



This Guide provides information on the Steveston Village Heritage Conservation Area and the enhanced development review and submission requirements for development applications to ensure compliance with the *Steveston Village Conservation Strategy* and the Policies and Design Guidelines in the City's *Official Community Plan*.

Steveston Village Heritage Conservation Area

Under the *Local Government Act*, a municipality may designate an area as a heritage conservation area in order to provide long-term protection to the heritage character of the area in its entirety. All properties located within the heritage conservation area are subject to the City's heritage conservation requirements, policies and design guidelines.

In 2009, Council designated the Steveston Village as a heritage conservation area and adopted the [Steveston Village Conservation Strategy](#), which identifies a heritage conservation vision and features contributing to Steveston Village's heritage character, and establishes policies to manage change while enabling the conservation of the heritage character.

The City's *Official Community Plan* also identifies significant heritage resources that are to be protected heritage properties within the Steveston Village Heritage Conservation Area (see Map 1). These heritage resources must be conserved and integrated into any new development proposals.

Within the Steveston Village Heritage Conservation Area, a Heritage Alteration Permit is required prior to undertaking any exterior alterations and/or new construction (as are other applications), unless exempt under the Heritage Procedures Bylaw.

Heritage Alteration Permits

The purpose of the Heritage Alteration Permit (HAP) is to manage changes to all buildings and properties located within the Steveston Village Heritage Conservation Area. Within the Steveston Village Heritage Conservation Area, a HAP is required prior to:

- Constructing a building or structure, or an addition to an existing building or structure;
- Altering a building, structure, or land (including demolition, renovation, repairs, maintenance, or landscape feature);
- Sign installation; and
- Exterior painting.

The HAP is required in conjunction with other permits including, but not limited to: a Development Permit and a Sign Permit. Interior renovations that do not affect the exterior of the property would not require a HAP.

Anyone who would like to make changes to property within the Steveston Village Heritage Conservation Area must consult with the City staff to determine the types of permits required for the proposed changes. Other application processes may run concurrently, but separate applications are required for each process.

Delegated Authority for Heritage Alteration Permits

In most cases, Council approval is required for the issuance of a HAP. However, in some cases, the HAP can be issued by the Director of Development. Pursuant to the *Heritage Procedures Bylaw No. 8400*, the following types of minor alterations can be considered by the Director of Development:

- Sign installation if the sign and building are not protected heritage property;
- Exterior painting;
- Roof repair and maintenance;
- Replacement of a door or window without altering the frame;
- Construction or installation of a guardrail as part of a public boardwalk, sidewalk or trail; and
- A repair estimated by the applicant to cost less than \$500.00 where the repair will have no impact on architectural form, finish, character or building materials.

The requirements and review process outlined in the following sections of this Guide do not apply to the minor alterations that can be considered by the Director of Development. Please see the flow chart regarding the process at the end of this Guide and consult with City staff to learn more about the process and requirements if you are proposing minor alterations noted above.

Note: a separate [Sign Permit](#) is required for sign installation in addition to the Heritage Alteration Permit. The HAP and Sign Permit applications can be processed concurrently, but the Sign Permit cannot be issued before the HAP is issued.

Development Permits

The City's *Official Community Plan* includes enhanced Development Permit guidelines in the Steveston Area. The *Steveston Area Plan* requires a Development Permit (DP) for new construction and/or alterations affecting the exterior of buildings, regardless of construction value, within the Steveston Village Heritage Conservation Area (Map 1). This is in conjunction with the required Heritage Alteration Permit Application and any other required permit applications. Please refer to [A Guide to Obtaining a Development Permit in Richmond](#).

If your proposal involves a change in use or density, a *Rezoning Application* is required. Please refer to the handout entitled [A Guide to Rezoning Property in Richmond](#).

