

THE CORPORATION OF THE
CITY OF WHITE ROCK

**ADVISORY DESIGN PANEL
TERMS OF REFERENCE**



Last Updated: January 2023

1. Mandate

- 1.1. The Advisory Design Panel (the “Panel”) provides independent, professional design advice, from an urban design and architecture perspective, on matters related to the evaluation of the design and construction of buildings and other significant developments within the Municipality to the Planning and Development Services Department (the “Department”).
- 1.2. The Panel is strictly an advisory body and makes recommendations only. It does not have the authority to approve or refuse proposals or make policy decisions. The Panel is not intended to replace the development approval process or the role of City Council or staff. Instead, it provides an additional layer of design review to enhance the City’s development approval process.

2. Panel Composition and Expertise

- 2.1. The Panel will be composed of a minimum of six (6) and a maximum of eight (8) voting members as follows:
 - Two (2) Architects currently registered with the Architectural Institute of British Columbia (AIBC);
 - One (1) Landscape Architect currently registered with the British Columbia Society of Landscape Architects (BCLSA);
 - Four (4) members with demonstrated background or experience in development or design, which may include:
 - A person with expertise in accessible design.
 - A member of the Urban Development Institute (UDI) or a person from the construction industry, preferably active in construction activities within the South of Fraser (East) region;
 - A member who possesses knowledge of the arts and, more specifically, visual arts; and
 - A person with recognized qualifications in sustainable building design or sustainable community design (i.e., an accredited member of the Canadian Green Building Council or Built Green builder).
 - One (1) City of White Rock resident or owner of City property.

- 2.2. The voting members above are not elected officials or employees of the City of White Rock.
- 2.3. The Building Manager, Fire Chief, Department Director, a White Rock Business Improvement Association (BIA) representative, White Rock RCMP representative and other staff as required. They are non-voting resources and will attend meetings as required to provide advice to the Panel about an area of their area of expertise.

3. Membership

- 3.1. Appointments to the Advisory Design Panel are recommended to Council by staff annually as terms expire.
- 3.2. Each member's term is two (2) years with an option for re-appointment. In the event of a Panel vacancy, Council will appoint a replacement.
- 3.3. Members of the Architectural Institute of British Columbia will 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.
- 3.4. The Director of Planning and Development Services appoints a planning team member as a non-voting liaison to be a resource and to provide advice to the Panel as required. The liaison provides input and guidance in an advisory capacity to the Panel.
- 3.5. The Chair will be the Director of Planning and Development Services. In the absence of the Chair, the staff liaison will serve as Chair in a non-voting capacity. Additionally, the Staff Liaison may assume chairing duties when deemed appropriate by the Chair.
- 3.6. Any voting member who fails to attend three (3) consecutive regular meetings of the Panel without leave of the Panel will cease to be a member, and their appointment shall be automatically terminated.

4. Responsibilities

4.1. Chair (non-voting) responsibilities:

- Facilitating meetings per rules of the procedure outlined in the current Council and Committee Procedure Bylaw;
- Ensuring the Advisory Design Panel does not deviate from the agenda for the meeting and that the Meeting Procedures are adhered to;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes or seeking consensus as applicable and;
- Keep the meeting within the recommended time limit.

4.2. Panel Member (voting) Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Conducting a thorough review of submission materials and agenda before each Panel

meeting

- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- To provide the applicant with impartial, professional advice on proposed designs concerning improving their impact on the City's built environment.
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that Panel members put forward;
- Notifying the Staff Liaison promptly if they cannot attend a scheduled meeting.
- Informing the Chair and Staff Liaison of any conflict of interest before a proposal review.

4.3. File Manager (non-voting) responsibilities:

- Ensuring that the applicant(s) are notified of the Panel meeting;
- Preparing staff memos for consideration by the Panel and, subsequently Council;
- Preparing a staff presentation to the Panel focusing on the planning context and urban design issues, including any concerns as they relate to jurisdictional policy and guidelines;
- Ensuring all materials are submitted by the applicant to the Department at least two (2) weeks before the Panel meeting;
- Answering other questions raised by the Panel.

