

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**



**ADVISORY DESIGN PANEL**  
**TERMS OF REFERENCE**

Last Updated: January, 2021

---

**1. Role and Mandate:**

- a) The Advisory Design Panel (the Panel) is appointed by Council to provide comments and suggestions to applicants, City staff, and decision makers, that will help improve the overall quality of building and site design thereby providing benefit to the community.
- b) In the review of development permit applications referred to it by the Development Services Department (the Department), the Panel will consider the following:
  - the alignment of the project with applicable policies of the Official Community Plan and the Development Permit Area Guidelines which apply to the site;
  - form and character impacts that may arise out of a request for relief from a zoning bylaw standard(s) (e.g., reduction in yard setbacks, additional building height, etc.);
  - the intended function of the project and how the development fits within the neighbourhood context (e.g., urban design, site design, compatibility of built form, the potential for land use impacts such as shadowing, insufficient parking, negative impacts to traffic volumes, etc.);
  - the overall quality of building and site design considering:
    - the livability of the project for future occupants / site users including specific regard for public safety (CPTED) and accessibility;
    - the constructability of the design with regard to the potential impact on building longevity and cost (affordability for future owners / renters);
    - the environmental sustainability of the design considering efforts for stormwater retention, passive solar gain, electric vehicle use, and other measures;
    - the way in which the building design interacts with, and positively contributes to, the public realm (e.g., interface of the building with the street, landscaping treatment, pedestrian connections, variability in design and massing, etc.);
    - the impact of the siting of buildings and structures, as well as other site features (e.g., driveways, impermeable amenity spaces, etc.) on protected trees, both private and public, and the ability to avoid tree removals and/or support tree plantings through the design of the building(s) and the layout of the site; and
  - the potential for conflicts with other municipal bylaws where such conflicts may affect the overall form and character of the development or the way in which the project upholds the policy objectives of the Official Community Plan.
- c) The Panel will consider the above-listed matters when reviewing a development permit application and in making recommendations to Council.

- d) Per Council Policy 509 (Development Approval Procedures City Owned Public Space), the Panel will provide feedback in the form of a resolution to Council regarding proposals for new City-owned buildings that are publically-accessible considering the factors outlined in Section 1.b) of these Terms of Reference.

## **2. Composition**

- a) The Panel shall be composed of a minimum of six (6) positions to include:
  - Two (2) Architects members of the Architectural Institute of British Columbia (AIBC) with one member being appointed for a one (1) year term and the other being appointed for a two (2) year term, when feasible;
  - One (1) landscape architect member of the British Columbia Society of Landscape Architects or a landscape specialist from a related background;
  - One (1) representative of those who have physical mobility limitations, being a person with a disability or someone involved in working with persons with a disability; and
  - Up to three (3) City of White Rock residents and/or property owners, with backgrounds in civil engineering, urban planning, real estate, development, construction, architectural technology (AT.AIBC), building design (BD.AIBC) or residential design (RD.AIBC).
- b) The following representatives will participate as liaisons and as non-voting members:
  - The Director of Planning and Development Services (the Director) (or designate);
  - The Director of Engineering and Municipal Operations (or designate);
  - The Fire Chief (or designate);
  - A representative of the White Rock Business Improvement Association (BIA) to speak to projects in the City's commercial areas; and
  - A representative of the White Rock RCMP with a background in Crime Prevention Through Environmental Design (CPTED) principles.
- c) The Director shall appoint a secretary to the Panel who shall be a non-voting member.

## **3. Appointments**

- a) Appointments to the Advisory Design Panel are made annually by Council.
- b) The length of terms of each member shall be two (2) years with an option for re-appointment. In the event of a Panel vacancy, Council shall appoint a replacement.
- c) Members of the Architectural Institute of British Columbia shall comply with the terms of AIBC's "Bulletin # 65: Advisory Design Panel Standards for Procedures and Conduct", as may be amended, including terms of appointment contained therein.
- d) One member of the Panel shall be designated as the Chair and one member as a Vice-Chair to serve in the absence of the Chair. These members shall be designated annually by Council. If neither the Chair nor the Vice-chair can attend the meeting, then the Director (or designate) will facilitate the meeting when quorum is available.

#### **4. Responsibilities of the Chair, Secretary and Director of Development Services**

- a) The Chair shall Chair meetings of the Panel and represent the Panel between meetings.
- b) The Secretary is responsible for the following:
  - preparation and circulation of the agenda and minutes to Panel members;
  - recording of minutes of Panel meetings;
  - ensuring that a quorum is available for each meeting; and
  - making any arrangements required to facilitate meetings.
- c) The Director (or designate) is responsible for the following:
  - ensuring that the applicant(s) are notified of the Panel meeting;
  - arranging for all materials to be submitted to the Department at least 14 days prior to the Panel meeting;
  - facilitating the meeting in the absence of both the Chair and the Vice-chair;
  - ensuring that the applicant(s) are advised of the resolution of the Panel; and
  - providing the applicant(s) with a copy of the minutes of the Panel meeting.

