

NO: R121

COUNCIL DATE: May 28, 2018

REGULAR COUNCIL

TO: Mayor & Council **DATE: May 24, 2018**
FROM: General Manager, Planning and Development **FILE: 0360-20 (ADP)**
SUBJECT: Advisory Design Panel - Terms of Reference and Submission Requirements

RECOMMENDATIONS

The Planning & Development Department recommends that Council:

1. Receive this report for information; and
2. Approve revisions to the Advisory Design Panel Terms of Reference, including the Advisory Design Panel Submission Requirements, as noted herein.

INTENT

The intent of this report is to update the current Advisory Design Panel Terms of Reference (Appendix “I”) with the goal to ensure the panel is involved in reviewing relevant projects, has the appropriate expertise represented in its members, and has the added benefit of having alternate members which will help ensuring complete reviews can be conducted in a timely manner.

DISCUSSION

Advisory Design Panel Terms of Reference

The Advisory Design Panel (ADP) is a group of professionals and experts who provides advice to the General Manager of the Planning & Development Department regarding development proposals. The advice provided has contributed objective commentary, which augments the design vision and City policy. The high quality of new development and public space in Surrey is a direct reflection of this process.

The Terms of Reference (TOR) sets out the type of projects to be reviewed, the composition of the Panel and the procedure for review. Revisions are proposed to update the composition of the Panel, and their appointment procedure. As well, housekeeping amendments are proposed such as metric conversions and more current reference to construction costs to reflect inflation.

Practice guidelines from professional groups participating in the Panel (e.g. Architectural Institute of BC), are considered in the Terms of Reference. Some changes are proposed to the TOR to better align with those guidelines. As professional groups nominate members to the ADP through committees, these professional members will be appointed by the General Manager of Planning & Development Department.

Panel members participate as volunteers. It is often not possible to have all panel members attend a meeting. Current terms recommend that invitations to the meetings be rotated through the professional members. This has occasionally resulted in low attendance at meetings. It is recommended that all members be invited to meetings, to ensure strong attendance, and a rounded commentary on proposals.

An outline of proposed revisions to the Advisory Design Panel (ADP) Terms of Reference is summarized in Appendix "II". The proposed revised "Advisory Design Panel - Terms of Reference", including "Schedule A - Advisory Design Panel - Submission Requirements" are contained in Appendix "III".

ADP Submission Requirements

A complete and thorough package of information assists the ADP with the review of development proposals. Additional materials have been added to the submission list to provide a more complete understanding of the application, including a summary environmental sustainability features, tree retention plans and context information.

CONCLUSION

Based on the discussion above, it is recommended that Council:

- Receive this report for information; and
- Approve revisions to the Advisory Design Panel Terms of Reference, including the Advisory Design Panel Submission Requirements, as noted herein.

Original signed by
Jean Lamontagne
General Manager, Planning & Development

TA/AM/ss

Appendix "I" Current "Advisory Design Panel Terms of Reference" and "Schedule A – Advisory Design Panel -Submission Requirements" (Revised November 3, 2014)

Appendix "II" Summary of Proposed Revisions to "Advisory Design Panel - Terms of Reference", including "Schedule A - Advisory Design Panel - Submission Requirements"

Appendix "III" Proposed Revised "Advisory Design Panel - Terms of Reference", including "Schedule A - Advisory Design Panel - Submission Requirements"

Current "Advisory Design Panel Terms of Reference" and "Schedule A –Advisory Design Panel - Submission Requirements" (Revised November 3, 2014)

**ADVISORY DESIGN PANEL
TERMS OF REFERENCE**

Revised November 3, 2014

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 Area 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 **twenty** 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;
 - two (2) positions for sustainability advisors.

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 1,860 m² (20,000 ft²) 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 buildings or sites with heritage significance.

- two (2) sustainability advisors with qualifications as professional mechanical engineers, LEED™ Accredited Professionals (LEED™ AP), and experience as design consultants on energy efficient buildings, or equivalent qualifications and experience, to review significant or large scale projects.

