



General

Development Permit Guidelines

Form, Character & Performance

Sustainable OCP Bylaw 3475, 2012

This handout is for general guidance purposes only. It does not replace any bylaws or other legislation. For complete details please refer to the Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas.

As part of your Development Permit application you will need to consider the following:

- **General Multi-Family, Commercial and Industrial Form, Character & Performance Development Permit Guidelines**
- **Specific Development Permit Area Guidelines**
- **For complete explanation of this section please refer to Chapter 17, Sustainable OCP Bylaw 3475, 2012.**

General Guidelines for Multi-Family, Commercial and Industrial

Area Designation

See “Map 1 – Overview Map” of Bylaw 3475, 2012 for the designated development permit areas for intensive residential, multi-family, commercial and industrial development

All development applications that propose the following are subject to development permit approval:

- the development of three (3) or more dwelling units on one lot (including Strata development proposals and;
- Bare Land Strata development applications), and;
- intensive residential developments, including mobile home parks, and subdivisions of three (3) or more residential lots with an average lot size less than 450 square metres.

Justification

The objective of these Development Permit Area designation is to ensure multi-family, commercial and industrial development is aligned with the SOCP in the following ways:

- a) Maintain a form and character complementary to the objectives of the SOCP;
- b) Provide for efficient circulation of all modes of transport;
- c) Ensure the design respects the locational context (i.e. responds to neighbourhood character through preserving views, landscaping, safety, etc.);



- d) Moderate urban water demand in the City so that adequate water supply is reserved for agriculture, natural ecosystem processes and to reduce demand on existing infrastructure;
- e) Reduce outdoor water use in landscaped areas;
- f) Reduce waste stream to the landfill to assist in reducing greenhouse gas emissions.

Exemptions

For exemptions from the development permit application approval process: please see Bylaw 3475, 2012, Part V: Development Permit Areas and review with the Land Use Services staff.

Respond to Existing Site Conditions & Views

- 1) Minimize site disturbance and design sites to incorporate and enhance riparian zones, sensitive ecosystems, watercourses and/or mature stands of trees.
- 2) Siting, massing and exterior finish of buildings within a development shall be sensitive to topography, and complementary to adjacent development.
- 3) At points where primary views from within the development terminate, locate prominent landscape and architectural features to act as orientation landmarks or character elements.
- 4) All utility wires shall be installed underground and all utility equipment shall be screened and where possible not located within the front yard of a development to avoid negatively impacting the appearance or use of the pedestrian realm.

Form & Character Considerations

- 1) Buildings should be designed to avoid blank walls that face a street or pedestrian pathway. Provide entrances and windows facing streets and pedestrian pathways wherever possible. Where solid walls are unavoidable, use building mass, variation of the facade, textured surfaces, architectural detailing, or graphics and colours to reduce the visual impact of any solid wall.
- 2) Locate building ventilation systems to avoid or minimize noise and exhaust in pedestrian areas, and outdoor spaces.
- 3) Provide facade treatments that are inviting to pedestrians and avoid "sterile" surfaces such as mirrored glass and blank walls. Avoid using materials on the ground floor that may impede visual connection between the interior of the building and the street.



- 4) Large facades should be divided into smaller elements to create an appearance of a series of smaller buildings or elements.

As part of your Development Permit application you will also need to consider the following:

- ✓ Rain & Sun Protection
- ✓ Colour
- ✓ Entrances
- ✓ Corner Sites
- ✓ Access, Circulation & Parking
- ✓ Defensible Space
- ✓ Lighting
- ✓ Wind Protection
- ✓ Signage
- ✓ Roofs
- ✓ Siting, Massing & Orientation
- ✓ Bicycle Parking
- ✓ Surveillance
- ✓ Refuse, Recycling, & Services Areas
- ✓ Universal Design
- ✓ General Landscaping
- ✓ Landscape Water Conservation
- ✓ Irrigation System Guidelines
- ✓ Energy Conservation: Microclimate & Passive Solar
- ✓ Energy Efficient Buildings
- ✓ Solid Waste Management

For a full explanation of each please refer to the OCP Bylaw 3475, 2012 and contact Land Use Services Department staff for further discussion.





