



# Corporate Report

NO: R225

COUNCIL DATE: OCTOBER 22, 2007

---

## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **October 22, 2007**  
FROM: **General Manager, Planning and Development** FILE: **0370-20 (ADP)**  
SUBJECT: **Proposed Changes to the Terms of Reference for the  
Advisory Design Panel and Annual Appointments**

---

## RECOMMENDATIONS

The Planning and Development Department recommends that Council:

1. Receive this report as information;
2. Approve revisions to the Terms of Reference for the Advisory Design Panel (the "ADP"), as outlined in this report and incorporated in the attached Appendix "A";
3. Appoint or renew the terms of the following persons to the ADP, as noted below and summarized in Appendix "B":
  - Architects (renew for a term expiring on November 1, 2008)
    - Mr. Neil Pelman, MAIBC
    - Mr. John Gustavson, MAIBC
  - Architects (appoint for a term expiring on November 1, 2009)
    - Mr. David Mah, MAIBC
    - Mr. John Henshaw, MAIBC
    - Mr. Gustavo da Roza III, MAIBC
    - Mr. Patrick Cotter, MAIBC
    - Mr. Doug Hamming, MAIBC
    - Mr. Mark Ehman, MAIBC

- Landscape Architects (renew for a term expiring on November 1, 2008)
  - Mr. Pawel Gradowski, BCSLA
  - Mr Mark van der Zalm, BCSLA
- Landscape Architects (appoint for a term of two years)
  - vacant position - one Landscape Architect to be confirmed, subject to approval by the BC Society of Landscape Architects (BCSLA) and Council
- Development Industry Representatives (for a term expiring on November 1, 2009)
  - Mr. Norman Couttie, MAIBC and member of the Surrey Development Advisory Committee (DAC)
- Development Industry Representative (appoint for a term of two years)
  - vacant position - one Development Industry Representative to be confirmed, subject to approval by Council
- Disabled Access Advisor (for a term expiring on November 1, 2009)
  - Mr. Leroy Mickelson, Surrey Access for All
- Disabled Access Advisor (appoint for a term of two years)
  - vacant position - one Disabled Access Advisor to be confirmed, subject to approval by Council
- Surrey RCMP (for a term expiring on November 1, 2009)
  - qualified representatives as recommended by the Surrey RCMP
- Heritage Advisor (appoint for a term of two years)
  - vacant position - one Heritage Advisor to be confirmed, subject to approval by Council
- Guest Panellists (provide for the appointment on an as needed basis for the review of large scale projects that meet the specified criteria)
  - vacant positions – panellists to be selected at the discretion of Planning staff, based on appropriate qualifications and experience

4. Instruct staff to issue a letter to outgoing members of the ADP thanking them for their volunteer work, their valuable input to the design review process, and their contribution to the quality of urban design in the City of Surrey during their terms with the ADP.

## **BACKGROUND**

On February 19, 2003, Council approved changes to the ADP structure. The proposed changes included a recommendation to increase the number of alternate architect and landscape architect members to facilitate achieving quorum. The panel structure approved in 2003 provided for a total of 21 members and alternates.

The City's ADP is governed by the Advisory Design Panel Terms of Reference. Architects and landscape architects who serve on the panel are also subject to the policy set out by the Architectural Institute of BC (AIBC) and the BC Society of Landscape Architects (BCSLA). The AIBC policy is outlined in Bulletin #65: Advisory Design Panels - Standards for Procedures and Conduct. The BCSLA policy is outlined in the BCSLA Advisory Design Panel Guidelines.

Two key issues are relevant to the proposed changes to the ADP panel membership. The process for approval or renewal of member's terms and the maximum term that a member may serve. The policy regarding the maximum length of term described in the City's ADP Terms of Reference is generally the same as the AIBC and the BCSLA policy. In summary:

- approval process - the appointment or renewal of architect or landscape architect members requires the approval of the respective AIBC or BCSLA Design Panel Committees prior to making recommendations to City Council;
- length of term - the maximum term for architects, landscape architects and the development industry representatives is two years, with provision for a one term renewal, or a maximum of four consecutive years;
- after serving for four consecutive years, an architect member must resign for a period of four years before serving again on the panel for that municipality unless approved by the AIBC (AIBC Bulletin #65); the BCSLA has a similar policy but limits the hiatus to two years.