Relevant Guidelines and Documents

If the subject site is one of the identified heritage resources (i.e., protected heritage properties) (see Map 1) within the Steveston Village Heritage Conservation Area, any proposed alterations and construction must be consistent with the [Steveston Village Conservation Strategy](#) and the [Standards and Guidelines for the Conservation of Historic Places in Canada](#), prepared by Parks Canada. Alterations to these properties will be reviewed and considered on the merits of their conservation of heritage values. At the time of making an application, owners of the identified heritage resources are to submit historic research, survey of heritage material on site, and appropriate archival material. A Heritage Conservation Plan prepared by a heritage professional would also be required. For identified heritage buildings, Council has established the [Steveston Village Heritage Conservation Grant Program](#) to provide financial assistance to property owner for conserving the exterior of the buildings.

For new construction and/or major alterations affecting the exterior of buildings that are not identified heritage resources, a series of DP guidelines in Richmond's [Official Community Plan](#) apply, specifically:

- the DP Guidelines for all DP areas in the City contained in Schedule 1 to Official Community Plan Bylaw No 9000;
- the DP Guidelines contained in Schedule 2.4 to Official Community Plan Bylaw No. 7100, including:
 - the General DP Guidelines for Steveston;
 - the DP Guidelines for the Steveston Village Character Area;
 - the DP Guidelines for the Steveston Village Core and Riverfront Sub-Areas; and
 - the Sakamoto Guidelines (particularly the portion entitled *Design Criteria for the Steveston Revitalization Area*).

Applicants are advised to carefully consult the above-noted guidelines available on the City Website prior to contemplating a design and prior to applying for a Rezoning, DP, and/or HAP Application.

The relevant [application forms](#) (e.g., Rezoning, DP, and/or HAP) are available at the Zoning Counter at City Hall and on the City's website (www.richmond.ca).

Application Review Process

Enhanced Development Review Process

On June 28, 2021, Richmond City Council endorsed enhancements to the development review process in the Steveston Village Heritage Conservation Area. The submission requirements and review process described below apply to applications (i.e., Rezoning, DP and HAP applications) for new construction and/or major exterior alterations on properties in the Steveston Village Heritage Conservation Area:

- A mandatory pre-application meeting with senior City planning and design staff is required. This will provide assistance in determining the feasibility, process, timelines and any other requirements or challenges associated with the proposal at a preliminary level before submitting a formal application.
- Involvement of a project architect with demonstrated experience in heritage conservation planning or a certified heritage professional (to the satisfaction of the Director of Policy Planning and/or Director of Development). This requirement can be met by providing a list of projects the architect has completed in other heritage areas or by engaging a qualified heritage professional, in good standing with the BC Association of Heritage Professionals/Canadian Association of Heritage Professionals, to produce the design rationale and collaborate on design development and significant revisions.
- The submission of an expanded design rationale by the project architect/heritage professional, which describes the contribution that the proposal makes:
 - To express the subject site's significance (e.g., why is the site important from a heritage, urban design, and social perspective? what does archival information tell us about the site or how it evolved that can inform the proposed development?);
 - To ensure variety in the building design and rooflines in the context of the entire streetscape on which the site is located;
 - To conserve heritage character in Steveston Village consistent with the relevant DP Guidelines, the *Steveston Village Conservation Strategy*, and the *Standards and Guidelines for the Conservation of Historic Places in Canada* if applicable (all described further below);

Note: To prepare the expanded design rationale, please see the attached ***Terms of Reference – Design Rationale for Development in the Steveston Village Heritage Conservation Area***.

Richmond Heritage Commission

Once the staff review is completed, all applications (i.e., Rezoning, DP and HAP applications) for alterations or new construction within the Steveston Village Heritage Conservation Area are referred to the Richmond Heritage Commission (RHC) for review and comment. At the appropriate stage in the review process, staff will provide the requirements and deadlines for the RHC meeting.

The RHC is a body of six members of the public appointed by Council to advise Council on heritage conservation and promotion matters and to undertake and provide support for activities that benefit heritage in Richmond.

A formal presentation of the proposal by the architect and landscape architect is required to be made to the RHC. In scenarios where a development proposal involves multiple applications (e.g., a Rezoning, DP and/or HAP applications), the RHC would review the application as part of the first application to be considered.