- 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 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 act as the staff liaison for the Panel and consult stakeholders on the ADP policy and procedures. The City Architect will also attend the Panel meetings, facilitate compliance with the policy set out in the Terms of Reference, and review post ADP revisions for compliance with the ADP Statement of Review.

3. APPOINTMENTS

- 3.1 Criteria for selection of ADP members shall include familiarity with development in the City of Surrey, as well as qualifications, experience, availability, and other criteria relevant to the mandate of the ADP and the area of expertise for which the member's position is included on the ADP.
- 3.2 In the case of positions on the Panel to be filled by a member of a professional association, and where that association has a process in place for the review and appointment of members to an ADP, the names of any such appointees will be submitted to City Council as information only. This includes Architects, Landscape Architects, and Engineers (i.e., the sustainability advisors), who are members of the Architectural Institute of BC, the BC Society of Landscape Architects and the Association of Professional Engineers and Geoscientists of BC, respectively.
- 3.3 Members of the Panel whose appointments are not covered by paragraph 3.2 shall be appointed by City Council, by resolution, upon a recommendation from the General Manager, Planning and Development. These positions include development industry representatives, disabled access advisors, Surrey RCMP representatives, and a heritage advisor.

- 3.4 The length of terms of the Architects, Landscape Architect, sustainability advisors and development industry representatives shall be two years with an option of re-appointment for one additional consecutive term of up to two years.
- 3.5 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 following year shall be prepared in December; 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 each of the following groups will be invited to attend, as required: landscape architect, development industry, disabled advisor, heritage advisor, sustainability 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 Legislative Services shall prepare minutes of the Panel meetings and maintain a record of the approved minutes. Legislative Services shall be responsible for notifying members of the meeting, publishing the agenda for circulation to the attending Panel members one week in advance of the meeting, scheduling delegations, and making any arrangements required to facilitate the meeting.
- 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 5.11.
- 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 written 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, energy efficiency for the sustainability advisor, etc. In their reviews Panel members may also refer to City of Surrey design guidelines that are relevant to their area of expertise, as noted in 1.1a above.
- 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 following the meeting.
- 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.

Summary of Proposed Revisions to “Advisory Design Panel - Terms of Reference”, including “Schedule A - Advisory Design Panel - Submission Requirements”

Advisory Design Panel Terms of Reference

The following revisions to the Advisory Design Panel (ADP) Terms of Reference are proposed (Appendix “II”):

1. ROLE & MANDATE

- 1.1 ADD: “General Manager of the Planning and Development Department” to have the ability to appoint professional members to the Advisory Design Panel, based on nominations from their respective professional associations consistent with section 3.2 of the ADP Terms of Reference.
- 1.2.b(a) & (b) REVISE: The criteria for projects to be referred to the ADP for commercial projects, (1) by increasing the construction cost from \$500,000 to \$1,000,000, and (2), by expressing the floor area in the metric equivalent of 470 sq. m. (5,060 sq. ft.).

2. COMPOSITION

- 2.1 REVISE: The total number of members from twenty (20) to a minimum of nineteen (19).
- 2.1.a REVISE: The number of RCMP representatives from two (2) to one (1).
- 2.1.b. REVISE: The number of disabled access advisors from one (1) to two (2), in order to have an alternate representative available.

3. APPOINTMENTS

- 3.2 REVISE: Substitute “nominate” in place of “appoint”, and “nominees” in place of “appointees”, with regard to professional associations.

ADD: “Appointed by General Manager of the Planning and Development Department” with regard to professional members.
- 3.3. ADD: Sustainability advisors to the list of Panel members appointed by Council (if the sustainability advisor is not a member of a professional association).

4. QUORUM

- 4.2 & 4.3 REVISE: Substitute “advice” for “decisions” in all occurrences in these clauses.

5. PROCEDURES

- 5.3 REVISE: Increase the number of architects and landscape architects invited for each meeting.