The proposed terms for the appointments of the new ADP members have been reviewed with the AIBC and the BCSLA and generally comply with the policy set out in the City's ADP Terms of Reference.

## RECOMMENDED CHANGES

### Panel Structure

Based on discussion with the AIBC Design Panel Committee, it is proposed that the overall number of architects should be reduced to eight (from the current provision for 10), as the AIBC has a limited number of members in the greater Vancouver area available to serve on advisory design panels. The BCSLA expressed a similar concern and recommended that a total of three members would be appropriate.

In addition, it is proposed to eliminate the designation of alternates because it is preferred that all members appointed to the ADP assume the same responsibility with respect to attending meetings. Other municipalities typically do not designate alternates for their advisory design panels. This will also simplify the ADP member's status for City staff, the panel and applicants.

It is proposed that the new ADP allow for a total of 18 members. In practice, not all members would attend a given meeting. The City Clerk's office will contact sufficient members to achieve quorum (i.e., at least one architect and one landscape architect or two architects, plus two other members for a total of four, as specified in the ADP Terms of Reference). To ensure that the meetings are conducted efficiently, no more than two architects will attend a meeting. If all representatives from the other groups on the ADP were in attendance, the typical panel would consist of six members (e.g., two architects, one landscape architect, one development industry representative, one disabled access advisor, and one RCMP officer). The architect members will be selected in rotation to allow all AIBC representatives to have equal opportunity to attend. Specialist architect members are also proposed to provide additional expertise for the review of high rise residential or large scale commercial projects. The criteria for the specialist architect qualifications and the type of projects selected for their review are included in the Terms of Reference.

In summary, the process for selecting members for a given meeting is based on the objectives of availability (members attend subject to their schedules), efficiency (limited number of members at a meeting), specialization (expertise as required, subject to the agenda), continuity and equal opportunity (members will rotate attendance, with some members from the previous meeting in attendance at the subsequent meeting). Amendments to reflect the recommendations described above are included in the ADP Terms of Reference, attached as Appendix "A". The changes to the ADP structure are also summarized in the table below.

### Proposed Changes - ADP Panel Structure

| Position                 | Existing ADP Structure (2003 to present) | Proposed ADP Structure                 |
|--------------------------|--|--|
| Architects               | 3 architects +<br>7 alternates           | 8 architects (including 2 specialists) |
| Landscape Architects     | 1 landscape architect +<br>4 alternates  | 3 landscape architects                 |
| Development Industry     | 1 developer +<br>1 alternate             | 2 development industry representatives |
| Surrey RCMP              | 1 Surrey RCMP +<br>1 alternate           | 2 Surrey RCMP                          |
| Disabled Access Advisors | 1 Surrey Access for All +<br>1 alternate | 2 disabled access advisors             |
| Heritage Advisor         | -  | 1 architect (new position)             |
| <b>Total</b>             | <b>21 members</b>                        | <b>18 members</b>                      |

### Annual Appointments

Appointments to the ADP occur annually. Appointments are typically made for a term of two years. It is generally desirable to stagger appointments of the ADP members and the alternates so that there is continuity on the ADP over the years. To meet this objective, the terms for some of the current members have been renewed for only one year. A list of proposed ADP members, complete with the date on which each member's term expires, is attached as Appendix "B".

### Architect Members

The AIBC has nominated six new architects to fill positions for members whose term has expired and has also approved the renewal of two members for a period of one year. All proposed architect candidates have been approved by the AIBC, in consultation with City staff. The proposed candidates, collectively, have experience with a range of building types (e.g., commercial, industrial, low rise and high rise multi-unit residential, institutional, etc.) as well as familiarity with development in Surrey.

### Landscape Architect Members

It is recommended that the term of the two existing members be renewed for a period of one year and that one new member be recruited for a total of three panel positions.

### Development Industry Representatives

The Development Advisory Committee (DAC) has approved a new member to represent the development industry. It is recommended that Council appoint the new DAC representative and direct that a second member be recruited from the development industry at large.

### **Surrey RCMP**

Two RCMP officers are proposed to replace the previously named representatives. It is recommended that Council approve changes to the Terms of Reference to allow for the named members or alternative RCMP representatives to attend. This change is intended to accommodate RCMP staffing requirements and transfers that may occur in the course of the current appointments. The RCMP representatives provide input on CPTED (Crime Prevention Through Environmental Design), vehicle access, and safety issues.