Advisory Design Panel

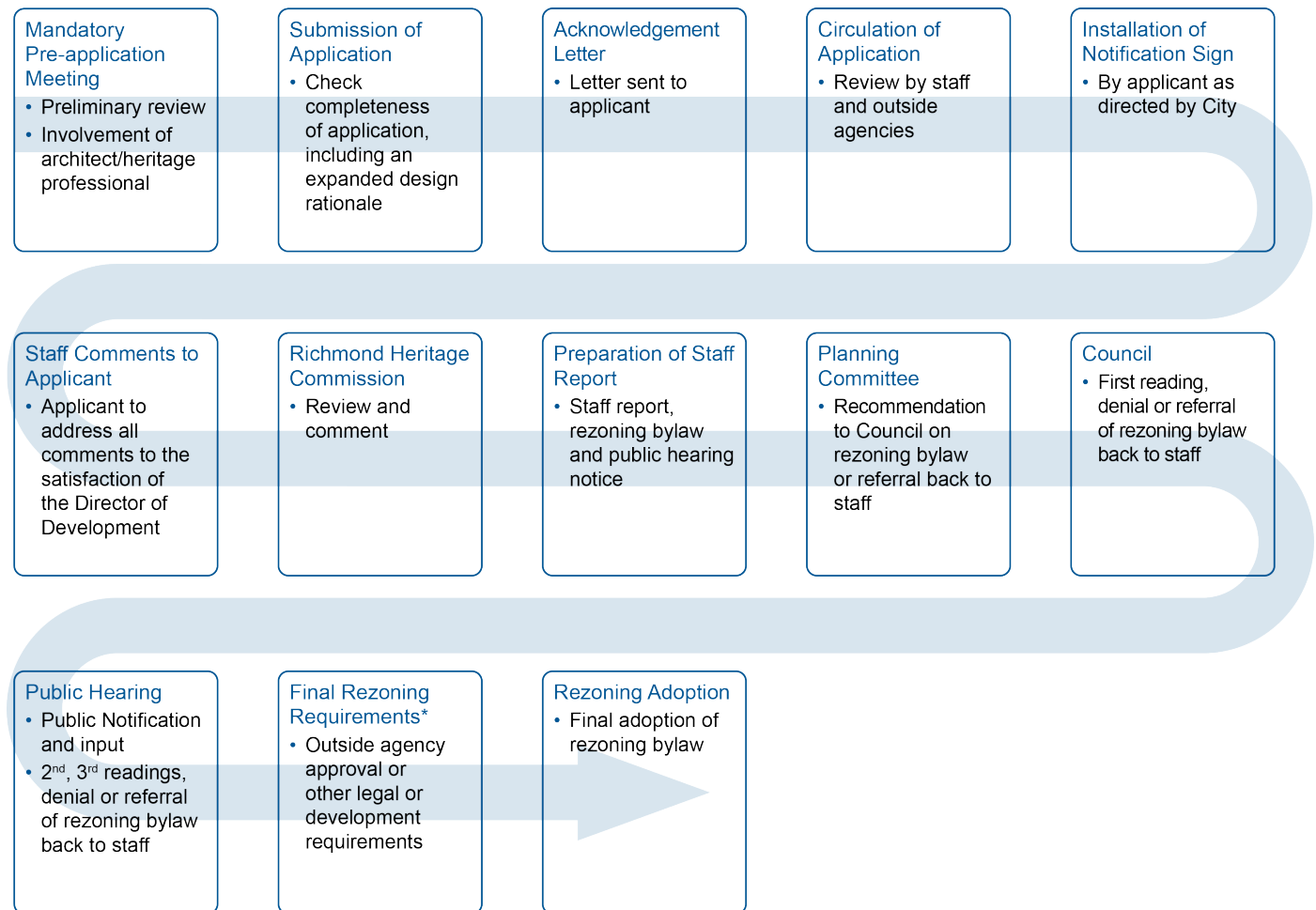
Development Permit Applications for alterations or new construction are referred to the Advisory Design Panel (ADP), comprised of Council-appointed design professionals, industry representatives and community representatives, for further design review. A formal presentation of the proposal by the architect and landscape architect is required to be made to the ADP. At the appropriate stage in the review process, staff will provide the requirements and deadlines for the ADP meeting. For more information about the ADP and the required presentation materials for their review, please refer to the document entitled “Advisory Design Panel” on the City’s website (www.richmond.ca/shared/assets/da146173.pdf).