General Development Permit Guidelines Form, Character & Performance

CHECK LIST

Sustainable OCP Bylaw 3475, 2012

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As part of your Development Permit application you will need to consider the following:

- **General Multi-Family, Commercial and Industrial Form, Character & Performance Development Permit Guidelines**
- **Specific Development Permit Area Guidelines**
- **For complete explanation of this section please refer to Chapter 17, Sustainable OCP Bylaw 3475, 2012.**

General Guidelines for MultiFamily, Commercial and Industrial

Exemptions

The following are exempt from the development permit application approval process:

- Minor renovations
 - 25% or less of the façade of an existing project and/or building addition (attached or detached) if less than 55 square metres (592 square feet) provided that the changes are consistent with the general character of the existing development.
- Temporary buildings or structures that are erected for offices, construction, or marketing purposes for a period that does not exceed the duration of construction;
- Projects without an automatic irrigation system, or where the sum of all new or renovated irrigation areas does not exceed 100 square metres in area, are exempt from the Water Conservation Guidelines below, but the General Guidelines pertaining to landscape and urban design still apply.

	Comply	Does not Comply
Respond to Existing Site Conditions & Views		
1) Minimize site disturbance and design sites to incorporate and enhance riparian zones, sensitive ecosystems, watercourses and/or mature stands of trees.		
2) Siting, massing and exterior finish of buildings within a development shall be sensitive to topography, and complementary to adjacent development.		
3) At points where primary views from within the development terminate, locate prominent landscape and architectural features to act as orientation landmarks or character elements.		



	Comply	Does not Comply
4) All utility wires shall be installed underground and all utility equipment shall be screened and where possible not located within the front yard of a development to avoid negatively impacting the appearance or use of the pedestrian realm.		
Form & Character Considerations		
1) Buildings should be designed to avoid blank walls that face a street or pedestrian pathway. Provide entrances and windows facing streets and pedestrian pathways wherever possible. Where solid walls are unavoidable, use building mass, variation of the facade, textured surfaces, architectural detailing, or graphics and colours to reduce the visual impact of any solid wall.		
2) Locate building ventilation systems to avoid or minimize noise and exhaust in pedestrian areas, and outdoor spaces.		
3) Provide facade treatments that are inviting to pedestrians and avoid sterile surfaces such as mirrored glass and blank walls. Avoid using materials on the ground floor that may impede visual connection between the interior of the building and the street.		
4) Large facades should be divided into smaller elements to create an appearance of a series of smaller buildings or elements.		
Rain & Sun Protection		
1. Weather protection should be provided where common entries to buildings front a sidewalk or open space.		
2. The building design program should ensure good day lighting to protected areas through their proportion of height to depths and special measures such as glass roof panels.		
3. Canopies should be a minimum of 1.8m (5.9 ft.) clear deep and 2.7m (9 ft.) clear high.		
Wind Protection		
1. Development should seek to protect pedestrians in general and high activity pedestrian areas in particular, from the negative effects of the prevailing south easterly wind conditions.		
2. Provide areas of calm and wind mitigating measures to enhance enjoyment of outdoor areas and to extend the seasonal duration of outdoor activities such as informal social gathering.		
Colour		



	Comply	Does not Comply
1. The west coast climate can be characterized by cloudy winter seasons. Accordingly, a warm colour palette is encouraged over the use of cool.		
2. Colours should be applied in large areas of uniform solid colour emphasizing simple geometric forms.		
3. Contrasting colour trim is appropriate, but complex, multi-coloured, multi-material schemes are discouraged.		
Signage		
1. Signage that adds colour and character to the built form is encouraged. Preferred sign forms include projecting signs, wall painted super graphic signs, hanging board signs, signs suspended from canopies and banners.		
2. Signage design should complement the background surface. Spot lighting is preferable to backlit signs or box signage.		
Entrances		
1. Where appropriate, entrances should animate exterior public streets and reinforce a scale and rhythm to the street complementary to pedestrian activities, street tree planting and landscaping.		
Roofs		
1. Roofscapes should be punctuated by special features that enhance the skyline.		
2. Roof-top mechanical equipment shall be concealed either within their upper floors or within structures, consistent in form, material, and detailing with the building.		
3. Roofs typically should be either sloped (20o minimum) or developed as usable, landscaped open space such roof-decks or roof-top gardens.		
Corner Sites		
1. Corner sites should be designed to bring visual prominence to the corner and to provide an edge to the intersection.		
2. Buildings are encouraged to be located at or close to the corner, wherever possible, to provide a built-form definition to the street.		