### **Disabled Access Advisors**

It is proposed that the term for the current representative from Surrey Access for All be renewed for two years and that an additional accessibility advisor be recruited from the community, preferably with professional or technical expertise, to complement the current panel member's extensive experience with accessibility issues and with the ADP.

### **Heritage Advisor**

It is recommended that the ADP include a heritage advisor to provide input on heritage restoration or renovation projects. This is a new position intended to provide the expert advice required for these specialised projects. The panel member should have relevant heritage restoration qualifications and experience.

### **Guest Panellists**

It is recommended that provision be made in the Terms of Reference to allow for the selection of qualified guest panellists to review large scale projects. Projects selected for this type of review may include the following: large scale projects with multiple buildings, multiple block developments, or other similar projects on significant or highly visible sites. Typically, these projects have included phased development approval, including initial approval of the land use concept and subsequent approval of more detailed development permit applications for the component phases.

The guest panellists will be invited to review only projects that meet the above criteria and will not attend regular meetings of the ADP. The purpose is to facilitate the appointment of expert panellists to complement the expertise of the regular ADP members for review of projects that will have a significant impact on the development of the City. Some recent examples that merit such an arrangement include: Morgan Crossing, Quattro, Ultra Urban Village, Skytrain Station precinct projects, etc.

### **ADP Terms of Reference**

The following administrative changes are proposed to the ADP process:

- a schedule for ADP meetings for the year shall be prepared - meeting dates to be scheduled every two weeks, dates are tentative and may be adjusted subject to demand and meetings may not be held if there is only one project on the agenda;

- architect representatives will be invited to attend meetings in rotation to allow all members equal opportunity to attend;
- the staff brief to the ADP will typically be presented with the applicant and the delegation present;
- the ADP Statement of Review will be based on comments from the ADP members and should generally be focussed on the panel member's area of expertise as an architect, landscape architect, CPTED expert, etc.; and
- ADP Submission Requirements - Four key changes are proposed to the ADP Submission Requirements (ADP Terms of Reference - Schedule A) to improve the project design review process: site analysis, design concept diagrams, photographs of sample projects, and 3-D digital models. The site analysis is required to clarify the site constraints and opportunities. The design concept diagrams will make the guiding design principles clear for staff, the ADP, the public, and Council, particularly for larger, more complex projects. The photographs of sample projects will illustrate the form and character the developer proposes for the site, based on similar, already completed projects. The 3-D model submission is intended to provide a tool for the designer and the City to review the form and massing and the project's response to its context, including sun access, view corridors, and skyline impact. The 3-D digital massing model will also be included in the City's GIS database to allow review of multiple, separate design proposals. Many design consultants already submit this information. These changes are proposed to outline a best practice, to make the design development process more collaborative, and to facilitate the creation of excellent urban design.

### **Biographical Information for New Candidates**

Appendix "C" provides brief biographical information for each new candidate. Each would be an asset to the City in their proposed capacity as an ADP member.

### **CONCLUSION**

To ensure that the ADP continues to function effectively, it is recommended that the ADP membership, the Terms of Reference, and the Submission Requirements be amended as outlined above and in the attached Appendices.

Jean Lamontagne  
General Manager,  
Planning and Development

TA/saw

#### Attachments:

Appendix "A" - ADP Terms of Reference

Appendix "B" - List of Proposed Members and Vacant Positions

Appendix "C" - Biographical Information for New Candidates

**Proposed**  
**Advisory Design Panel**  
**Terms of Reference**  
**Revised October 2007**  
(Proposed changes are underlined)

|   |
|---|
| <b>ADVISORY DESIGN PANEL</b><br><b>TERMS OF REFERENCE</b> |
|---|

**1. ROLE & MANDATE**

1.1 The Advisory Design Panel (the "Panel") is appointed by the City Council under Section 3 below to advise the General Manager of the Planning & Development Department (the "Department") on the quality of design of the built environment in the City, and specifically to provide comments and suggestions to improve the design quality of the development projects being reviewed by the Department. In the review of the development projects referred to it by the Department, the Panel should consider the following matters:

- 1.1a the Development Permit Guidelines documented in the Official Community Plan, and City Council's policies on design and street beautification;
- 1.1b the intended function of the project, and the existing and future context within which the project is located; and
- 1.1c general principles of good design and practicality of implementing the design improvements as may be suggested by the Panel.