Planning Committee, Council, Public Hearing and Development Permit Panel Meeting

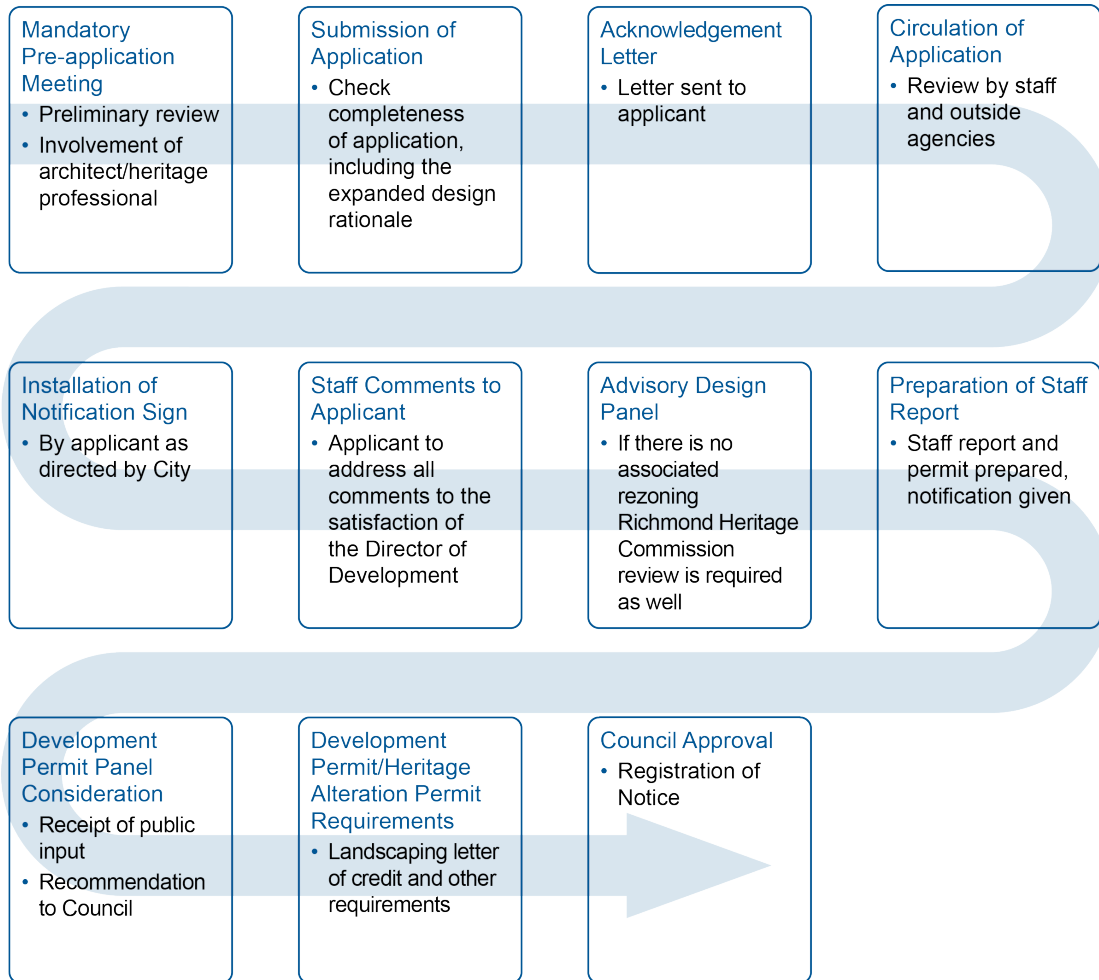
All applications must go through the formal review process and be approved by City Council. Depending on the type of application required for the proposal, the application will be considered either by the Planning Committee, or the Development Permit Panel before it is forwarded to Council for consideration.

