

NO: R101

COUNCIL DATE: May 30, 2011

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **May 30, 2011**

FROM: **General Manager, Planning and Development** FILE: **6520-20**
(Campbell Heights)

SUBJECT: **Campbell Heights Design Review Process Policy – Phase I Lands**

RECOMMENDATION

The Planning and Development Department recommends that Council:

1. Receive this report as information; and
2. Approve the Policy, attached as Appendix "A" to this report, titled "Campbell Heights Business Park Design Review Process Policy" that will apply to lots within Phase I of Campbell Heights.

INTENT

The purpose of this report is to obtain Council approval to revise the design review process for development proposals within the Phase I lands in Campbell Heights.

BACKGROUND AND DISCUSSION

At its Regular Council – Land Use Meeting on January 26, 2004, Council received Corporate Report No. L001 and by adopting the recommendations of that report approved a Design Review Process Policy (the "Policy") for the Phase 1 lands of Campbell Heights ("Campbell Heights Business Park").

Under the Policy, a Design Review Committee (the "Committee"), comprised of four members, was established as follows:

- Project Design Consultant: An Architect retained by the Campbell Heights Group;
- Master Developer: A representative appointed by the Campbell Heights Group;
- City Architect : The person holding the position of City Architect in the Planning and Development Department; and
- City Representative: A planning or urban design professional employed by the City in the Planning and Development Department as designated from time to time by the General Manager, Planning and Development.

The evaluation of each specific design submission by the Committee is based on a set of Comprehensive Design Guidelines known as the Campbell Heights Business Park Development Design Guidelines, which are registered as a Restrictive Covenant and Building Scheme on the title of each lot that is subject to the Review Process. Under this Process, lots located within the Phase 1 lands in Campbell Heights, as shown in Appendix "B", are exempted from the normal Development Permit requirements. Instead, the Committee must approve the development on each lot prior to submission of a building permit application for that lot.

By way of a letter, dated January 14, 2011 (Appendix "C"), the Campbell Heights Group, being the development group that developed the Phase I lands in Campbell Heights, requested the City's agreement to the resignation of its voting positions on the Committee (i.e., the Project Design Consultant and Master Developer). The Campbell Heights Group is a joint venture of Campbell Heights Development Ltd. (Progressive Construction Ltd.) and Kingswood Capital. Due to health reasons, the sole owner of both Progressive Construction Ltd. and Campbell Heights Developments Ltd. is winding down both of these companies. Kingswood Capital does not have the staffing to assume Progressive's management role. The Campbell Heights Group also believe that after seven years and over 40 building reviews (approximately two-thirds of the available sites are developed), the Design Review Process is well established and no longer requires the developer's input into the process.

Based on the above-referenced request, a new Policy, attached as Appendix "A" to this report, has been developed that will replace the current review process but remain in compliance with the Restrictive Covenant and Building Scheme that is registered on the title to each of the lots in the Phase I lands. The Policy proposes the establishment of new Committee comprised of the following:

- **Senior Planner** (enquiries) – This position will be responsible to brief the Committee on any direction that was provided at the enquiry stage of a project and will be responsible for all enquiries related to remaining undeveloped lands in the Phase I area and for arranging Committee meetings;
- **Project Planner** – This position will be the primary contact for all communication to the Applicant for each project, will coordinate the development review for the project, will be responsible for distributing drawings and other information to Committee members and for preparing, distributing, editing and filing Committee meeting notes;
- **City Architect** – The City Architect will chair the meetings of the Committee, will coordinate submissions to the Advisory Design Panel ("ADP") and provides post ADP design review direction, if required;
- **Senior Planner Urban Design** – This position will review the project in relation to relevant urban design guidelines, (e.g., OCP, Campbell Heights Business Park Development Design Guidelines, and urban design best practices) and provide the summary of that review to the Committee; and
- **City Landscape Architect** – The City Landscape Architect will review tree preservation information, arborist reports, and landscape design for projects.

The proposed Policy, attached as Appendix "A", also includes provisions that are intended to simplify the Design Submission Requirements and the related approval process.

The current Committee has evaluated more than 40 buildings over the last seven years and has established a high standard for these completed projects that will serve as a standard against which to evaluate future projects. Staff holds the view that the design review role for new development applications in this specific area of Campbell Heights can be done effectively by

Planning and Development Department staff. The Campbell Heights Development Design Guidelines, approved by Council on January 26, 2004, will continue to apply to projects in the area and the new Policy will provide the option of referring a project to the ADP for comments in cases where consensus cannot be reached with a developer on a proposed design.

The design review process for lands in the Campbell Heights area outside of the Phase I lands will not be affected, where the standard Development Permit Process as defined in the OCP will continue to apply.