	Comply	Does not Comply
3. When buildings are not located at the corner, the building(s) should define the open space which is part of the corner and a landscaped area with special features appropriate to the context e.g. flag poles, ornamental trees, seating area, "decorative" paving, architectural structures such as pergolas, etc., should be provided.		
4. Consider orienting building components, such as main lobbies, principal entrances, entrance plazas, active interior spaces, and windows or glazing, towards the corner.		
Siting, Massing & Orientation		
1. Orient buildings towards streets and where possible, frame streets and open spaces to create a sense of enclosure and street vitality and safety.		
2. Orient all entrances to a public street and where applicable, position windows, patios and balconies to be clearly visible from the street and overlook public sidewalks and open spaces.		
3. Setbacks can be varied where:		
<ul style="list-style-type: none"> a reduction would improve the relationship between a building and an access route or public road; 		
<ul style="list-style-type: none"> a reduction would improve or reduce the impact of development on surrounding lands, 		
<ul style="list-style-type: none"> avoid sensitive ecosystems or would result in the preservation of public views or mature trees on site; 		
<ul style="list-style-type: none"> the setbacks of existing buildings on either side of the development site have differing setbacks from the street, and it would resolve the difference through the design of the new building, unless the neighbouring buildings are likely to be redeveloped in which case optimal setbacks might be achieved; 		
<ul style="list-style-type: none"> A landscaped or natural leave (retention) area provides additional visual relief for residential uses located at grade along a high traffic corridor. 		
4. Locate and design entrances to create building identity and to distinguish between individual ground floor units and/or commercial and residential entrances (in mixed use buildings). Alcoves, varied doorway materials and varied compatible colours are encouraged.		
5. Emphasize primary entrances with a high level of architectural detail and landscape treatments.		



	Comply	Does not Comply
6. Building height variances will be considered where the variance serves to enhance the overall architectural design of a building without negatively impacting key view corridors, sightlines or the pedestrian realm.		
Access, Circulation & Parking		
1. Developments shall require design of access points to provide for safe access and egress of vehicles and pedestrians, including consideration of minimizing conflicts with pedestrian traffic.		
2. Direct access to arterial roads is generally discouraged, but may be permitted when other opportunities are limited and subject to proper review and design by a qualified traffic engineer.		
3. Safe, convenient, well-lit, attractively finished and efficient vehicular and pedestrian circulation, internal to a development, should be provided, to ensure adequate access for emergency vehicles, definable separation of parking and walkways from loading and service areas and to provide pedestrian connection to other public walkways and neighbouring sites, where relevant.		
4. Variances to parking requirements (providing adequate visitor parking is included for residential developments), may be considered on a site-specific basis where it can be demonstrated that it serves to enhance the overall functionality and character of a development proposal without adversely impacting on neighbouring properties.		
5. Organize drop-off areas and parking or service entries at the side and rear of development sites and provide through lobbies with access to the street. Provide access to parking and convenient access to building entries.		
6. Developments will use shared service areas where possible within development blocks, including public and private lanes, main aisle driveways, parking areas and service courts.		
7. Provide pedestrian connections from existing sidewalks or trails through the development, where applicable.		
8. Developments should be designed for ease of movement and consider principles of universal design. Visual, tactile and acoustic elements and barrier-free changes in grade and road crossings should be considered in all aspects of design.		



