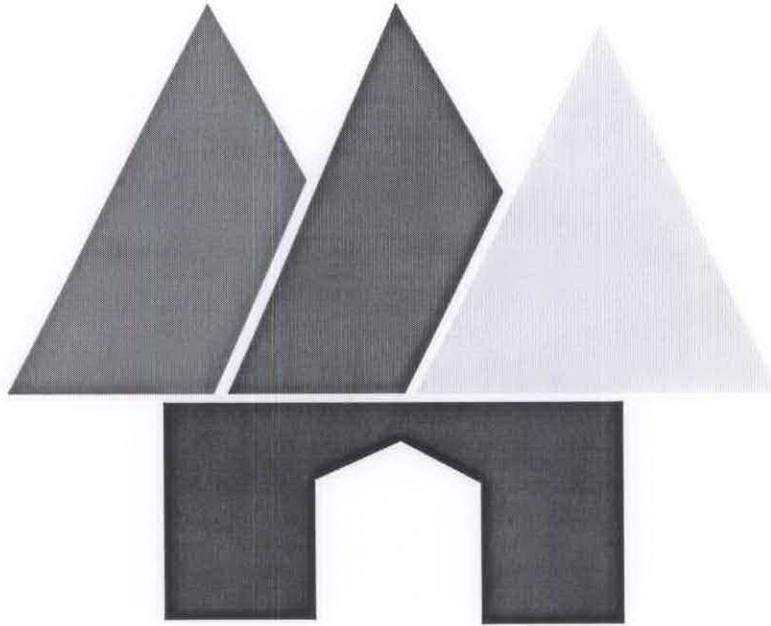


RICHMOND

Island City, by Nature



Affordable Seniors
Supportive Housing

Design Guidelines

November 2002



Affordable Seniors' Supportive Housing Design Guidelines

The attached design guidelines provide a framework to help guide the planning, design, review and approval of seniors' supportive housing in the City of Richmond. The guidelines which set out community standards and expectations regarding seniors housing design in the City were adopted by Council on November 18, 2002. They are intended to be used by local community groups, architects and developers of both private and not for profit seniors' housing and municipal staff involved in planning and the development of senior's housing in the City.

The guidelines were developed by Options Consulting Ltd. with the support and participation of an advisory committee comprised of representatives of the City's Seniors' Advisory Council, the private sector including the Greater Vancouver Home Builders' Association, Progressive Construction and staff from Richmond Health Services, the Vancouver Coastal Health Authority and the Greater Vancouver Housing Corporation.

The scope of work for preparing these guidelines included:

- review of comparable municipal guidelines in Burnaby, Vancouver and North Vancouver City;
- interviews with planners and municipal staff in each municipality;
- site tours of selected seniors supportive housing in Greater Vancouver;
- interviews with architects and developers of selected projects;
- documentation and comparison of the municipal guidelines;
- determination of guidelines for seniors supportive housing in Richmond;
- review of BC Housing's draft design guidelines for assisted living housing.

A complete study report which includes these findings and analysis is also available under separate cover from the City of Richmond.

These guidelines are also available on the City of Richmond's web site at:
www.city.richmond.bc.ca .

PART II – DESIGN GUIDELINES FOR RICHMOND

1.0 Neighbourhood

- 1.1 Seniors supportive housing projects should be located in an area that is safe, attractive and provides access to community amenities including transit, shopping, services, parks and recreation and social activities.

Once a specific project site has been selected, surrounding walking routes in the immediate area should be assessed to determine if there are any hazards such as narrow sidewalks, unmarked crosswalks, inadequate lighting or other environmental factors which could be mitigated to improve seniors' independence and mobility.

- 1.2 Seniors supportive housing projects should be located where they are compatible with the surrounding neighbourhood. The area should include residential housing, and may also include shopping, services and other community amenities. The seniors supportive housing should be integrated into the surrounding neighbourhood, and impacts caused by the project such as vehicle traffic, servicing, parking demands, and scale and character of development should be considered.

2.0 Building Form

- 2.1 The building form should be residential (as opposed to institutional) in character, density and scale, and should be compatible with the surrounding neighbourhood.
- 2.2 The building form should be consistent with the goals of accessibility and aging in place.
- 2.3 Outdoor corridors are not acceptable.