4.4. Applicant or their representative (non-voting) Responsibilities:

- Present the overall design rationale, the physical context of the proposal, and all other relevant information listed under section 8.6 below.
- Answering questions raised by the Panel

4.5. Staff Liaison (non-voting) Responsibilities:

- Serving as the Chair in the meeting in a non-voting capacity in the absence of the Director of Planning and Development Services.
- Advising the Panel concerning potential policy conflicts arising from their comments.
- 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. Administration

5.1. A Recording Secretary will be assigned to provide administrative support to the Panel.

5.2. Recording Secretary Responsibilities:

- Preparing and circulating the agenda and minutes to Panel members one (1) week in advance of the meeting;
- Recording of minutes of Panel meetings;
- Ensuring that a quorum is available for each meeting; and
- Making any arrangements required to facilitate meetings.

- 5.3. A significant aspect of the Advisory Design Panel is the continual refinement of the Panels process and evaluation of its function. Accordingly, Department staff will monitor the Panel's function by collecting feedback from Panel members, Applicants and professional design consultants whose projects have been reviewed and evaluate any necessary changes that may be needed to the procedures from time to time.

6. Quorum

- 6.1. All actions and recommendations by the Panel, except as otherwise provided, will be done and made by a quorum of the members present at the Panel meetings.
- 6.2. 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, will constitute a quorum, and the decisions and recommendations of a quorum will be the decisions and recommendations of the Panel.
- 6.3. If the quorum is not achieved, proposals may be reviewed on an informal basis by the Panel members present at the meeting. This will be recorded in the meeting minutes. The decisions and recommendations made at this informal meeting will not be construed as the advice and recommendations of the Panel. The Director of Planning & Development Services has the discretion to consider the advice and recommendations and may schedule the proposal for submission to City Council without further review by the Panel.

7. Meeting Procedures

- 7.1. All proceedings of the Panel will be held in open meetings. The public is provided with an opportunity to watch the meeting as an attendee only. Public comments will not be allowed.
- 7.2. Meetings of the Panel will be called by the Department as required and generally will not be held more often than two times in one month. Meetings will typically be scheduled on a Tuesday starting at 3:30 pm and ending at 6:30 pm or earlier as appropriate.
- 7.3. Meetings shall be conducted exclusively using electronic or other communication facilities consistent with the White Rock's *Council and Committee Procedure Bylaw 2393*.
- 7.4. When Planning staff believe that the Panel should review a project, the project will be placed on the agenda of the earliest possible meeting. A maximum of three (3) projects will be scheduled per Panel meeting to allow an appropriate time to evaluate applicant presentation materials, discuss all urban design matters, and provide advice to the Department.
- 7.5. To facilitate an adequate review of the proposal, Applicants must provide Planning staff with sufficient contextual material and information per Schedule A "Advisory Design Panel Submission Requirements" attached and forming part of these Terms of Reference, a minimum of 14 days before the date of the related Panel meeting.
- 7.6. The submission materials will be circulated by the File Manager to the members of the Panel a minimum of five (5) days before the scheduled meeting.

- 7.7. The Panel will not accept or consider revisions to applicant presentation packages after the agenda has been circulated.
- 7.8. Upon receipt of the meeting agenda, Panel members should disclose any conflicts of interest to the Chair and Staff Liaison. A conflict of interest is defined as any Panel member having a financial, personal or business interest in the project (e.g., retained as a consultant for the same project) or where multiple interests, one of which could influence, corrupt or exploit a decision, or where the appearance of a conflict exists.
- 7.9. The Panel will strive to reach a consensus to determine its position on the proposal at the end of each application review. The position relates only to the design issues discussed during the meeting and is not connected to the City's development approval processes.

8. Meeting Protocols

- 8.1. At the beginning of each Panel meeting, the Chair will request disclosure of any conflicts of interest for items on the agenda.
 - a) If a conflict of interest arises, the panel member will not remain or attend any part of the meeting during with the application is under consideration, participate in any discussion of the application at such meeting, vote or make a recommendation in respect of the application at the meeting or attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.
 - b) The conflict of interest will be recorded in the meeting minutes.
- 8.2. File Manager(s) will provide a brief presentation to each development proposal before turning the floor over to the proponent or their project team. Staff will, generally, give reference to:
 - 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);
- 8.3. To maintain the panel's independence, Staff will 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.
- 8.4. In situations where the applicant disagrees with design-related feedback provided by City Staff, the applicant, or staff, may request that such matters be explicitly considered by the Panel, with the associated response forming part of the minutes of the meeting.
- 8.5. The applicant will have the opportunity to present their design to the Panel and will be expected to address the following:
 - building context (relationship to surrounding buildings, land use, neighbourhood character);