The flowcharts below summarize typical application review processes discussed in this Guide:

Rezoning Applications



Development Permit and Heritage Alteration Permit Applications



For more detailed information, please refer to ***A Guide to Rezoning Property in Richmond***, and ***A Guide to Obtaining a Development Permit in Richmond***.

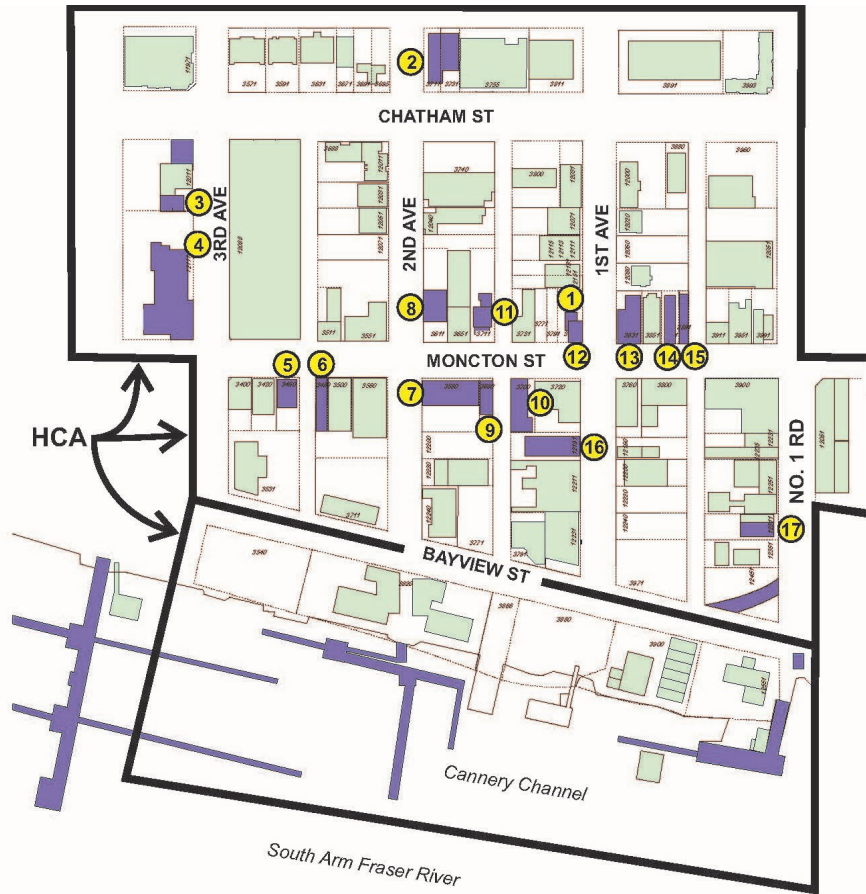
Heritage Alteration Permit Issued by Delegated Authority



Contact:

Please contact the Policy Planning Department at 604-276-4207 or communityplanning@richmond.ca if you have any questions or need further information, or to arrange a mandatory pre-application meeting to discuss any proposal involving alterations and construction on properties within the Steveston Village Heritage Conservation Area.

Map 1 – Steveston Village Heritage Conservation Area



LEGEND

	Non Heritage Building		Identified Heritage Resource		
	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.		3580 Moncton Street "Hepworth Block"		3831 Moncton Street "Ray's Drygoods/Budget Appliance"
	3711/3731 Chatham Street "Steveston Methodist Church"		3611 Moncton Street "Marine Garage"		3871 Moncton Street "Bare Basics"
	12011 3 rd Avenue "Steveston Courthouse"		3680 Moncton Street "Wakita Grocery"		3891 Moncton Street "Tasaka Barbershop"
	12111 3 rd Avenue "Sockeye/Steveston Hotel"		3700 Moncton Street "Redden Net/ Atagi Building"		12191 1 st Avenue "Japanese Buddhist Temple"
	3460 Moncton Street "Dave's Fish & Chips"		3711 Moncton Street "Cannery Cafe"		12311 No 1 Road "Prickly Pear Garden Center"
	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"		3811 Moncton Street "Steveston Museum/Northern Bank"		

September 15, 2021

This brochure is intended to be used in conjunction with our other informational brochures and helpful handouts such as: Subdivision; Development Permit; Rezoning; Advisory Design Panel; Tree Survey Guidelines Bulletin; Vegetation Survey Guidelines Bulletin; Landscaping Inspection Bulletin; Protection of Existing Trees During Construction Bulletin; Criteria for the Protection of Environmentally Sensitive Areas; Rezoning Sign Information; Development Permit Application Sign Information; Public Art Policy; etc.