The following types of projects shall be referred to the ADP:

- 1.2a multi-family residential development projects with a proposed density over 30 units per acre;
- 1.2b commercial development projects, including mixed use development with a commercial use component, where,
  - (a) the construction cost exceeds \$500,000, or,
  - (b) the floor area exceeds 5,000 sq.ft.,
- 1.2c new gas station development or renovation of an existing gas station;
- 1.2d significant industrial development projects as referred by the Department.
- 1.2e any other development project considered to be significant by the Department in terms of:



- (a) location (such as major road intersection, gateway, town centres), or,
- (b) visual impact (such as substantially tall buildings or structures), or,
- (c) size (such as over 1,000 square metres (11,000 sq.ft.); and;

1.2f any other matters related to the City's overall or specific urban design or architectural design issues or policies

## 2. COMPOSITION

2.1 The Advisory Design Panel shall be composed of eighteen positions as follows:

- 2.1a
- eight (8) architect positions;
  - three (3) landscape architect positions;
  - two (2) positions for representatives from the development industry;
  - two (2) positions for disabled access advisors;
  - two (2) positions for representatives of the Surrey RCMP; and
  - one (1) position for a heritage advisor.

2.1b These positions shall be occupied by the following Panel Members respectively:

- eight (8) members of the Architectural Institute of British Columbia (AIBC) including one (1) high rise residential specialist and one (1) large scale commercial specialist;
- the high rise residential specialist will be invited to attend ADP meetings for review of high rise residential projects; high rise residential is defined as any multi unit residential project 7 storeys or higher;
- the large scale commercial specialist will be invited to attend ADP meetings for review of large scale commercial buildings; large scale commercial is defined as any commercial project 1860 m<sup>2</sup> (20,000 ft<sup>2</sup>) or greater in floor area, or with building height 7 storeys or higher;
- three (3) members of the British Columbia Society of Landscape Architects (BCSLA);
- two (2) members from the Development Advisory Committee or from the development industry at large;
- two (2) representatives of the RCMP familiar with the principles of Crime Prevention Through Environmental Design (CPTED); and
- two (2) disabled access advisors including a representative from the Surrey Access for All Committee or an accessibility specialist from the development industry at large.
- one (1) heritage advisor with professional designation as an architect and/or other relevant heritage qualifications and experience, to be invited to review

all projects with a Heritage Revitalization Agreement, or including buildings or sites with heritage significance.

- 2.1c Guest panellists - qualified guest panellists may be invited by staff to review large scale projects. The purpose is to facilitate the appointment of expert panellists to complement the expertise of the regular ADP members for review of projects that will have a significant impact on the development of the City.

Projects selected for this type of review may include the following: large scale projects with multiple buildings, multiple block developments, or other similar projects on significant or highly visible sites. These projects may include phased development approval including initial approval of the land use concept and subsequent approval of more detailed development permit applications for the component phases.

The guest panellists will be selected for the review of designated projects only. The selection of design professionals as guests will be subject to the approval by their professional associations (e.g., AIBC, BCSLA, APEGBC, or other). Other disciplines or community representatives may be invited as required.

- 2.1d The City Architect, as a representative of the City, shall attend the meetings to introduce projects and to assist in recording the results of the meetings of the Panel.

### **3. APPOINTMENTS**

- 3.1 All persons appointed to the Panel shall be familiar with development in the City of Surrey.
- 3.2 Members of the Panel shall be appointed by the City Council, by resolution, upon a recommendation from the General Manager, Planning and Development
- 3.3 The length of terms of the Architects, Landscape Architect, and Development Advisory Committee representatives shall be two years with an option of re-appointment for one additional consecutive term.
- 3.4 The City Council may, by resolution, remove any member from the Panel at any time.

### **4. QUORUM**

- 4.1 All actions and recommendations by the Panel, except as otherwise provided for, shall be done and made by quorum of the members present at the Panel meetings.
- 4.2 Four (4) members of the Panel, with a minimum of two members filling either the two Architect positions or one Architect position and one Landscape Architect

position, shall constitute a quorum, and the decisions and recommendations of a quorum shall be the decisions and recommendations of the Panel.