#### **5. Quorum**

- a) 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.
- b) 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.

#### **6. Procedures**

- a) All proceedings of the Panel shall be held in open meetings.
- b) Meetings of the Panel shall be called by the Department as required and shall generally not be held more often than two times in one month. Meetings will typically be scheduled on a Tuesday starting at 3:30pm and ending at 6:30pm, or earlier as appropriate.
- c) Meetings may be conducted using electronic resources when necessary to do so.
- d) When Development Services Staff (Staff) are of the opinion that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible meeting.
- e) In order to facilitate an effective review of the project, Applicants must provide Staff with sufficient contextual material and information generally in accordance with Schedule A "Advisory Design Panel Submission Requirements" attached hereto and forming part of these Terms of Reference, a minimum of 14 days prior to the date of the related Panel meeting.
- f) The submission materials shall be circulated by the Secretary to the members of the Panel a minimum of five (5) days before the scheduled meeting.

- g) Staff will provide a brief introduction to each development proposal prior to turning the floor over to the proponent and/or their project team. Staff will, generally, reference:
- Applicable Official Community Plan (OCP) policies;
  - Applicable Development Permit Area (DPA) Guidelines;
  - Nature of public comments received to date including any recurring topics of interest;
  - The extent of any relief sought from the Zoning Bylaw; and
  - Potential conflicts with applicable regulations (municipal bylaws);
- h) In order to maintain the independence of the Panel, Staff shall generally only act to provide the Panel with clarification regarding OCP policy and any applicable regulatory controls, background information including the results of any technical study, and details regarding next steps in the approvals process. In situations where the applicant disagrees with design-related feedback provided by Staff, the applicant, or Staff, may request that such matters be explicitly considered by the Panel, with associated direction (feedback) forming part of the minutes of the meeting.
- i) The Applicant shall have the opportunity to present their design to the Panel and will be expected to address the following; some deviation may be granted depending on the complexity of the project:
- i) Project Description (e.g., alignment with policies of Official Community Plan, tenure of housing, results of technical study, etc.);
  - ii) Zoning Compliance Matrix (e.g., existing and proposed zone standards, areas of zoning relief sought, etc.);
  - iii) Design Rationale (e.g., materials and methods of construction, sustainable design elements, efforts to retain mature trees, contributions to the public realm, etc.);
  - iv) Public Information Meeting (e.g., summary of feedback received);
  - v) Development Permit Area (DPA) Guideline Response Table (e.g., summary of how the project upholds applicable DPA guidelines);
  - vi) Contextual Information (e.g., parcel fabric, ortho imagery, land use designation per OCP and zoning, etc.);
  - vii) Contextual Renderings and Elevations;
  - viii) Site and Streetscape Photos;
  - ix) Colours and Materials Board (e.g., samples of colour palettes and exterior finishes to be used, photos of real world use of colours and materials proposed, etc.);
  - x) Site Plan (e.g., siting of buildings and structures, driveways, amenity areas and programming, landscaping, etc.);
  - xi) Shadow Impact Study (e.g., impact of the project on adjacent properties);
  - xii) Wind Impact (e.g., driving rain impacts, down-draft impacts to pedestrians, mitigative measures and design);
  - xiii) Tree Survey (e.g., plan illustrating “protected trees” as defined in the City’s Tree Management Bylaw, 2008, No. 1831 – demonstrated efforts to retain trees);
  - xiv) Architectural Drawings (e.g., elevation drawings, floor plans, key sections to demonstrate floor to ceiling heights and structural design elements, etc.);
  - xv) Landscape Plan (e.g., design rationale, materials plan, specification / detail drawings, grading plans, planting plants, illustrative landscape plans – lighting details, etc.);
- j) The level of detail presented by Applications shall be tailored to the complexity of the proposal and shall, generally, not exceed a period of 20 minutes.