- 5.9 REVISE: To include key points from 5.10 and simplify.
- 5.10 DELETE and RENUMBER: As noted in 5.9 above.
- 5.14 ADD and RENUMBER: The applicant shall have the opportunity to respond to any presentation made by a Panel member or staff member, prior to the Panel's motion of support or non-support.
- 5.15 ADD and RENUMBER: The ADP shall prepare a motion. This should be done by a show of hands in an open forum with the applicant present.
- 5.16 ADD: Verbal comments (in addition to written comments) as the basis for the ADP Statement of Review.
- 5.17 DELETE and RENUMBER: This is inconsistent with standard practice by professional associations.
- 5.19 DELETE and RENUMBER: Redundant with the addition of 5.14 and 5.1.5 above.

ADP Submission Requirements

The ADP Terms of Reference, section 5.4, refers to Schedule A – ADP Submission Requirements. The Submission Requirements include the following revisions:

General

CLARIFY: Submission material required at the meeting; clarify qualifications for presenters – i.e., registered members of AIBC, BCSLA.

1. Written Briefs
 - a. ADD: Separate brief required for environmental/ building sustainability features.
2. Drawings
 - a. CLARIFY: Format; metric measurement required.
3. Architectural Drawings
 - a. ADD: Context photos, tower elevation requirements, show colour on all elevations, revised section requirements, revised sample board requirements, revised signage requirements.
4. Landscape Drawings
 - a. ADD: Tree retention plan, coloured site plan.

Proposed Revised “Advisory Design Panel - Terms of Reference”, including “Schedule A - Advisory Design Panel - Submission Requirements”

1. ROLE & MANDATE

1.1 The Advisory Design Panel (the "Panel") is appointed by the City Council or the General Manager of the Planning & Development Department 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 Area 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 75 units per Hectare (30 units per acre);
- 1.2b commercial development projects, including mixed use development with a commercial use component, where,
 - (a) the construction cost exceeds \$1,000,000, or,
 - (b) the floor area exceeds 470 sq. m. (5,060 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

2.1a The Advisory Design Panel shall be composed of a minimum of **nineteen** positions as follows:

- 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;
- one (1) position for representatives of the Surrey RCMP; and
- one (1) position for a heritage advisor;
- two (2) positions for sustainability advisors.

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 1,860 m² (20,000 ft.²) 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;
- one (2) representative 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 buildings or sites

with heritage significance.

- two (2) sustainability advisors with qualifications as professional mechanical engineers, LEED Accredited Professionals (LEED AP), and experience as design consultants on energy efficient buildings, or equivalent qualifications and experience, to review significant or large scale projects.

- 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 approval by their professional associations (e.g., AIBC, BCSLA, EGBC, or other). Other disciplines or community representatives may be invited as required.

- 2.1d The City Architect, as a representative of the City, shall act as the staff liaison for the Panel and consult stakeholders on the ADP policy and procedures. The City Architect will also attend the Panel meetings, facilitate compliance with the policy set out in the Terms of Reference, and review post-ADP revisions for compliance with the ADP Statement of Review.

3. APPOINTMENTS

- 3.1 Criteria for selection of ADP members shall include familiarity with development in the City of Surrey, as well as qualifications, experience, availability, and other criteria relevant to the mandate of the ADP and the area of expertise for which the member's position is included on the ADP.
- 3.2 In the case of positions on the Panel to be filled by a member of a professional association, and where that association has a process in place for the review and nomination of members to an ADP, the names of any such nominees will be appointed by the General Manager of the Planning & Development Department and submitted to City Council as information only. This includes Architects, Landscape Architects, and Engineers (i.e., the sustainability advisors), who are members of the Architectural Institute of BC, the BC Society of Landscape Architects and the Engineers and Geoscientists BC, respectively.