- 4.3 In the event that quorum is not achieved, projects may be reviewed on an informal basis by the Panel members present at the meeting and the minutes of the meeting shall so indicate. The decisions and recommendations made at this informal meeting shall not be construed as the decisions and recommendations of the Panel. The General Manager, Planning & Development, shall have the discretion to consider such decisions and recommendations in due course and may schedule the project for submission to City Council without further review by the Panel.

## 5. PROCEDURES

- 5.1 Meetings of the Panel shall be called by the Department as required except that such meetings shall not generally be held more than two times in one month. All proceedings of the Advisory Design Panel shall be held in open meetings.
- 5.2 A schedule of ADP meetings for the year shall be prepared; meeting dates to be scheduled every two weeks; dates are tentative and may be adjusted subject to demand; meetings may not be held if there is only one project on the agenda.
- 5.3 Panel composition - to ensure that all architects named to the panel are given equal opportunity to attend, architect members will be invited in rotation, i.e., the invited members will be advanced one name on the list for each meeting. No more than two architects will typically be confirmed to attend a meeting. The rotation will not apply to the two specialist architect panel members since they will be invited to review designated projects as required. In addition, one representative of the following groups will be invited to attend: landscape architect, development industry, disabled advisor, and RCMP.
- 5.4 When Planning staff are satisfied that the project, as described under Section 1.2 above, has made sufficient progress towards meeting the design objectives adopted by Council, or that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible Panel meeting. In order to facilitate an effective review of the project, all submissions to the Advisory Design Panel shall be accompanied with sufficient contextual material and information generally in accordance with Schedule A, "Advisory Design Panel, Submission Requirements" attached hereto and forming part of this Terms of Reference.
- 5.5 A record of the presentation, deliberations and recommendations of the Panel shall be kept by an administrative assistant provided by the City Clerk's Office. The administrative assistant shall be responsible for publishing the agenda, notifying members of meetings, and making any arrangements required to facilitate meetings.

- 5.6 The Panel members present shall, at the beginning of each meeting, elect one (1) of the members to act as Chairperson of that meeting.
- 5.7 The Panel may make by majority resolution such rules as it sees fit to govern its conduct noting that in so doing the intent is that in general the rules of parliamentary debate shall apply and the rules shall be consistent with this Terms of Reference.
- 5.8 The applicant for any project being considered by the Panel and the applicant's design consultants shall have an opportunity to present their design to the Panel.
- 5.9 Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- 5.10 In order to maintain and respect the independence of the Panel, staff from the Department, including the City Architect, the Senior Planner Urban Design, and the City Landscape Architect shall only act to provide background information and advice on the development approval processing procedure with respect to the projects to be reviewed by the Panel, except as herein below provided in Section 5.9.
- 5.11 In the case where the applicant disagrees with the Department's suggested design improvements related to any project and requests that the project be reviewed by the Panel, staff from the Department shall have an opportunity to present the Department's opinion and suggested improvements to the Panel before the applicant makes the presentation.
- 5.12 The staff presentation to the Panel will typically be presented with the applicant and their delegation in attendance and will focus on the planning context and urban design issues to be addressed by the applicant and the Panel. This is consistent with the open nature of the meetings as noted in 5.1 above.
- 5.13 Discussion of an item shall generally follow immediately after the applicant's presentation. The Panel shall make recommendations in the same meeting following the presentation by the applicant and the applicant's consulting architect and/or landscape architect, provided that the Chairperson shall make reasonable efforts to limit the presentations and discussions of a project within a time frame of not more than one (1) hour.
- 5.14 The ADP Statement of Review shall be based on comments from the Panel members. Panel member's comments should be focussed on the panel member's area of expertise, e.g., urban design, massing, form and character for architects, site planning, grading, and planting for landscape architects, CPTED for the RCMP, etc.
- 5.15 If the applicant is not able to attend the meeting to present the project, the Panel may review it in the absence of the applicant or the applicant's

consulting architect and/or landscape architect unless the applicant has requested otherwise.

- 5.16 The recommendations of the Panel shall be forwarded to the General Manager, Planning & Development and shall be made available to the applicant within two business days.
- 5.17 The City Architect may advise the applicant of the Panel's concerns and recommendations after the Panel meeting.
- 5.18 The General Manager, Planning and Development, shall consider the Panel's recommendations including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and recommendations, and report to City Council with appropriate recommendations in due course. If the recommendations of the General Manager, Planning and Development to the City Council differ from those of the Panel, the City Council shall be so advised.