- k) Following the Applicant's presentation, the Chair shall lead a discussion of the proposal amongst members of the Panel. Discussion shall begin with a round of questions for the applicant followed by comments tied to items outlined in Section 1.0 of these Terms of Reference.
- l) The Chair shall make reasonable efforts to limit the presentations and related discussions to a timeframe of not more than 60 minutes for simple projects (i.e., residential infill, duplex, triplex) and 90 minutes for complex projects (i.e., multifamily developments).
- m) Once the discussion has concluded, the Chair will seek a motion regarding the proposal. The motion may be presented as follows, or with alternate format as desired by the Panel:
  - i) a recommendation to support the project proceeding to Council, as presented;
  - ii) a recommendation to support the project proceeding to Council, subject to considerations (specifics to be listed by the Panel) made to the satisfaction of Staff;
  - iii) a recommendation to defer the project pending the resolution of issues (to be listed by the Panel) following which the application would be brought back to the Panel and the Applicant would be expected to speak to how changes were made to address the issues; or
  - iv) a recommendation to deny the application on the basis of factors to be listed / identified by the Panel; this option assumes the applicant is not amenable to making changes in response to the feedback of the Panel.

A majority of support from voting members of the Panel, in attendance during the meeting, is required in order for the motion to carry.

- n) The resolutions of the Panel shall be forwarded to the Director and shall be made available to the applicant within five (5) business days.
- o) The Director shall consider the Panel's resolutions including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and resolutions, and report to the Council with appropriate recommendations in due course. If the recommendations of the Director to the Council differ from those of the Panel, the Council shall be so advised.
- p) Draft meeting minutes will be circulated to members of the Panel by the Director (or delegate) within two weeks of the meeting.
- q) The presentations made to the Panel by the applicant and the adopted meeting minutes will be posted on the City's website.
- r) The Panel will review annually its procedures and processes as set out in these Terms of Reference.

## Schedule A

### Advisory Design Panel Submission Requirements

The following Table outlines the Submission Requirements for “simple” and “complex” development permit applications. Simple applications are those which propose “intensive residential infill”, as described in the Official Community Plan, a duplex or triplex. Complex applications are those related to residential development including four or more dwelling units, non-residential development, or a mixed use project. City staff will outline the number of hard copies required with each application. In all cases, a copy of each of the items outlined below is required in electronic format.

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Project Description	<input type="checkbox"/> <b>Cover letter</b> including reference to applicable policies of the Official Community Plan, intended tenure of development, potential parking and traffic impacts (and results of related technical study), and experience of the proponent;	<input type="checkbox"/> <b>Cover letter</b> including reference to applicable policies of the Official Community Plan and overall project intent;
<input type="checkbox"/>	Zoning Compliance Matrix	<input type="checkbox"/> <b>Zoning Compliance Matrix</b> , highlighting existing and proposed zoning, general site statistics (e.g., lot area, frontage, width, etc.) and any relief sought from General Provisions and Regulations of the Zoning Bylaw (Section 4.0);	
<input type="checkbox"/>	Design Rationale	<input type="checkbox"/> <b>Design rationale</b> including statements regarding: articles of construction (construction form and character); structural elements used in building; landscaping plan; stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development (compatibility); efforts to promote sustainability; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.	<input type="checkbox"/> <b>Design rationale</b> including statements regarding: stormwater management and sewage reduction strategies; landscaping plan; efforts to retain mature trees; efforts to integrate design with the character of nearby development (compatibility); efforts to promote sustainability; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.
<input type="checkbox"/>	Public Information Meeting (PIM) Summary	<input type="checkbox"/> Copy of PIM Summary as required by Planning Procedures Bylaw	

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	DPA Guideline Response Table	Development Permit Area (DPA) Guideline – Table explaining how the project meets each element of the relevant DPA Guideline.	
<input type="checkbox"/>	Contextual Information	<input type="checkbox"/> Plan view of subject property(ies) within context (Scale 1:1000) including the following: <ul style="list-style-type: none"> <li>○ Parcel mapping</li> <li>○ Ortho imagery</li> <li>○ OCP Land Use Designation</li> <li>○ Zoning</li> </ul> <i>(this can be collected via the City of White Rock COSMOS web mapping platform)</i>	
<input type="checkbox"/>	Contextual Renderings and Elevations	<input type="checkbox"/> Three dimensional massing model of the development including, at a minimum, the massing of buildings on adjacent parcels. <input type="checkbox"/> Colour renderings with adjacent buildings <input type="checkbox"/> Street Profile (two-dimensional) elevation drawing of the development and adjacent buildings on each property abutting the subject property(ies)	
<input type="checkbox"/>	Site Photos	<input type="checkbox"/> Colour Photos of the property(ies) subject to the proposal and existing development within 50 metres of the property	
<input type="checkbox"/>	Colours & Materials Board	<input type="checkbox"/> Illustration or sample board that includes the colour and finish of the exterior materials to be used in the project. A physical colours and material samples board will be required during the presentation of the project to the Advisory Design Panel.	
<input type="checkbox"/>	Site Plan	<input type="checkbox"/> Illustration of all buildings and structures relative to the legal (surveyed) boundaries of the subject property(ies) including building dimensions (in metric), easements, rights-of-way, yard setbacks, parking areas, the location of any “protected trees” (subject to White Rock Tree Management Bylaw 1831) – including an indication of any trees to be removed and retained, driveways and drive aisles, and other site features (e.g., garbage storage areas, general landscaping components, site lighting, etc.).	
<input type="checkbox"/>	Shadow Impact Study	<input type="checkbox"/> This set of illustrations will demonstrate the shadow impact from the proposed development (on existing properties & buildings), including illustration for the Vernal Equinox (March), Summer Solstice (June), Autumnal Equinox (September) and Winter Solstice (December) at 10:00 am, 12:00 pm, 2:00 pm, and 4:00 pm. <input type="checkbox"/> Shadow analysis should also evaluate impact of the shadows created by existing development on the proposed development.	Not Applicable