3.3 Members of the Panel whose appointments are not covered by paragraph 3.2 shall be appointed by City Council, by resolution, upon a recommendation from the General Manager, Planning and Development. These positions include development industry representatives, disabled access advisors, Surrey RCMP representatives, sustainability representatives a heritage advisor, and sustainability advisors that are not members of a professional association.

3.4 The length of terms of the Architects, Landscape Architects, sustainability advisors and development industry representatives shall be two years with an option of re- appointment for one additional consecutive term of up to two years.

3.5 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 advice and recommendations of a quorum shall be the advice 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 advice and recommendations of the Panel. The General Manager, Planning & Development, shall have the discretion to consider such advice 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 following year shall be prepared in December; 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 and landscape architects named to the panel are given equal opportunity to attend, all architect and landscape architect members will be invited to attend each meeting. In addition, one representative of each of the following groups will be invited to attend, as required: development industry, disabled advisor, heritage advisor, sustainability 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, Requirements" attached hereto and forming part of this Terms of Reference.
- 5.5 Legislative Services shall prepare minutes of the Panel meetings and maintain a record of the approved minutes. Legislative Services shall be responsible for notifying members of the meeting, publishing the agenda for circulation to the attending Panel members one week in advance of the meeting, scheduling delegations, and making any arrangements required to facilitate the meeting.
- 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 In order to maintain and respect the independence of the Panel, staff from the Department, including the City Architect, the Urban Design Planner 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 The staff presentation to the Panel will be presented with the applicant and their delegation in attendance and will focus on the planning context and urban design issues, including any concerns as they relate to jurisdictional policy and guidelines. This is consistent with the open nature of the meetings as noted in 5.1 above.
- 5.11 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.

- 5.12 Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- 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 applicant shall have the opportunity to respond to any presentation made by a Panel member or staff member, prior to the Panel's motion of support or non-support.
- 5.15 The ADP shall prepare a motion. This should be done by a show of hands in an open forum with the applicant present.
- 5.16 The ADP Statement of Review shall be based on verbal and written 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, energy efficiency for the sustainability advisor, etc. In their reviews Panel members may also refer to City of Surrey design guidelines that are relevant to their area of expertise, as noted in 1.1a above.
- 5.18 The recommendations of the Panel shall be forwarded to the General Manager, Planning & Development and shall be made available to the applicant following the meeting.
- 5.21 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" - ADP SUBMISSION REQUIREMENTS

March 12, 2018

All submissions to the Advisory Design Panel (ADP) must clearly illustrate the development proposal and must be self-explanatory.

- Label drawings and correspondence as "Submission to ADP" with the ADP meeting date and the City of Surrey file number (e.g., 7917-0347-00).
- Include a graphic scale and north arrow, preferably with north oriented to the top of the page on applicable drawings.
- Submission Packages: The Applicant shall submit to the Project Planner:
 - fourteen (14) reduced sets (11" x 17"), and
 - one (1) set of pdf files of ADP submission drawings and briefs/rationale.
 - Maximum size of each file to be reduced to 10MB each and images unmasked/flattened.
- Deadline – Submission packages must be delivered no later than 12:00 noon, Wednesday, in the week prior to the ADP meeting date for the project.
- Bring to the meeting - The applicant must also bring all presentation materials to the ADP meeting, e.g., mounted presentation boards, physical models, memory stick of electronic presentation or laptop and material sample/colour board. These materials are taken back by the applicant after the meeting and are not stored at City Hall unless specifically requested.

Please Note: The ADP requests that presenters must be registered members of the AIBC or BCSLA respectively.

Submission packages shall include the following material:

1. WRITTEN BRIEFS:

- Describe the relevant planning policy, project description, and site context. Respond to any requested policy amendments or variances.
- Describe the design concept including vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, disabled access.
- Describe response to urban design planning policy (refer to the City of Surrey OCP DP Guidelines: Form & Character, and relevant NCP or local area plan design guidelines, as applicable).
- Describe environmental/building sustainability features in a separate and comprehensive brief (note - this is not the *sustainability checklist* submitted for the application).