3.0 Access

***Note:** These guidelines are minimal required provisions. Additional provisions may be made to further enhance accessibility within the unit and throughout the building.*

3.1 Safe, convenient and comfortable access is required for pedestrian and vehicular circulation between the building and the street. Provisions are to include:

- a) Automatic doors at the building entrance, with security system including monitoring capacity.
- b) Weather protection at entrance to maintain comfort in the lobby and waiting areas at the entrance.
- c) Seating within the building which allows visual surveillance of the entry area so that residents can comfortably wait to be picked up by a car or taxi.
- d) A covered portico at the passenger pick up/drop off area. This area is to be located at or near the front entrance if possible.
- e) A continuous and level walkway, suitable for walking, scooters and wheelchairs, from the building entrance to the public sidewalk. The walkway is to be separated from vehicle circulation, or, as a minimum alternative, be delineated as a defined walkway (for example, with contrasting paving).
- r) Lighting along pathways and at the approach and entrance to the building.
- g) Designated wheelchair accessible short term parking near the main building entrance.
- h) Stairways should be avoided, and a ramp is required adjacent to stairways where feasible.
- i) Enterphones and signage should have large scale buttons and large scale, high contrast lettering and numbering. Enterphones are to be located to facilitate access and use by persons in wheelchairs.

4.0 Design Features to Support Aging in Place

Note: *These guidelines are minimal required provisions. Additional provisions may be made to further enhance accessibility within the unit and throughout the building.*

4.1 Circulation space throughout the common areas should comfortably accommodate persons using walkers, canes, or wheelchairs. Specifically, provisions include but are not necessarily limited to:

- a) All common corridors and circulation routes are required to provide a clear width of 1500 mm (5').
- b) All doorways are required to provide a clear opening of not less than 915 mm (3').
- c) For any change in level that requires stairs, an elevator must also be provided.
- d) A minimum of two elevators is required for any building that is greater than one storey and has 30 units or more located above the ground floor.
- e) If there is a parking level, a minimum of one elevator is required to provide access to that level.
- f) At least one elevator is required to accommodate a stretcher in a prone position and provide a 1500 mm (5') wheelchair turning radius.
- g) Fire doors are required to be on magnetic holdbacks, with no doorframe in the centre of the doors.

4.2 The residential units should comfortably accommodate persons using walkers, canes, or wheelchairs. Specifically, provisions include but are not necessarily limited to:

- a) An electrical box above the unit entrance, to provide wiring for the potential future installation of a power door opener.
- b) Lever handles on all doors.
- c) Large, offset lever style deadbolts for unit entrance and any balcony or patio doors.
- d) Each unit is required to have individual control for heating and ventilation.
- e) Ceiling light fixtures in all rooms.

- f) A light fixture in all bedroom closets.
- g) A three way switch next to the bed in the bedroom.
- h) "D" type handles on all cupboards, drawers and any pocket (sliding) doors.
- i) Window hardware that is of a lever type, with the hardware located no higher than 1 200 mm (4') above the floor. Window placement and hardware must ensure that the window is easy to reach and to open and close.
- j) All doorways within the unit are required to provide a clear opening of not less than 800 mm (2' 10").
- k) If outdoor patio or deck space is provided, the access must be a swing door, not a sliding patio door. The doorway must have a flush or bevelled threshold.
- l) Unit bathrooms are required include the following features:
 - a toilet with grab bars along the adjacent wall.
 - a counter with a sink. Storage drawers (not cupboards) are to be provided below the counter. The counter must also provide full clearance below the sink to allow a person seated in a wheelchair to use the sink.
 - A shower stall with a telephone style showerhead and a modular seat is required. (The shower stall does not need to be large enough to accommodate a commode chair.) Grab bars are required within the shower stall. Vertical grab bars are required at the front edge of the shower stall at both ends.
 - Lever style faucets at the sink and in the shower.
 - A heat lamp.
 - Grab bars to be used as towel rails (do not install standard towel rails).

4.3 Provision should be made in both common areas and within residential units to accommodate individuals with impairments of reach, strength, dexterity, balance and vision. Specifically, provisions include but are not necessarily limited to:

- a) All electrical outlets are required to be located a minimum of 450 mm (18") above the floor.
- b) All switches and thermostats are required to be located a minimum of 1100 mm (3' 6") above the floor.
- c) Rocker type switchplates are required for all light switches.
- d) Thresholds should be flush to the greatest extent possible. Thresholds that are not flush must be bevelled and cannot exceed 13 mm (1/2"). Particular attention should be paid to changes in flooring, and doorways.
- e) Elevator controls should be designed for accessibility and legibility for the visually impaired.

5.0 Private Space

Note: *These guidelines are minimal required provisions. Additional provisions may be made to further enhance accessibility within the unit.*

5.1 Private residential units must be fully self-contained and sufficiently large to provide comfortable, appropriate and accessible accommodation. The minimum unit size is 38m² (410 square feet).