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Wind Impact (including Driving Rain Impact)	<input type="checkbox"/> This analysis shall identify the potential impact of wind on the areas around the exterior of the building, both on-site and off-site, including the potential for downdraft impacts to pedestrians. The analysis should identify mitigative measures used to limit the impact of wind.	Not Applicable
<input type="checkbox"/>	Tree Survey by a certified Arborist	Plan identifying all current on-site “protected trees”, as defined in City of White Rock Tree Management Bylaw, 2008, No. 1831, with reference to any City trees (e.g., within an adjacent boulevard or road right-of-way) and off-site “protected trees” that may be impacted by the proposal. The Plan should identify trees to be removed in support of the project. For each tree to be retained and removed, identify the type and DBH.	
<input type="checkbox"/>	Architectural Drawings	<input type="checkbox"/> Elevation drawings illustrating each façade of the building; <input type="checkbox"/> Elevation (streetscape) drawings illustrating the development and abutting buildings as viewed from the public realm (i.e., street); <input type="checkbox"/> All facades of the building(s) are to be illustrated with proposed exterior finishes (materials) and colours clearly labelled. No vinyl or stucco can be proposed. <input type="checkbox"/> Floor plans of every storey of the development including below grade parkade and any rooftop spaces. <input type="checkbox"/> Building sections (indicating floor to floor dimensions, terracing and setbacks, parking garage slopes and ramping, etc.) <input type="checkbox"/> Site section to confirm site slope <input type="checkbox"/> Signage details including materials, sign type, text height/proportions, location(s) within the development – particular emphasis on signage as viewed from the public realm;	<input type="checkbox"/> 3D rendering of the development including contextual features (e.g., roadways, nearby buildings, existing mature trees, off-site boulevard components, etc.) <input type="checkbox"/> Elevation drawings illustrating each façade of the building; <input type="checkbox"/> Elevation (streetscape) drawings illustrating the development and abutting buildings as viewed from the public realm (i.e., street); <input type="checkbox"/> All facades of the building(s) are to be illustrated with proposed exterior finishes (materials) and colours clearly labelled. No vinyl or stucco can be proposed.



Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Landscape Plan	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Design rationale</b> including statements regarding: stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.</li> <li><input type="checkbox"/> <b>Materials Plan</b> including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features;</li> <li><input type="checkbox"/> <b>Spec / detail drawings</b> of proposed landscape features (e.g., public art, furniture, playground / children’s play equipment, etc.)</li> <li><input type="checkbox"/> <b>Grading Plan</b> illustrating drainage, storm water management facilities and features, surface materials including reference to whether such are pervious or impervious, building grades, finished floor grades, hydro kiosks, off-site grading within 3 metres of the legal boundaries of the property(ies), and location of super-structure / structural components (e.g., below-ground parkade)</li> <li><input type="checkbox"/> <b>Planting Plan</b> showing proposed plant materials (on-site and off-site where applicable – on all levels) at 75% mature size, plant list with botanical and common names, location and size of existing trees to be retained;</li> <li><input type="checkbox"/> <b>Illustrative landscape plan</b> (to be shown on overall building renderings);</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Design rationale</b> including statements regarding: stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.</li> <li><input type="checkbox"/> <b>Materials Plan</b> including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features;</li> <li><input type="checkbox"/> <b>Grading Plan</b> illustrating drainage, storm water management facilities and features, surface materials including reference to whether such are pervious or impervious, building grades, finished floor grades, hydro kiosks, off-site grading within 3 metres of the legal boundaries of the property(ies), and location of super-structure / structural components (e.g., below-ground parkade)</li> <li><input type="checkbox"/> <b>Planting Plan</b> showing proposed plant materials (on-site and off-site where applicable – on all levels) at 75% mature size, plant list with botanical and common names, location and size of existing trees to be retained;</li> <li><input type="checkbox"/> <b>Illustrative landscape plan</b> (to be shown on overall building renderings);</li> </ul>