**Schedule A**  
**Advisory Design Panel**  
**SUBMISSION REQUIREMENTS**  
(Revised October 2007)

All submissions to the Advisory Design Panel must clearly illustrate the development proposal and must be self-explanatory. Since 11" x 17" reductions are reviewed, a bar scale is preferred. North arrow should be included on all plans, generally with north at the top of the page. The drawings are to be labelled as "Submission for Advisory Design Panel evaluation" with the intended date of review and the City of Surrey file number (e.g., 7907-0447-00) on drawings and correspondence. **The applicant will provide three (3) full size sets of drawings and ten (10) sets of 11" x 17" reductions to the Planning and Development Department at least four (4) days prior to the meeting. The applicant must also bring all presentation materials to the Advisory Design Panel meeting.**

**1. CONTEXT INFORMATION:**

- Show existing/proposed buildings and trees, vegetation, roads, and other major features within the site and on the abutting properties and road allowances (1:500, or 1"=50'-0").
- Provide site and context photographs of surrounding sites.
- Show spot elevations to illustrate grading issues related to the context (i.e. site drainage, existing trees).

**2. SITE PLAN:**

- Ground floor plans of all buildings should be shown with room names labelled (interior-exterior relationship).
- Show site dimensions, topography, setbacks, easements, right-of-ways, existing vegetation, and paving.

**3. LANDSCAPE PLANS:**

- A Registered Landscape Architect is strongly recommended for all Development Permit projects.
- Indicate all **existing trees** to be retained and/or removed, and attach a copy of a **tree survey** which includes existing trees on the road right-of-way area and boulevard.
- Provide existing and proposed **grading information** and site sections.
- **Landscape Plans** should clearly explain the landscape concept, and show paving, fencing, lighting, gates, location/screening of outdoor equipment. Provide enlarged details of feature areas such as patios, site and building entries, etc.
- **Landscape, Paving, and Fencing Plan** - provide a separate landscape paving and structure plan showing all fences, retaining walls, trellises, play structures, furniture, lighting, and paving, and cross reference with clear symbols and /or legends to details and schedules.
- A **graphic key** should be included with plant list, botanical and common names.

#### 4. ARCHITECTURAL DRAWINGS:

- Site Analysis, Design Concept, Character - provide a site analysis diagram to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, pedestrian paths; provide a schematic diagram to illustrate the design concept and main organizing principles, e.g., vehicle access, pedestrian circulation, massing, views, etc.; sample projects - provide photographs of existing projects to illustrate the proposed design character for the building or landscaping.
- Provide contextual streetscape elevations which showing existing buildings adjacent to the site.
- All facades are to be illustrated with proposed exterior finishes/colours, and typical cross sections (1:100, or 1/8" = 1'-0").
- A 3D representation, generally coloured character sketches must also be provided. *Please note: Colour Rendering and/or model is recommended for presentation to City Council.*
- Colour and material boards are to be provided (8.5"x11").
- If applicable, internal streetscape elevations are to be shown at a smaller scale and unit plans for residential buildings are to be illustrated.
- Proposed location(s), dimensions and finishing materials of all building and site signage, are to be illustrated.
- All submissions must be in accordance with CPTED principles (Crime Prevention Through Environmental Design), and presentation to Advisory Design Panel is to include a discussion of the CPTED strategies applied to the project.

#### 5. 3-D MODEL

- 3-D digital massing model is required for the following projects - all commercial and industrial projects in excess of (470 m<sup>2</sup> (5,000 ft<sup>2</sup>) in floor area, all multi unit residential projects with a density of 30 upa or more, all gas stations, and other building types on significant sites as requested by the Urban Design Planner.
- Model format - Google Sketchup or AutoCAD format; include geo-reference and lot lines.
- Purpose - to be submitted to the Planning Department to be included in the City of Surrey GIS database and to illustrate the design response to context. After presentation to ADP, the model shall be revised to reflect the approved DP design.
- Model views - submit local and distant views to illustrate the project's impact and response to its context. Shadow studies - provide shadow studies to illustrate sun access on the 21 day of March, June, September and December.
- Physical massing model - for larger projects in the City Centre or Town Centres submission of a physical massing model in addition to the digital model is also encouraged.