	Comply	Does not Comply
9. Connect and integrate buildings with pedestrian-oriented open spaces such as narrowly spaced streets, courtyards, gardens, patios, and other landscaped areas. Connect all usable open space with public walkways. The walkway system should incorporate landscaping with trees and benches, overhead weather protection and distinct paving where appropriate. It should also be wide enough for wheelchairs / scooters.		
10. Provide public streetscape amenities including benches, planters, garbage receptacles, bike racks, public telephones, and bus shelters with a high quality of design.		
11. Parking lots should be partitioned into areas no larger than 0.25ha (0.6 ac.). Parking areas must include several substantive landscape islands, berms, shrubs beds, low walls and decorative fences to break the expanse of parking. Parking lots should be landscaped for comfort, safety and visual interest and to minimize heat gain caused by large contiguous paved surfaces. Rain gardens, bio-swales, and permeable materials are strongly encouraged to absorb storm water and reduce irrigation needs.		
12. Development should minimize the visual impact of parking lots and attempt to improve the impact of existing lots.		
13. Where surface parking is provided, it should typically be situated to the rear of buildings and screened from public streets.		
14. Where provided behind buildings, it should be screened from adjacent properties with a minimum of 2m (6.6 ft.) wide x 1.5m (4.9 ft.) high landscape planting or trellis strips. Trees should also be planted at a minimum ratio of one tree for every four parking stalls.		
15. In cases where surface parking may be situated between a building and the adjacent public street/		
<ul style="list-style-type: none"> • Provide a minimum of 1 tree for every 2 parking spaces situated on-site between the building setback line and the adjacent public street; 		
<ul style="list-style-type: none"> • Provide special paving and landscaping measures to further enhance the pedestrian movement. 		
16. Provide landscaping, decorative fencing (e.g. not chain link), and other appropriate treatments for surface parking lots to improve the appearance of lots along public streets and contribute to the continuity of the street edge without compromising the safety and security of the public inside the lot and on public street.		
17. Where pedestrians must cross service driveways or accesses to reach parking areas, crosswalks should be clearly designated by such means as pavement markings, decorative elements and signage.		



	Comply	Does not Comply
18. Provide curb-cuts or curb let-downs in appropriate locations to facilitate convenient and direct access from the parking space(s) to the building(s) for people with disabilities. Pedestrian movement should be designed to avoid any obstruction by parked vehicles.		
19. Minimize the surface area of blacktop parking by using alternate treatments and by complementing the asphalt with a variety of paving materials such as concrete, decorative pavers, etc.;		
20. The use of shallow concrete gutters or swales with rolled edges between parking spaces and driving aisles as an alternative treatment for surface drainage is encouraged.		
Bicycle Parking		
1. Bicycle parking should provide 0.27 spaces per each 100m ² (1,076.4 ft ²) of gross leasable area;		
2. Bicycle racks:		
<ul style="list-style-type: none"> • should be located within 15m (49.2 ft.) of a building entry; 		
<ul style="list-style-type: none"> • shall be situated in well-lit locations, clearly visible from building entries and/ or public roads; 		
<ul style="list-style-type: none"> • shall be made of sturdy, theft-resistant material, securely anchored to the ground; 		
<ul style="list-style-type: none"> • shall be designed to support the bicycle frame, not the wheels, and allow both the frame and the front wheel to be locked to the rack with a U-style lock. 		
Defensible Space		
1. Design symbolic barriers through building siting and design; landscape, e.g. changes in paving, vegetation, or grade; and/or architectural features, e.g. low wall, bollards, raised planters, rather than by continuous solid fences or walls.		
2. Design spaces within the development that encourage people to congregate by including such features as seating.		
Surveillance		
1. Provide natural "surveillance" opportunities, allowing people to easily view their surroundings during the course of everyday activities.		
2. Design landscapes and circulation routes to permit clear, unobstructed views of surrounding areas.		
3. Encourage "eyes on the street" with windows, doors and activity generators such as seating.		
4. Ensure that windows and doors remain visible from the street and cannot be hidden by landscape elements.		



	Comply	Does not Comply
Lighting		
1. Provide effective/ architectural exterior lighting of buildings, open spaces, parking areas and pedestrian circulation routes for the purpose of discouraging crime and accenting architectural features or detailing.		
2. Lighting should be located and designed to ensure that all areas are well lit - avoid glare, light spill and reduce shadows.		
3. Lighting along pedestrian pathways should be at a scale appropriate for pedestrians while providing optimum visibility.		
4. Illuminate entry points and set light levels to provide for a comfortable transition between neighbouring locations.		
5. Provide vandal-resistant light fixtures that are easy to maintain and operate.		
Refuse, Recycling, & Services Areas		
1. Refuse/recycling areas, shipping, loading or utility areas, satellite dishes and other similar structures, such as outdoor vents, mechanical equipment, or transformers should be located out of view from streets.		
2. Refuse and recycling bins must be easily accessible, contained within roofed/walled enclosures and screened from public view.		
3. The design of the enclosure of outdoor refuse/recycling areas and the screening of other areas should be coordinated with the overall design of the development.		
Universal Design		
1. All parking spaces allocated for people with disabilities should be located as close as possible to the main entrance to a building.		
2. Ensure that access for the mobility impaired (including people with baby strollers) is provided with a minimum clear width of 1.5m (4.9 ft.) to primary access points, the major portion of any open space and any use that may be present on or adjacent to open space.		
3. All pedestrian routes will be fully accessible to the disabled community. Pedestrian pathways should also include, wherever possible, a linear textured band of roughened surface for the visually impaired to follow. The band should be appropriately located towards the middle of a pathway and should be designed to avoid potential conflicts with seating areas or plant materials at edges of walkways.		