- all details of façade design (including materials, colours, etc.);
 - pedestrian entrances;
 - vehicular circulation (parking, servicing);
 - landscaping;
 - safety issues (including sight lines, lighting, avoidance of entrapment areas, and CPTED principles);
 - accessibility issues (including regard for aspects of accessibility occurring outside and within the building and design features for disabled building users);
 - handling and storage of solid waste and recycling containers;
 - ‘green’ initiatives (LEED, etc.)
 - waste reduction strategies (including sewer reduction strategies);
 - shadowing;
 - wind effects;
 - traffic implications; and
 - excavation details.
- 8.6. Presentations made by applicants, based on the complexity of the proposal, will not exceed 20 minutes.
- 8.7. Panel members will be able to seek explanations and clarification from the applicant and staff.
- 8.8. Following each presentation, the Chair will lead a discussion of the proposal among members of the Panel. The discussion will begin with a round of questions for the applicant followed by comments tied to items outlined in Section 9.0 of these Terms of Reference.
- 8.9. 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).
- 8.10. Once the discussion has concluded, the Chair will seek a motion regarding the proposal. The ADP may come to a resolution of support, non-support or deferral pending receipt of further information on all applications as provided by the quorum. In the case of an equality of votes for and against an application, the question may be resolved in the negative and the Chair will declare for the record.
- 8.11. The Panel resolutions will be forwarded to the Director and made available to the applicant within five (5) business days.
- 8.12. The Director will 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 will be advised.
- 8.13. Individual Panel members will not be identified in the minutes; however, individual-specific comments will be recorded without attribution. All memos to the Panel are included in subsequent reports to Council.
- 8.14. Draft meeting minutes will be circulated to Panel members by the Staff Liaison within two weeks of the meeting.

- 8.15. The presentations made to the Panel by the applicant and staff, and the meeting minutes will be posted on the City's website.

9. Advisory Design Panel Review Guidelines

- 9.1. In the review of development permit applications referred by the Department, the Panel may provide guidance on urban design issues using the following list. The list is not intended to be a firm requirement but rather a guide to issues which may be relevant to a proposal.

- A. the alignment of the project with applicable policies of the Official Community Plan and the Development Permit Area Guidelines which apply to the site;
- B. 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. DESIGN PRINCIPLES

Public Concerns

- Health and accident prevention
- Personal safety and crime prevention
- Fire prevention
- Convenience to users
- Amenity, aesthetics and character
- Public interests and needs
- Noise control
- Aging in place adaptations and accessibility compatibility

Environmental Concerns

- Sensitivity to the physical environment
- Consideration for topography
- Consideration for hydrology and sensitivity to creeks, waterways and drainage patterns
- Consideration for geology and soil conditions
- Consideration for vegetation and preservation of existing trees
- Consideration for hazardous conditions
- Consideration for stormwater retention, passive solar gain

Neighbourhood Context

- Ambience created by the development
- Impact on scale and rhythm of development in the area
- Impact on land uses within the area
- Overall relationship in character and massing to the image of the area

- Revitalization potential to the area
- Impact on skyline and visual appearance of the area

Site Context

- Relationship to adjacent buildings
- Effect on shadows
- Overlook and privacy issues
- Daylight and view blockage
- Setback and elevations
- Contribution to area character
- Compatibility of built form
- Potential for land use impacts such as shadowing and obtrusive overlook

Streetscape

- Effectiveness of building/street interface and transition; rhythm created between the street and the building
- Quality of space created; contribution to the street as a whole
- Provision of rain and wind protection
- Consideration of sun and shade creations
- Hard landscaping and street furniture
- Frequency of building access
- Detailing at the human scale
- Pedestrian connections
- Variability in design and massing

Site Planning

- Effectiveness of building siting with respect to open spaces, corridors and walkways
- Creation of vistas to heritage buildings or environmentally unique features
- Location of building on the site
- Provision for outdoor activities
- Parking access and provision
- Access for delivery trucks and design of loading docks and garbage, green waste and recycling containers
- Access for taxis and buses
- Access for pedestrian and pedestrian interaction with the building
- Bicycle parking
- Viewpoint access (e.g., to the waterfront)
- Mid-block walkways
- Consideration for safety and fire-engine access
- Consideration for traffic safety
- Consideration of on-site water retention and recharge