***NOTE: All buildings exceeding 470 m<sup>2</sup> in size must be designed by a Registered Architect, or the applicant must show the design does not contravene the Architects' Act. This also applies to public assembly buildings exceeding 235 m<sup>2</sup>. Refer to Architectural Institute of BC Bulletin #31. The Architectural Institute of BC has instructed its members sitting on Design Panels not to review building designs which contravene the Architects' Act.***

## ADVISORY DESIGN PANEL

List Of Proposed Members and Vacant Positions - October 2007

| <u>MEMBERS</u>   | <u>STATUS</u>                                       | <u>APPOINTED</u> | <u>TERM EXPIRES</u> |
|--|---|------------------|---------------------|
| <b>ARCHITECTURAL<br/>INSTITUTE OF BC</b>   |   |                  |                     |
| Mr. John Gustavson<br>Gustavson Wylie Architects Inc.<br>Vancouver, BC           | Expired -<br>reappoint for one<br>year term         | November 1, 2007 | November 1, 2008    |
| Mr. Neil Pelman<br>Neil Pelman Architects Inc.<br>Vancouver, BC                  | Expired -<br>reappoint for one<br>year term         | November 1, 2007 | November 1, 2008    |
| Mr. David Mah<br>David S. Mah Architect<br>Vancouver, BC                         | Candidate   | November 1, 2007 | November 1, 2009    |
| John Henshaw<br>John Henshaw Architect<br>Vancouver, BC                          | Candidate   | November 1, 2007 | November 1, 2009    |
| Gustavo da Roza III<br>G3 Architecture Inc.<br>Surrey, BC                        | Candidate   | November 1, 2007 | November 1, 2009    |
| Patrick Cotter<br>Patrick Cotter Architect Inc.<br>Richmond, BC                  | Candidate   | November 1, 2007 | November 1, 2009    |
| Doug Hamming<br>Stantec Architecture Ltd.<br>Vancouver, BC                       | Candidate -<br>specialist large<br>scale commercial | November 1, 2007 | November 1, 2009    |
| Mark Ehman<br>Downs / Archambault & Partners<br>Vancouver, BC                    | Candidate -<br>specialist high<br>rise residential  | November 1, 2007 | November 1, 2009    |
| <b>DEVELOPMENT INDUSTRY<br/>REPRESENTATIVE</b>                                   |   |                  |                     |
| Mr. Norm Coultie, MAIBC<br>Development Advisory<br>Committee,<br>The Adera Group | Candidate   | November 1, 2007 | November 1, 2009    |
| vacant   | To be appointed                                     | Estimated 2008   | Estimated 2010      |
| <b>SURREY RCMP</b>   |   |                  |                     |
| Sgt. Roger Morrow  | Candidate   | November 1, 2007 | November 1, 2009    |



| <b><u>MEMBERS</u></b>   | <b><u>STATUS</u></b>   | <b><u>APPOINTED</u></b> | <b><u>TERM EXPIRES</u></b> |
|---|--|-------------------------|----------------------------|
| <b>Sgt. Bob O'Connor</b>  | Candidate  | November 1, 2007        | November 1, 2009           |
| Note - RCMP members may vary, subject to staff availability and recommendations from the Surrey RCMP. |  |                         |                            |
| <b>DISABLED ACCESS ADVISOR</b>  |  |                         |                            |
| Mr. Leroy Mickelson,<br>Surrey Access For All<br>Surrey   | Expired -<br>reappoint for a<br>two year term  | November 1, 2007        | November 1, 2009           |
| vacant  | To be appointed  | Estimated 2008          | Estimated 2010             |
| <b>BC SOCIETY OF<br/>LANDSCAPE ARCHITECTS</b>   |  |                         |                            |
| Mr. Mark van der Zalm<br>Van der Zalm & Associates,<br>Langley, BC                                    | Expired -<br>reappoint for one<br>year term, or<br>earlier, subject to<br>identifying a<br>replacement | November 1, 2007        | November 1, 2008           |
| Mr. Pawel Gradowski<br>Durante Kreuk Ltd.<br>Vancouver, BC  | Expired -<br>reappoint for 1<br>year term  | November 1, 2007        | November 1, 2008           |
| vacant  | To be appointed  | Estimated 2008          | Estimated 2010             |
| <b>HERITAGE ADVISOR</b>   |  |                         |                            |
| <b>vacant</b>   | To be appointed  | Estimated 2008          | Estimated 2010             |

**Biographical Information, Architects****1. David Mah, MAIBC**

David Mah is principal of David S. Mah Architect, established in 1994. David graduated from the UBC School of Architecture in 1987 and has been registered as an architect since 1992. David has served on the AIBC Ethics Committee, on the City of Vancouver Chinatown Heritage Advisory Committee (CHAPAC), and on the Surrey Advisory Design Panel prior to 2004. Typical commissions for his firm include heritage revitalization, commercial retail, and multi-unit residential projects.

