing? Yes No

If pursuing this action, please provide the following information:

Dimensions and area of the courtyard:

Potential incentive calculation (FAR subtraction):

*Courtyard area * 1.0*

1.1. Low-rise courtyards

In low-rise buildings, include a semi-enclosed courtyard that can be open on one or two sides. Courtyards are typically semi-private, catering to residents and their visitors.

Rationale statement: *Describe how your application meets the criteria.*

Programming: *Describe any proposed uses or plans to animate the courtyard*

1.2. Mid-rise and podium courtyards

In mid-rise buildings, include a fully enclosed (O-shaped building) or semi-enclosed (C-shaped building) shared courtyard.

In high-rise buildings, incorporate a 3- to 6-storey podium base beneath the tower of the building that includes a semi-enclosed courtyard (C- or L-shaped building).

Incentive: Courtyards that comply with the criteria list in 1.2 are eligible for an FAR subtraction from the overall project floor area equal to 1.0 times the courtyard area. City staff may also consider setback reductions and additional height.

Criteria

1.2.1. Design a courtyard area that is large enough to create programmable, interactive, and accessible space for residents

1.2.2. Accommodate at least five different uses and activities in the courtyard (supported by infrastructure as needed, such as seats and outlets)

1.2.3. Include at least one function that allows residents to take ownership of the space (for example, a community garden, flexible furniture, or a place to create a mural)

1.2.4. Orient the courtyard to maximize the amount of daily sunlight in the space

1.2.5. Provide a weatherproof area (through awnings, permanent umbrellas and other covered structures)

1.2.6. Ensure that all building edges that face the courtyard include **two or more** of the following edge conditions:

(A) Unit entrances at grade (such as townhomes with stoops) with private patios at the courtyard level that are adjacent to the unit's living space (kitchen/living room) and that provide a clear transition between private units and the semi-public courtyard (using a mixture of taller and lower architectural and landscape elements for moderate privacy, while retaining opportunities to interact with neighbours)

(B) Balconies that overlook the courtyard above ground level

(C) Direct access from the courtyard to indoor amenity spaces or lobbies

(D) Exterior circulation above the courtyard level with weather protection and that:

- Provides a visual connection between the courtyard and unit entrances
- Provides wider corridors to allow space for residents to interact or linger (min. 1.5 metres / 4.9 feet wide)

1.2.7. Provide at least one element that celebrates nature, such as a large mature tree, a rain garden, a pollinator garden, green wall, or other features

Pursuing? Yes No

If pursuing this action, please provide the following information:

Dimensions and area of the courtyard(s):

Potential incentive calculation (FAR subtraction): *Courtyard area * 1.0*

1.2. Mid-rise and podium courtyards (continued)

In mid-rise buildings, include a fully enclosed (O-shaped building) or semi-enclosed (C-shaped building) shared courtyard.

In high-rise buildings, incorporate a three- to six-storey podium base beneath the tower of the building that includes a semi-enclosed courtyard (C- or L-shaped building).

Rationale statement: *Describe how your application meets the criteria.*

Programming: *Describe any proposed uses or plans to animate the courtyard*

1.3. Privately owned publicly accessible spaces

Pursuing?

Yes

No

Include a privately owned, publicly accessible, non-commercial destination, such as a mews, plaza, or other shared outdoor space.

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

1.4. Locating family-friendly units

Pursuing?

Yes

No

Locate family-friendly units (with three bedrooms or more) with direct access to a ground-level courtyard, elevated courtyard, or occupiable roof deck space.

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

2.1. Distinctive entrances

Create distinctive entrances through building articulation, material variation, and placing entrances in prominent locations.

Pursuing? Yes No

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

2.2. Sheltered entrances

Provide awnings and overhangs at all private and shared entrances for weather protection.

Pursuing? Yes No

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

2.3. Accessible entrances

Create entrances that enhance visibility and accessibility for visitors and residents of all ages and abilities. Refer to the building code for base criteria for accessibility.

Pursuing? Yes No

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

2.4. Transition from public to private

Use accessory structures and landscape elements to create a clear transition from the public realm to the building edge, through the use of fences, stoops, or other layered architectural elements.

Pursuing? Yes No

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

2.5. Animating transition spaces

Minimize leftover or under-designed spaces at setbacks along major building facades adjacent to a public sidewalk. This can be achieved by co-locating a diversity of design features that encourage residents and passersby to pause and interact.

Pursuing? Yes No

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

3.1. Diverse bicycle storage

Provide secure bike parking to accommodate cargo bikes, electric bikes, strollers and bike trailers, and mobility scooters.

Incentive:

Developments within the Transit Oriented Area (TOA):
This action has been incorporated into the Sustainability Report Card. It is eligible to receive bonus points in the Sustainability Report Card. It has been included in this document for reference.

Development outside the Transit Oriented Area (TOA):
Reduction of two vehicle parking stalls for every 15 accessible bicycle stalls provided (rounded up to the next whole number).