CONCLUSION

Based on the above discussion, it is recommended that Council approve the Policy, attached as Appendix "A" to this report, titled "Campbell Heights Business Park Design Review Process Policy" that will apply to lots within Phase I of Campbell Heights.

Original signed by
Jean Lamontagne
General Manager
Planning and Development

RH/kms/saw

Attachments:

Appendix "A" Revised Campbell Heights Business Park Design Review Process Policy

Appendix "B" OCP Figure C-1: Campbell Heights Business Park

Appendix "C" Letter dated January 14, 2011 from Campbell Heights Group

PURPOSE OF POLICY

To ensure compliance with the *Campbell Heights Business Park Design Development Guidelines*, all projects will be reviewed and approved by the Campbell Heights Design Review Committee ("CHDRC").

This CHDRC is comprised of the following:

- **Senior Planner** (enquiries) – This position will be responsible to brief the Committee on any direction that was provided at the enquiry stage of a project and will be responsible for all enquiries related to remaining undeveloped lands in the Phase I area and for arranging Committee meetings;
- **Project Planner** – This position will be the primary contact for all communication to the Applicant for each project, will coordinate the development review for the project, will be responsible for distributing drawings and other information to Committee members and for preparing, distributing, editing and filing Committee meeting notes;
- **City Architect** – The City Architect will chair the meetings of the Committee, will coordinate submissions to the Advisory Design Panel ("ADP") and provides post ADP design review direction, if required;
- **Senior Planner Urban Design** – This position will review the project in relation to relevant urban design guidelines, (e.g., OCP, Campbell Heights Business Park Development Design Guidelines, and urban design best practices) and provide the summary of that review to the Committee; and
- **City Landscape Architect** – The City Landscape Architect will review tree preservation information, arborist reports, and landscape design for projects.

The CHDRC approval of the design for a development is necessary prior to the Applicant submitting a building permit application for the development. Submission of all necessary materials to the City of Surrey and other approving authorities, as necessary or required, is the responsibility of the Applicant or the authorized agent of the Applicant.

1.1 Design Professionals

The Applicant must retain the services of a registered building design professional, licensed to practice in the Province of British Columbia, to prepare the design material as noted in 1.2 Design Submission Requirements. Other professionals including architects, landscape architects and engineers may also be required.

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1.2 Design Submission Requirements

All drawings must be sealed by a registered Architect, Landscape Architect, or Engineer according to the content of the drawings. The submission should include three (3) full size sets of drawings and five (5) 11 x 17 inch sets of drawings containing the material noted in the City of Surrey *Minimum Land Development Application Submission Requirements*, which is attached to this document. All of the submission requirements on the list will be required including those noted under *item 19, "For ADP projects"*. Note that a written brief is required and should include a brief description of:

- the relevant planning policy,
- project description,
- site context, and
- the design concept including vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, disabled access, and sustainability strategy.

1.3 Approval Process

Stage One Submission (Preliminary Review)

The pre-application process includes the following:

1. Pre-application Meeting - The Applicant shall arrange a pre-application meeting with the Senior Planner and the Senior Planner Urban Design prior to the preparation of the formal design submission. Minimum preliminary submission requirements include a site plan and a site survey;
2. Team Meeting - After the pre-application meeting the Senior Planner will assign the project to a Project Planner, who will present the project at a Team Meeting for direction;
3. CHDRC Meeting - Preliminary site plans and design drawings shall be circulated by the Project Planner to members of the CHDRC for input. Comments on the pre-application submission will be provided by the Project Planner to the Applicant within ten working days of the CHDRC Meeting; and
4. Applicant modifications - The Applicant may need to modify the design drawings based on the initial input and review. Once the preliminary issues are resolved, the Applicant shall prepare a complete submission for review by the CHDRC.

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Stage Two Submission (Formal Review)

The intent is to provide approvals, even if they require some minor "subject to" conditions so that the Applicant may proceed with a Building Permit application without undue delay.

The Stage Two design review process includes the following:

1. Design Submission - The Applicant shall submit the Design Submission material (as noted above) to the Project Planner. A complete Design Submission is required for review at this stage;
2. Development Proposal Sign - The Applicant will erect a Development Proposal Sign on the site in accordance with standard City of Surrey requirements;
3. Final CHDRC Meeting - The Project Planner will circulate one set of drawings to each of the CHDRC members for review. The CHDRC will provide comments based on the submitted documentation. Meetings of the CHDRC take place as required. The Applicant (or a representative of the Applicant) may be invited to make a presentation at the Committee's discretion;
4. Final CHDRC Meeting Minutes - At the meeting, the CHDRC members will provide comments to the Project Planner, who will prepare and circulate the draft meeting minutes to the CHDRC members for review. The Project Planner will revise the draft minutes based on review by the CHDRC members and forward the final comments to the Applicant for response;
5. Applicant Meeting - The Project Planner will contact the Applicant to arrange a meeting to review the CHDRC comments. Typically, the Applicant and their design consultants, the Project Planner, and the Senior Planner Urban Design will attend. Engineering staff may be invited, at the discretion of the Project Planner, if the engineering issues are complex and require explanation;
6. Final Design Acceptance Conditional – At the Project Planner's discretion, in consultation with the Senior Planner Urban Design, final acceptance may be provided subject to resolution of some minor design issues at the time of the Building Permit application. The presence of "subject to" conditions will be indicated on the cover sheet of the drawings with the stamp of the Senior Planner Urban Design, e.g., final acceptance, "subject to design revisions at the Building Permit stage". These "subject to" conditions shall be

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outlined in a memorandum from the Senior Planner Urban Design to the Project Planner and, in turn, in a letter from the Project Planner to the Applicant;

7. Final Design Acceptance Denied – In the event of a disagreement between the CHDRC and the Applicant regarding design issues, the Applicant may request that the project design issue be presented to the Advisory Design Panel (ADP). At the ADP meeting, the Senior Planner Urban Design will describe briefly the nature of the disagreement and ask the ADP for their recommendation in relation to resolving the issue; and
8. Final Design Acceptance - The Project Planner will advise the Applicant of the acceptance of the Design Submission by letter. A copy of the Project Planner's final acceptance letter and any "subject to" conditions shall accompany the Building Permit application. The cover sheet of the approved set of Architectural drawings will be signed and dated by the Senior Planner Urban Design. The landscape drawings will be dated and signed by the City Landscape Architect. One set of approved drawings will be filed by the Project Planner in the development application file. The Applicant will keep a copy of the accepted final design drawings for record purposes.

1.4 Warranty Completion

Within one year of occupancy, a Letter of Assurance from the Landscape Architect for the project and documentation as required by the City Landscape Architect shall be submitted prior to release of the landscaping security.

1.5 City of Surrey Review

It is the Applicant's responsibility to seek and receive all necessary approvals and permits from other authorities having jurisdiction before starting construction.

1.6 Design Approval Fees

Each Applicant shall pay an application fee to the City of Surrey, based on the Development Permit Application fee schedule as contained in the Surrey Land Use and Development Applications Fees Imposition By-law, 1993, No. 11631, as amended, to cover the City's cost.

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A Landscaping Security in the form of a Letter of Credit must also be submitted to cover the full amount of the estimated costs of Landscaping in accordance with the approved Landscaping Plan for the development to ensure the proper installation of the landscaping and must be deposited with the City of Surrey prior to issuance of the building permit.

1.7 Development Completion

Before occupancy of the completed development, the Applicant, through his professional design consultants and by submission of Letters of Assurance, shall advise the City in writing that all of the requirements of the Design Submission and the Building Permit have been met.

After the City receives confirmation from the applicant's design professionals that all conditions have been met, City staff will inspect the subject site for the purpose of confirming compliance with the Design Guidelines and the approved design drawings, as the basis for authorizing the refund of the Landscaping Security. The City will not release the Landscaping Security prior to issuance of the Letter of Assurance for the project landscaping. In the event that the project does not comply with the approved design drawings and the conditions of approval, the City has the right to utilize the Landscaping Security to bring the works into substantial compliance with the approved drawings and any related conditions.

1.8 Right to Amend

Design Guideline and Review Process Amendments - The City reserves the right to make amendments to the *Campbell Heights Business Park Design Development Guidelines* and the *Campbell Heights Business Park Design Review Process Policy* from time to time, as required.