**2. John Henshaw, MAIBC**

John Henshaw is principal of John Henshaw Architect, established in 1989. John graduated from the Carleton School of Architecture in 1979 and received an MBA from UBC in 1985. He has been registered as an architect since 1982. Typical commissions for his firm include numerous custom single family residential projects. He has received City of Vancouver Heritage Awards for two of these single family projects. John's experience with development in Surrey includes a retail office proposal for Fleetwood Town Centre and a similar project in Newton.

**3. Gustavo da Roza, MAIBC**

Gustavo da Roza is principal of G3 Architecture Inc., established in 2003. Gus graduated from the University of Manitoba in 1987 and has been registered as an architect since 1998. Gus is also licensed to practice in the US in the states of Colorado and Minnesota. Typical commissions for his firm include commercial office and retail, custom single family, and multi-unit residential projects. His office is located in Surrey.

**4. Patrick Cotter, MAIBC**

Patrick Cotter is principal of Patrick Cotter Architect, established in 1996. Patrick graduated from the UBC School of Architecture in 1990 and has been registered as an architect since 1996. He has served on the Delta design panel (2006- present) and the New Westminster design panel (1999- 2003). Typical commissions for his firm include multi unit residential, both high rise and low rise, commercial, retail, health care, industrial, institutional, and master planned mixed use developments. Patrick's firm currently has a number of high density residential projects in Surrey City Centre area just completing the development permit phase. The firm has consistently produced projects that demonstrate careful attention to building design and urban design principles. The firm has won Royal City Builders Awards in 1999 and 2003.

**5. Neil Pelman, MAIBC**

Neil Pelman is principal of Neil J. Pelman Architect, established in 2001. Neil has served on the Surrey Advisory Design Panel since 2004. Typical commissions for his firm include multi-unit residential projects throughout the lower mainland. His firm has won a number of design awards for multi unit residential, including four Silver Georgies from the CHBA-BC.

6. **Doug Hamming, MAIBC**

Doug Hamming is a Senior Associate with Stantec Architecture. He graduated from the Technical University of Nova Scotia in 1989 and has 18 years of architectural experience. At Stantec, Doug acts as the project architect for design and project delivery. His interests include public buildings, educational facilities, exhibits and attractions. Doug's project work includes NASA's Apollo/Saturn V Visitors Center at the Kennedy Space Centre, Metropolis Centre in Metrotown, Burnaby and the YMCA / Concert Properties tower and new YMCA at 955 Burrard in Vancouver. It is proposed that Bruce act as the panel's large scale commercial specialist.

7. **Mark Ehman, MAIBC**

Mark Ehman is a partner with Downs Archambault & Partners, established in 1969. Mark graduated from the University of Manitoba in 1981 and has been registered as an architect since 1986. Mark has been invited to the Surrey ADP as a guest reviewer in 2006 and has provided valuable input. Mark's past work experience includes high rise residential and multi use projects, hotels, community centres, schools, libraries and master planning. It is proposed that Mark act as the panel's high rise residential specialist.

**Biographical Information, Landscape Architects**

1. **Pawel Gradowski, BCSLA**

Pawel Gradowski is a member of the landscape architecture firm Durante Kreuk Ltd. Durante Kreuk currently has a variety of major commissions including master planning, hotels, redevelopment of an existing shipyard site, commercial, and recreational projects. Pawel has served on the panel since 2004 and has provided a valuable contribution to the design review process.

2. **Mark Van der Zalm, BCSLA**

Mark Van der Zalm is the principal of Van der Zalm & Associates and has been on the ADP since 2003. The firm has provided landscape architecture consulting services for a number of high rise residential projects in the Surrey City Centre area in the last year, including Quattro, Ultra Urban Village and Quibble Creek. In addition, van der Zalm & Associates has provided landscape architecture design services for Holland Park, located in the Surrey Centre area. The firm has an office in Surrey and has experience with a range of project types including commercial, industrial, institutional, parks, and recreation.