

# Advisory Design Panel

## Terms of Reference

---

**The purpose of the technical Advisory Design Panel is to advise Council or the Director of Planning (or in his or her absence the Manager of Community Planning) on the design merits of plans supporting specific public and private development applications.**

### **Mandate**

The Advisory Design Panel will, consistent with the purpose described above, undertake the following:

- Advise on the design merits of all plans supporting zoning applications and development permits, exclusive of two family dwellings unless requested by Council or the Director of Planning and exclusive of detached single family residences.
- Advise on the design merits of plans supporting building permits where referred by Council or the Director of Planning.
- Comment on all above ground structures and buildings to be constructed on public property or other significant alterations of the existing landscape within road rights-of-way.
- Comment on the design of proposed noise barriers.
- Respond to requests from Council and the Planning Department for advice and information.

### **Meetings**

The Committee will meet twice per month in accordance with its regular schedule of meetings established annually at the first meeting of the year, provided however, where there is no business to transact a meeting will not be necessary. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

### **Membership**

The Committee will consist of eight (8) members appointed by Council including:

- Two architects;
- Two landscape architects;
- One representative of the building industry;
- One representative of the disabled community; and,
- Two community representatives.

Council will consider recommendations from the Architectural Institute of British Columbia when appointing architect members. An alternate architect member will be appointed annually by Council and called upon when one of the architect members is unavailable. The Committee will elect a Chair and a Vice-Chair from among its members.

### **Staff Support**

The Planning Department is the primary contact and will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

**Advisory Design Panel Guidelines**

The Advisory Design Panel will give consideration to the following when reviewing development applications:

- a. Professional critique on the overall design.
- b. The character of the development in relation to adjacent and surrounding development.
- c. The impact of the proposed development upon the subject property, both natural and man-made features, including the safety and preservation of natural elements.
- d. The siting of the building(s) and total site development with attention to:
  - Landscaping and common and private recreation and play areas
  - Parking: planning and safety
  - Driveway entrances: safety of grades and sight lines
  - Internal circulation: sidewalks, arrangement and separation of vehicular and pedestrian areas
  - Grade elevations
  - Landscaping maintenance
- e. Building quality with regard to materials and finishes with attention to:
  - Quality and durability of materials
  - Safety factors
  - Color and form
  - Durability of design elements
- f. Building quality with regard to livability and human needs including:
  - Building entrances, size, location and treatment
  - Size and treatment of corridors and stairs
  - Adequacy of size and design of the living units
  - Quality of view from habitable rooms
  - Privacy and noise
- g. Signs and outdoor lighting, municipal utilities and services:
  - The “Municipal Outdoor Lighting Standards for the Control of Light Pollution” shall form the basis for review of outdoor lighting. Design plans will be forwarded from the Planning Department to the Dominion Astrophysical Observatory for comment prior to consideration by the Advisory Design Panel.
- h. Aspects of design and construction related to:
  - Health
  - Safety
  - Convenience
  - Amenity
  - Public Interest

*The Advisory Design Panel will give consideration to the Development Permit Guidelines for Development Permit Area No. 29 (Garden Suites), included as part of Appendix “N” of the Official Community Plan, when reviewing development applications for garden suites.*