Criteria

- 3.1.1.** Dedicate between 10-20% of long-term bike parking spots for larger bikes and wheeled devices, such as cargo bikes, bikes with trailers, strollers, and mobility scooters. These spots should be designed to accommodate a range of bike or mobility device widths and lengths, which can be up to 3 metres (10 feet) in length and 1 meter (3.2 feet) wide.
- 3.1.2.** Ensure that racks next to outlets do not require lifting the bicycle in order to lock it.

Potential incentive calculation: *Calculated car parking reduction = # of accessible bicycle stalls / 15*

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| Pursuing? | Yes | No |
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If pursuing this action, please provide the following information:

Rationale statement: *Describe how your application meets the criteria*

3.2. Parkade visuals

Incorporate bold signage, graphics, colour, and murals (on walls or on the ground) in parkades to enhance wayfinding and boost a sense of belonging.

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| Pursuing? | Yes | No |
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This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

3.3. Designated bicycle and pedestrian circulation

Design safe and easy bicycle and pedestrian access to and from the parkade.

Incentive:

Developments within the Transit Oriented Area (TOA): This action has been incorporated into the Sustainability Report Card. It is eligible to receive bonus points in the Sustainability Report Card. It has been included in this document for reference.

Development outside the Transit Oriented Area (TOA): Reduction of 1% of vehicle parking stalls (or minimum two stalls, whichever is greater).

Criteria

- 3.3.1.** Include either a bicycle elevator or allow for safe, easy bike access through the parkade ramp
- 3.3.2.** Include signage and wayfinding to indicate bicycle access routes
- 3.3.3.** In mixed use buildings, provide elevator access to retail at grade from the underground parking

Potential incentive calculation: *Calculated car parking reduction = # of required vehicle parking stalls – (0.01 * # of required vehicle parking stalls)*

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| Pursuing? | Yes | No |
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If pursuing this action, please provide the following information:

Rationale statement: *Describe how your application meets the guideline*

4.1. Lobbies for lingering:

Create a comfortable lobby that encourages people to linger in the space and connect.

Incentive: Lobbies are already excluded from FAR as per the Zoning Bylaw. However, lobbies that comply with the criteria are eligible to receive a FAR subtraction of 1.0 times the lobby area.

Criteria

4.1.1. For mid-rise and high-rise buildings, design a lobby size that equals 1.0% to 2.0% of the Gross Floor Area (GFA) of all residential units

4.1.2. Design a functional waiting area in the lobby that allows for visibility to the public realm for pick-up and drop-off

4.1.3. From the lobby, ensure that occupants can directly see or access mailboxes and at least one other indoor amenity, such as a shared amenity room (either located on the same floor or through an interconnecting “open to below” stairwell, see 4.2)

4.1.4. Provide three to five social and functional elements, such as soft and hard seating, a table, power outlets, WiFi access, a fireplace, a shared bookshelf, a games cupboard, a bulletin board, a coffee station, moveable furniture elements, artwork, a box of toys for kids, and more

Pursuing? Yes No

If pursuing this action, please provide the following information:

Dimensions of the lobby: *State the dimensions and area of the lobby and the total GFA of all residential units*

Potential incentive calculation (FAR subtraction): *FAR subtraction = lobby area * 1.0*

4.1. Lobbies for lingering (continued)

Create a comfortable lobby that encourages people to linger in the space and connect.

Rationale statement: *Describe how your application meets the criteria*

Programming: *Describe any proposed uses or plans to animate the lobby*

4.2. Active stairways with a lobby area

Create an interconnecting (“open to below”) stairwell that connects the lobby to other shared amenity spaces, office space, or retail space.

Incentive: Stairwells that comply with the criteria are eligible for an FAR exclusion of 1.0 times the stair area.

Criteria

4.2.1. Design comfortable stairways that promote use and physical activity by incorporating at least two of the following elements:

- (A) Bold signage and graphics
- (B) Colour and artwork
- (C) Natural light

Pursuing? Yes No

If pursuing this action, please provide the following information:

Potential incentive calculation (FAR exclusion):

Stair area (per floor): (A)

Number of floors that achieve criteria: (B)

Total area: (AB)

*Calculated incentive: (AB) * 1.0*

Rationale statement: *Describe how your application meets the criteria.*

4.3. Social nooks

Design indoor or outdoor social nooks to comfortably accommodate groups of three to five people for smaller and more casual gatherings, located prominently along corridors and elevator landings.

Incentive: Each social nook is eligible for a FAR exclusion of 1.0 times the area of the nook. If the social nook is adjoining an exterior corridor or a corridor that is wider than 1.5 metres (5 feet), then that portion of the corridor is also eligible for a FAR exclusion (1.0 times the area).

Criteria

4.3.1. Design each social nook to be generally open to a corridor (i.e. it does not have a door)

4.3.2. Design each social nook to contain at least one function that allows residents to take ownership of the space, such as a book exchange, a place to grow indoor plants, a notice board, flexible furniture, flexible storage for games and books, or a place to display artwork

4.3.3. Ensure each social nook is easily visible and accessible from the elevator or active stairwell to encourage use

Pursuing? Yes No

If pursuing this action, please provide the following information:

Potential incentive calculation (FAR exclusion):

Area of each nook: (A, B, C...)