	Comply	Does not Comply
4. Walkways should have a maximum slope of 1:20 and minimum width of 1.2m (4 ft.).		
5. Site design should integrate features that accommodate persons of varying ability levels.		
6. Seating in public areas should include backrests. A minimum seat depth of 40cm (15.7 in.) should be provided without backrests or minimum seat depth of 35cm (13.8 in. where backrests at least 30cm (11.8 in.) high are provided.		
General Landscaping		
1. Provide on-site furnishings and landscape treatment to enhance the quality and experience of the pedestrian realm.		
2. Landscaping should be provided to improve the general aesthetic character of development projects and that maximizes privacy for residential units.		
3. Provide screening through landscaping for parking areas adjacent to road frontages and for electrical kiosks and mechanical equipment on private lands in view from public walkways.		
Landscape Water Conservation		
1. Maximize the percentage of landscape area that is unirrigated/unwatered area, commensurate with landscape aesthetics and plant survival e.g. using pervious paving, unplanted stone or organic mulch, pervious deck (strive for a minimum of 25% of the total landscape area).		
2. Maximize retention or replanting of vegetation with low water-use requirements after the establishment period e.g. existing native vegetation to remain with complementary native plant species (strive for a minimum of 25% of the total landscape area).		
3. Minimize mown turf areas that are high water use areas (strive for a maximum of 25% - 50% of total landscape area, with lower percentages preferable) substitute with areas of lower water use treatments.		
4. Provide mulch cover to shrub and groundcover areas, to reduce evaporation from soil.		



	Comply	Does not Comply
5. Landscape installation standards including growing medium depth and quality shall meet the requirements of the BC Landscape Standard (Latest Edition) and/or the Master Municipal Construction Document (Platinum Edition). In cases of conflict the BC Landscape Standard shall prevail. Notes on the plans or a growing medium report shall indicate proposed growing medium depth and amendments, and shall refer to appropriate sections of the above reference documents, or the qualified professional shall supply a custom specification of similar detail.		
6. Include the following written declarations signed by a licensed Landscape Architect qualified by the British Columbia Society of Landscape Architects (BCSLA):		
a. <i>This landscape plan has been prepared in accordance with the Development Permit Area Design Guidelines of the City of Campbell River for landscape development and irrigation water conservation</i>		
b. <i>This landscape installation complies substantially with the approved Development Permit for landscape, irrigation and water conservation plans, specifications and reports</i>		
Irrigation System Guidelines		
1. If irrigation is to be installed, a Qualified Professional shall prepare an Irrigation Plan and supervise installation. The irrigation plan shall utilize water conservation principles in the layout, design, operation and maintenance of the system.		
2. Use of reclaimed or recycled water or rainwater capture from roofs or rain barrels for outdoor water use as a substitute for use of potable water is encouraged.		
3. If irrigating slopes greater than 30%, irrigation design shall be prepared in coordination with a qualified geotechnical engineer.		
Energy Conservation: Microclimate & Passive Solar		
The City of Campbell River urban containment area is designated as an energy conservation development area meaning that new buildings must include energy conservation and efficiency measures as outlined below. Passive solar building design utilizes the building's architectural features and orientation to capture, store and distribute solar heat gain without the aid of additional mechanical or electrical systems, with the goal of reducing the amount of energy required to heat the building, while maintaining a comfortable indoor environment. The following guidelines pertain to passive solar design.		
1) Consider penetration of sunlight in winter and shading of sun in summer (passive cooling/solar heating) in the design of landscape and buildings.		