2. DRAWINGS:

- All drawings to be readable on 11 x 17 format including fonts, dimensions etc.
- All drawings to be submitted in metric measurements (imperial can follow in brackets).

2.1. Architectural Drawings

- Context Plan - Show existing/proposed buildings and trees, vegetation, roads, grading, and other major features within the site and on the abutting properties and road allowances (1:500, or 1"=50'-0").
- Context Photos - Provide a separate sheet showing photographs of site and surroundings with key plan.
- Site Analysis – Provide site analysis diagrams to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, pedestrian paths.
- Shadow diagrams – for 4 storey and higher buildings - show 3 diagrams at the Equinox (March/September) at 10am, noon and 2pm (UTC 7).
- Design Concept, Precedent Images - Provide a schematic design diagram to illustrate the design concept and main organizing principles, e.g., vehicle access, pedestrian circulation, massing, views, etc.; precedent photographs - provide photographs of example projects to illustrate the proposed design character for the building and landscaping.
- Site Plan and Floor Plans - Show site dimensions, grading, setbacks, easements, right-of-ways and paving. Show existing and proposed grades as a minimum at the building and site perimeter, FFEs and all parking and pedestrian paths. Show building dimensions, use labels, i.e., CRU.
- Streetscape Elevations - Include proposed buildings and existing adjacent buildings in scale.
- For towers – Show additional ground level/podium elevations at a larger scale to show ground interface details.
- Elevations – Show all facades in colour with exterior finishes and colour references/notations.
- Sections – Show sufficient cross sections to show floor heights, specialty feature areas such as 2 storey volumes. Include relationship to grade, parking drops; extend sections to the property lines.
- Colour scan of material sample/colour board to be included in the drawing package.
- Unit Plans - for residential buildings include unit plans (1:50 or 1/4" = 1'-0").
- Signage – If signage permit is proposed with the development permit – show sign location(s), setbacks, dimensions and materials and note any requested variances to the City of Surrey Sign By-law.
- 3D/Perspective Drawings – Provide colour perspectives or rendered 3D digital model views to illustrate the form and character.
Please note: Coloured elevations and 3D perspectives are required for submission/presentation to City Council.

2.2. Landscape Drawings:

- The ADP requests drawings prepared by a BCSLA Registered Landscape Architect for all projects.
- Tree Retention Plan - Indicate all existing trees to be retained and/or removed; coordinate with the arborist's report.
- Landscape Plans and Plant List – Provide colour site plan showing planting, paving, grading (existing and proposed), lighting, gates, and location/screening of outdoor

equipment. - include a plant list with graphic key, botanical and common names, sizes and quantities readable on 11x17 format.

- Fencing Plan - provide a separate plan showing all fences, gates, walls, trellises and cross reference with clear symbols and/or legends to details.
 - Details - Provide plan and section details of feature areas, e.g., patios and entries; provide details of landscape structures, fences, walls, furniture, paving, lighting fixtures, etc.
3. **MATERIAL SAMPLE/COLOUR BOARD** - Brought to the ADP meeting and taken away after. The size or format is not restricted (except by the size of the scanner for inclusion in the drawing package).
4. **PHYSICAL MODEL** - Brought to the ADP meeting and taken away after.
- Physical model - for high-rise or large scale projects, submission of a physical model.
1. **DIGITAL MODEL** -
- 3-D digital massing model - required for all commercial and industrial projects in excess of 470 m² (5,060 ft.²) 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, at discretion of the Urban Design Planner.
 - Model format - Google Sketchup or AutoCAD format; include 3D geo-reference and geographic orientation of all 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. Provide shadow diagrams as noted above under 2.1 Architectural Drawings.

NOTE: Refer to Architectural Institute of BC Bulletin #31 for buildings requiring an architect. <http://aibc.ca/about/regulatory-authority/bulletins/> The Architectural Institute of BC has instructed its members sitting on Design Panels not to review building designs which contravene the Architects' Act.