In addition to the minimum unit size, each unit is required to provide:

- 1 500 mm (5') wheelchair turning radius on the inside of the unit entrance
- clearance on the latch side of all doorways: 300 mm (1') for doors that swing away, and 600 mm (2') for doors that swing toward the person
- 1 500 mm (5') turning radius in the bedroom/sleeping area, with a single bed
- 1 500 mm (5') turning radius in the kitchenette area (without resident furniture)
- 1 500 mm (5') turning radius in the living room area (without resident furniture)

5.2 Each unit is required to have a three piece bathroom as per 4.2(1). Additionally, the bathroom must provide the following clearances:

- a 1 500 mm (5') turning radius, this may include clearance below the vanity;
- a total clear area around the toilet of not less than 1500 mm (5') deep from the wall behind the toilet; and a 900 mm (35") wide; and,
- a clear floor area of not less than 750 mm (30") in front of the shower stall. The flooring must be of a slip resistant type.

5.3 Each unit is required to include a kitchenette with, at a minimum, the following:

- Cabinetry above and below the counter. Provide drawers for cabinetry below the counter and cupboards for cabinetry above the counter.
- Not less than 1000 mm of clear, continuous counterspace, excluding the sink. Provide appropriately located electrical outlets for a toaster oven, coffee maker and other appliances.
- A sink with a single, lever style handle.
- A small refrigerator, with a separate, frost free freezer compartment. The refrigerator must be mounted on a cabinetry base to reduce bending and reaching.

- A wall mounted microwave oven located not more than 1 400 mm above the floor.

5.4 For all units, provide not less than a total of 2.3m² (25 sq. ft.) of storage area(s), including closets.

5.5 For all units, provide either a bedroom or an alcove sleeping area.

6.0 Common Areas and Amenities

- 6.1 Provide common amenity areas, for the use of residents, of not less than 4.0m² (43 square feet) per unit. Amenity areas should include sitting rooms and social areas. Other amenities that may be considered include a private dining room for family visits, library, computer room, hair salon, exercise facilities, guest suite, family kitchen, “spa” tub room or other amenities for the use and enjoyment of residents.
- 6.2 Consideration should be given to the provision of space for on-site or visiting health care professionals. It is recommended that space be provided for an enclosed office for nursing or other health care staff use. Space for a multipurpose assessment/treatment area (such as podiatry clinics, rehab assessment and treatment, or other clinic type services) should also be considered. (This space is in addition to the 4.0m²/unit allocation above.)
- 6.3 Provide a dining room that seats all residents at a single sitting. Provide not less than 1.5m²/person (16 square feet). (This area is included in the total of 4.0m² per unit.)
- 6.4 Provide single occupancy, wheelchair accessible washrooms in common areas – not less than two on the same floor as the dining room.
- 6.5 A commercial kitchen for on-site meal preparation is required, unless the seniors supportive housing is co-located with existing kitchen facilities.
- 6.6 Provide common laundry facilities for residents.
- 6.7 Adequate, accessible, outdoor garden and patio space is required for residents’ access and use.
- 6.8 On-site parking is required.
- Provide not less than 0.20 parking spaces per unit for residents and staff (or 1:5 ratio – one parking stall per five units) excluding visitor parking.
 - Wheelchair access to the parking area is required.
- 6.9 Provide 0.25 storage spaces per unit (or one per 4 units) for scooter storage and charging.

- Scooter storage is to be wheelchair accessible and located in or adjacent to the parking area.
- The storage area must be secure, ventilated and protected from weather.

6.10 Additional common storage space is required for residents' use.

7.0 Safety Features

7.1 Provide visual fire alarms, in addition to audible alarms in common areas.

7.2 Provide a fire and emergency alarm system that allows for public address.

7.3 Provide a fire safety and evacuation plan that includes staff accounting for any residents who are missing, and providing assistance and direction to emergency personnel as required.

7.4 Provision of emergency power for all lighting, heat, at least one building elevator, and for the emergency call system. Provision for power for at least 24 hours is required.

7.5 Provision of emergency lighting levels of 100 lux.

7.6 Provide refuge areas to accommodate residents who are able to evacuate their suites but unable to safely negotiate the stairs.

8.0 Program of Supports

8.1 A formal plan for the provision of supports must be included in submissions to the City and should be defined in a Housing Agreement between the City and the project operator.

Seniors supportive housing is to provide at a minimum:

- an emergency call system with 24 hour on-site response
- at least one meal per day, prepared on site
- weekly housekeeping in residents' units
- weekly laundry service for sheets and towels, including changing bed sheets for residents
- social and recreational activities