	Comply	Does not Comply
2) Ensure that new development to the degree possible, does not entirely block views and solar access of existing or anticipated development, and that shadowing impacts on adjacent buildings and open spaces are minimized by ensuring that adjacent buildings are not shading each other at noon on the winter solstice.		
3) Subdivision design should demonstrate consideration of a southern orientation for the lotting pattern or within plus or minus 30 degrees of south to facilitate passive solar.		
4) Building design for multifamily, commercial and industrial buildings should demonstrate consideration of southern orientation or within plus or minus 30 degrees of south to facilitate passive solar.		
5) Developers should consider applying the following principles in solar passive design:		
i) Buildings should be oriented such that the largest wall area is facing south.		
ii) Buildings should be designed to be compact in form, and should have a south facing wall length of approximately 1.3 to 1.5 times as long as the buildings average depth (on an east-west axis).		
iii) South facing window area should maximized up to 8% of total living space floor area, or up to 15% if additional heat storage materials are added such as masonry walls, solid wood wall, or concrete floors. Heat storage materials should be located to be in direct contact with the incoming sunlight.		
6) Design measures should be included to limit summer solar gain through south facing windows		
7) Overhangs or solar shading devices (such as awnings) should be placed so that windows are completely unshaded at the winter solstice and between fully and half-shaded at noon on the summer solstice.		
i) On east and west aspects, consider using glazing systems that admit daylight while reducing heat gain, and consider limiting glazing area to only what is needed for adequate daylight and views.		
ii) On south aspects, glazing with high solar heat gain coefficients should be selected. On south aspects avoid heavily tinted or reflective glasses that reduce solar heat gain but also reduce daylight and exterior views and cause excessive glare.		
iii) On north aspects, glazing area should be minimized and highly insulated (low U value) glazing should be selected.		



	Comply	Does not Comply
iv) Within subdivisions, north-south spacing between buildings and building geometry should be designed such that buildings are not shading each other at noon on the winter solstice.		
v) Where possible, use exterior shading devices such as fixed awnings or retractable canopies that are adjustable according to season.		
vi) Where solar thermal and photovoltaic modules are used on buildings with a south orientation, solar energy collection can be optimized by ensuring roofs and the main axis of buildings are within 15 degrees of due south.		
Energy Efficient Buildings		
1. Completion of the Sustainability Checklist is required with a rezoning application and development permit. Building design that allows for natural ventilation is encouraged. This could include operable windows on at least two sides of the building to enable passive cooling through cross ventilation.		
2. Building design that promotes daylight exposure for natural lighting is encouraged.		
3. Energy efficient lighting for building interiors and exteriors is encouraged.		
4. Energy efficient building techniques including, but not limited to, increased insulation, heat recovery ventilators, use of materials that encourage thermal storage, and airtight building envelope construction that reduces unintentional air leakage, are encouraged.		
5. Green roofs are encouraged to absorb storm water, reduce heat gain and provide outdoor amenity space for residents.		
6. Where feasible, district energy systems and renewable energy are encouraged for new buildings.		
Solid Waste Management		
1) New multifamily units, strata facilities, commercial, industrial and institutional buildings must provide onsite waste stream collection and separation facilities by:		
a. Incorporating full recycling options for the completed development (e.g., mixed recycling, and when feasible composting), as well as garbage collection.		
b. Designing adequately for on-site waste diversion, and locating units for convenient use at grade level (e.g. not in a basement), and in an area that does not negatively impact public access, corridors or parking areas.		



	Comply	Does not Comply
c. Making areas for recycling collection, composting and waste disposal sufficiently large and planned so they have the capacity for expansion.		
2) Facilities for solid waste collection and separation will be exempted from the overall permitted density.		
3) A construction solid waste management plan that details how waste will be minimized and separated during demolition and construction is required for all multi-family, commercial and industrial developments.		
4) For building design and construction as well as landscaping installations consider:		
a. Designing with deconstruction in mind to allow for material reuse when the building is at the end of its lifecycle.		
b. Using salvaged materials, both for buildings and landscape.		
c. Specifying materials that are recycled, reused, and renewable or contain recycled content, and minimal packaging.		
i) Selecting locally sourced materials for building construction, site preparation and landscaping.		
d. Using products made from wood waste and other wood products.		
e. Designing structures to maximize the use of standard dimensioned materials in building design to reduce waste.		