Area of eligible circulation spaces: (X)

*Calculated incentive: (A + X) (B+X)... * 1.0*

Rationale statement: Describe how your application meets the criteria.

4.4. Entryway transitions

Pursuing?

Yes

No

Design unit entryways with a semi-private zone between shared corridors and each unit.

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

4.5. Exposure at unit entrances

Pursuing?

Yes

No

Design the majority of unit entrances to be staggered (not directly facing each other) to maximize acoustic and visual privacy.

This guideline is covered in the City of Port Moody's Sustainability Report Card. Please refer to the Report Card for more.

5.1. Diverse amenity spaces

Provide a variety of shared indoor and outdoor amenity spaces that are prominently sited (on the ground floor, or visible from lobbies), at easily accessible locations, and of functional sizes and purposes.

Incentive: Interior amenity spaces are already excluded from FAR as per the Zoning Bylaw. Amenity space is eligible for an additional FAR subtraction of 0.5 times the total amenity area (indoor and outdoor). Although courtyards count in the total number of required amenity spaces as per this action, they are not eligible for a FAR subtraction if incentives have been claimed for 1.1 or 1.2 (courtyards). Projects should comply with the total required amenity area in the Zoning Bylaw.

Criteria

5.1.1. Meet the minimum criteria for amenity space:

- For low-rise buildings, provide a minimum of one indoor and one outdoor shared amenity space. The indoor space should be adequately sized to support the intended function.
- For mid-rise buildings, provide a minimum of three shared amenity spaces (including both an indoor and outdoor space). At least one of the indoor amenities should be a minimum of 69.7 square metres (750 square feet) in area.
- For high-rise buildings, provide a minimum of five shared amenity spaces (including at least two indoor spaces and two outdoor spaces). At least one of the indoor amenities should be a minimum of 92.9 square metres (1,000 square feet) in area.

5.1.2. In mid-rise and high-rise buildings, create a direct and visual (door and glazed window) connection between at least two shared amenity spaces in the building. Priority should be given to co-locating larger amenity spaces together, such as a courtyard and lounge.

5.1.3. Where possible, create an opportunity to preview the space prior to entering, through the use of glazing.

5.1.4. Design larger amenity spaces to accommodate at least five different uses and activities (supported by infrastructure as needed, such as seats and outlets).

5.1.5. Consider incorporating both quiet and active functions and provide separation between these activities where required.

5.1.6. Each space should contain at least one function that allows residents to take ownership of the space, such as a community garden, a place to grow indoor plants, flexible furniture, or a place to display artwork.

5.1.7. Ensure outdoor amenity spaces are partially weatherproof (through awnings, permanent umbrellas, and other covered structures)

Pursuing?

Yes

No

If pursuing this action, please provide the following information:

Dimensions of the total amenity area: *List the primary function of each indoor and outdoor amenity space as well as the dimensions and area.*

5.1. Diverse amenity spaces (continued)

Provide a variety of shared indoor and outdoor amenity spaces that are prominently sited (on the ground floor, or visible from lobbies or terraces), at easily accessible locations, and of functional sizes and purposes.

Rationale statement: *Describe how your application meets the criteria.*

Programming: *Describe any proposed uses or plans to animate the amenity spaces*

Potential incentive calculation (FAR subtraction):

Total indoor amenity area: (X)

Total outdoor amenity area, excluding courtyards that qualify under 1.1 or 1.2: (Y)

*Calculated incentive: $(X + Y) * 0.5$*

5.2. Shared storage areas

Provide access to storage for shared equipment and supplies, and locate storage directly adjacent to, or within, the shared amenity space. This action does not include storage for private use.

Incentive: Shared storage is eligible for a FAR subtraction of 1.0 times the storage area.

Criteria

5.2.1. Ensure the shared storage is easily accessible from (on the same floor as) a shared amenity space (such as a lounge) or an exterior amenity (such as a courtyard).

Potential incentive calculation (FAR subtraction):

Total area of shared storage: (X)

*Calculated incentive: (X) * 1.0*

Pursuing? Yes No

If pursuing this action, please provide the following information:

Dimensions, area, and number of shared storage spaces: *List the total number of shared storage units, their dimensions, and which amenity each storage area connects to*

Rationale statement: *Describe how your application meets the criteria.*

5.3. Universal washrooms

Provide access to a universal washroom on the same floor as indoor and outdoor amenities, located directly adjacent to, or within, the shared amenity space.

Incentive: A universal washroom is eligible for a FAR subtraction of 1.0 times the universal washroom area.

Criteria

5.3.1. Ensure that people can access the washroom independently from accessing an amenity space. For example, if the washroom is located within a lounge, residents should be able to access it even if the amenity is booked for a private function.

Potential incentive calculation (FAR subtraction):

Area of shared washrooms: (X)

*Calculated incentive: (X) * 1.0*

Rationale statement: *Describe how your application meets the criteria.*

Pursuing? Yes No

If pursuing this action, please provide the following information:

Location and number of universal washrooms:

List the total number of universal washrooms, and which amenity each washroom connects to