Building Design

- General massing and overall articulation, concerning size, height, proportion, elevation and directional expression
- 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.)
- Overall aesthetic and quality of design
- Rooftop forms and neatness of services
- Façade articulation, fenestration and elemental proportion
- Quality and detail of finishes, including colour and texture
- Definition of building entry
- Consideration of interior-to-exterior interaction; the relationship between the street and the building
- Unit security
- Public Safety, security
- Quality of construction materials
- Use of signs and outdoor lighting
- Use of awnings, canopies and windbreaks
- Incorporation of energy-efficient and green building designs including passive solar gain, electric vehicle use, and other measures

Landscaping

- General appropriateness of form
- Consideration of existing features
- Suitability of species to climate
- Extent of both hard and soft landscaping
- Impact to building design on existing on-site trees
- Ability to avoid tree removals and/or support tree plantings through the design of the building(s) and the layout of the site
- Location, size and environment of play areas or seating areas
- Attention to seasonal highlights in plant species
- Comments on soil depth and spread
- Size of planting stock
- Irrigation strategy
- Fencing
- Use of low-water landscaping design, plants and standards

9.2. The Panel will consider the above-listed matters when reviewing a development permit application and in making recommendations to Council.

9.3. 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 publicly-accessible considering the factors outlined in Section 9.1.C. of 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
Project Description	<input type="checkbox"/> Cover letter 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"/> Cover letter including reference to applicable policies of the Official Community Plan and overall project intent;
Zoning Compliance Matrix	<input type="checkbox"/> Zoning Compliance Matrix , highlighting existing and proposed zoning, general site statistics (e.g., lot area, frontage, width, height etc.) and any relief sought from General Provisions and Regulations of the Zoning Bylaw (Section 4.0);	
Design Rationale	<input type="checkbox"/> Design rationale including statements regarding: articles of construction (construction form and character); structural elements used in building; landscaping plan; stormwater management and sewage reduction strategies with an 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"/> Design rationale 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.
DPA Guideline Response Table	Development Permit Area (DPA) Guideline – Table explaining how the project meets each element of the relevant DPA Guideline.	

City of White Rock Advisory Design Panel - Terms of Reference

Submission Item	Submission Requirement	
	Complex	Simple
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"> ○ Parcel mapping ○ Ortho imagery ○ OCP Land Use Designation ○ Zoning <i>(this can be collected via the City of White Rock COSMOS web mapping platform)</i>	
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)	
Site Photos	<input type="checkbox"/> Colour Photos of the property(ies) subject to the proposal and existing development within 50 metres of the property	
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.	
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 Protection Bylaw 2407) – 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.).	
Shadow Impact Study	<input type="checkbox"/> This set of illustrations will demonstrate the shadow impact from the proposed development (on existing properties & buildings), including illustrations 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 the impact of the shadows created by existing development on the proposed development.	Not Applicable

City of White Rock Advisory Design Panel - Terms of Reference

Submission Item	Submission Requirement	
	Complex	Simple
Wind Impact (including Driving Rain Impact)*	<ul style="list-style-type: none"> <input type="checkbox"/> This analysis will 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 on pedestrians. The analysis should identify mitigative measures used to limit the impact of wind 	Not Applicable
Arborist Report*	<p>Plan identifying all current on-site “protected trees”, as defined in City of White Rock Tree Protection Bylaw, 2021, No. 2407, 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.</p>	
Architectural Drawings	<ul style="list-style-type: none"> <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, and location(s) within the development – particular emphasis on signage as viewed from the public realm; 	<ul style="list-style-type: none"> <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.

<p>Landscape Plan</p>	<ul style="list-style-type: none"> □ Design rationale including statements regarding: stormwater management and sewage reduction strategies with an 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, amenities, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility. □ Materials Plan including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features; □ Spec/detail drawings of proposed landscape features (e.g., public art, furniture, playground/children’s play equipment, etc.) □ Grading Plan illustrating drainage, stormwater management facilities and features, surface materials including reference to whether such is 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) □ Planting Plan 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; □ Illustrative landscape plan (to be shown on overall building renderings); 	<ul style="list-style-type: none"> □ Design rationale including statements regarding: stormwater management and sewage reduction strategies with an 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, amenities, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility. □ Materials Plan including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features; □ Grading Plan illustrating drainage, stormwater management facilities and features, surface materials including reference to whether such is 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) □ Planting Plan 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; □ Illustrative landscape plan (to be shown on overall building renderings);
<p><i>* if applicable</i></p>		