This brochure is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents. You should always refer to the official copies of the Official Community Plan, Zoning Bylaw and other formal municipal documents if you are unsure of any procedure or requirements.



On June 28, 2021, Richmond City Council endorsed enhancements to the development review process in the Steveston Village Heritage Conservation Area. This includes the submission of an expanded design rationale that describes the contribution of the proposal in conserving the heritage character of Steveston Village, ensuring variety in building design and expressing the site's significance. This document provides the Terms of Reference for the expanded design rationale required for development in the Steveston Village Heritage Conservation Area and must be read in conjunction to Steveston Area Plan Bylaw 7100 Schedule 2.4.

Design Rationale

The design rationale is required for applications for new construction and/or major alterations affecting the exterior of buildings on properties in the Steveston Village Heritage Conservation Area. Relevant applications include (but are not limited to): *Rezoning, Development Permit, and/or Heritage Alteration Permit Applications*.

A strong approach and design rationale is to be developed supporting the form and character of the proposed development. The design approach must be based on archival research and design studies with consideration of character, sitting, form, scale, materials, colour, and detailing of the historic buildings and context in order to demonstrate how the proposed development supports conserving the heritage character of Steveston Village. The project architect or certified professional with demonstrated experience in heritage conservation must submit the design rationale as a report with text, photographs, illustrations, and precedents addressing the following considerations:

Character

Intent: To harmonize with the historic context and convey a sense of continuity.

Aspects:

- Underlying natural landform of site and context
- Street and historic subdivision patterns
- Distinctive landscape and streetscape elements
- Date and style of buildings
- Scale and form of buildings
- Figure-Ground relationship
- Uses
- Relation to the block (corner, mid-block)
- Views, vistas and skylines

Siting

Intent: Location, orientation, and alignment to relate to the historic streetscape and be complimentary to the existing setbacks.

Aspects:

- Established street frontage and pattern
- Predominant building orientation, setbacks, and alignment to the street frontage
- Preservation of key significant views and vistas to and from the building
- Quality of spaces created between existing and new
- Location and dimension of driveways and their visual and physical impact on streetscape
- Retention of natural features of significance

Form

Intent: The overall shape, volume, and arrangement of parts of the form to be sympathetic to the adjacent heritage and character buildings.

Aspects:

- Repetition vs. Variation
- Respond to rooflines, existing ridge and parapet lines
- Roof slopes
- Façade – proportion, material, number and size of openings
- Solid (wall) to void (openings) ratios
- Relationship between interior and exterior spaces

Scale

Intent: To respond to the modest scale (height, bulk, density, grain) of the existing historic buildings in a harmonious way.

Aspects:

- Pattern, size and arrangement of buildings
- Rhythm of buildings and landscape
- Proportions
- Floor-to-floor heights and relationship to street plane
- Transition between different heights on site and adjacent buildings
- Modulation of wall, openings, and roof planes in response to scale of buildings in the immediate context

Materials and Colour

Intent: Recognize and respond to the building materials, textures, and colour of historic buildings in a harmonious way.

Aspects:

- Respond to materials, colours, and textures of buildings in the immediate context
- Low glare roof materials
- Relationship between structure and envelope/ façade.
- Hierarchy of material use
- Responsive to light and shadows

Detailing

Intent: Identify and establish common details that establish resemblance and contribute to the distinct character of the heritage area.

Aspects:

- Reflect and respond to the workmanship of the building details
- Landscape elements (fences, garden walls, plantings) contribute to the existing local character
- Recognize and reinforce the height, form, and character of historic planting
- Design of mechanical and sustainable elements in consideration of the character and cohesiveness of the area
- Respond to the predominant details of the historic buildings

Contact:

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