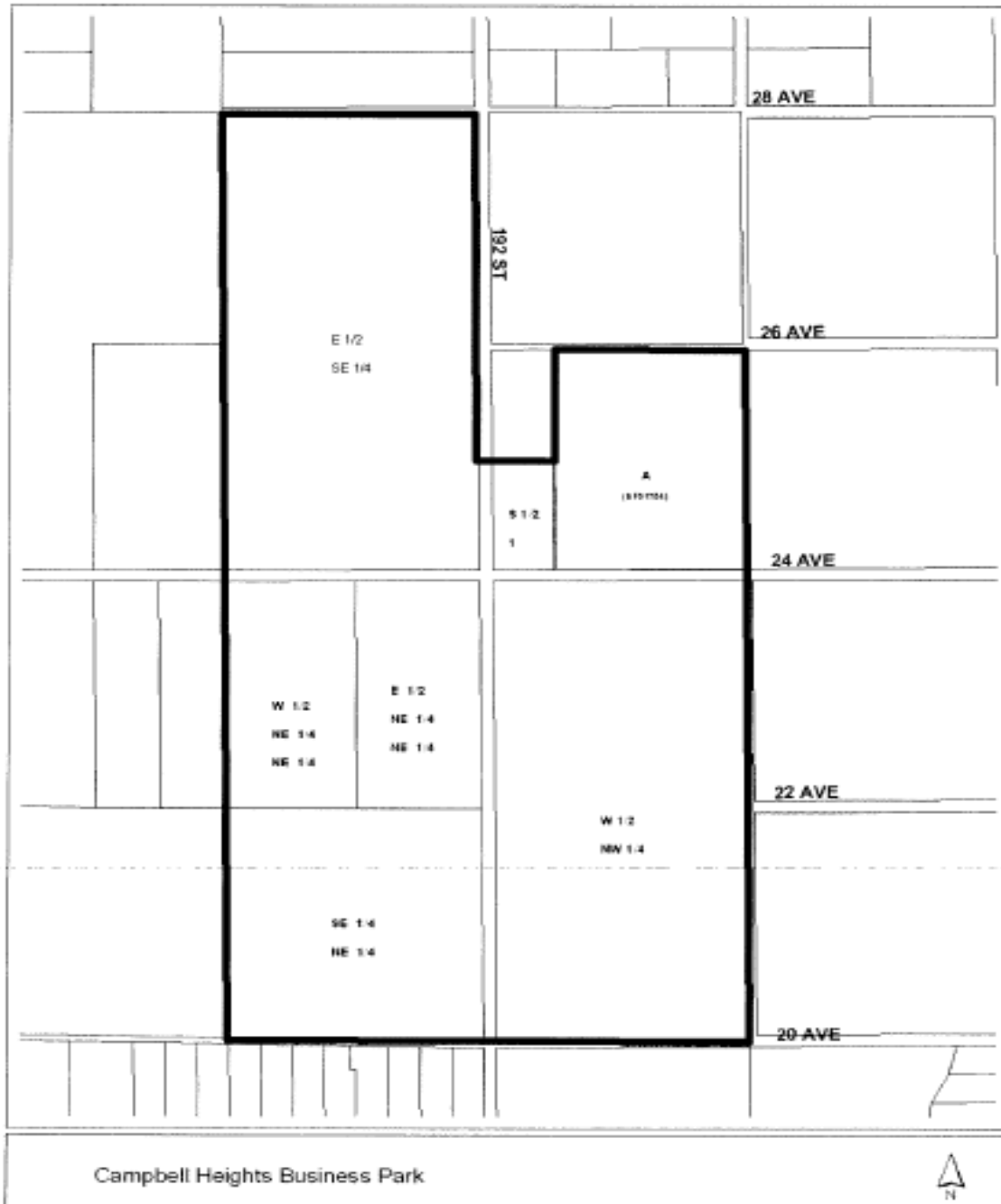


Figure C-1: Areas not Designated as Development Permit Area in Schedule C

CAMPBELL HEIGHTS GROUP

Campbell Heights Developments Ltd.
Campbell Heights Limited Partnership

January 14, 2011

Planning Department
City of Surrey
14245 – 56th Ave.,
Surrey, B.C.,
V3X 3A2

Attention: Mr. Nicholas Lai
Manager – Area Planning & Development - South

Dear Sirs:

Re: Campbell Heights Design Review Panel

We are writing to you to request the City of Surrey's agreement to Campbell Heights Developments Ltd.'s resignation from its two voting positions on the Campbell Heights Design Review Panel. Our reasons are as follows:

1. Campbell Heights Developments Ltd. is a joint venture of Progressive Construction Ltd. and Kingswood Capital. Due to the ill health of Progressive's sole owner, both Progressive and Campbell Heights Developments Ltd. are being wound down. Kingswood Capital does not have the staffing to assume Progressive's management role.
2. We believe that after 7 years and over 40 building reviews, the design review process is well established and no longer requires the developer's input into the process.
3. Since municipal staff are already fully involved in the design review process and the City collects the full development permit fees, we do not believe that this will impose any additional staffing or financial burden on the City.

Campbell Heights Developments Ltd. and Campbell Heights Limited Partnership
5591 No. 3 Rd., Richmond, B.C., V6X 2C7 Tel (604) 273-6655 Fax (604) 270-8238

We are very proud of the look of Campbell Heights Business Park and the architectural design standard that we jointly achieved through the design review process. We are confident that this design standard can continue under Surrey staff oversight in a cost effective manner for both the City and the land owners within Campbell Heights Business Park. We also would like to thank Council for having the confidence in us to allow this innovative approach to design review in a business park.

Yours truly
CAMPBELL HEIGHTS GROUP

A handwritten signature in blue ink, appearing to read "Ron Marr".

Ron Marr