

CITY OF PITT MEADOWS
ADVISORY DESIGN PANEL
TERMS OF REFERENCE

CITY OF PITT MEADOWS
ADVISORY DESIGN PANEL

TERMS OF REFERENCE

TABLE OF CONTENTS

1.0	Rationale
2.0	Membership
3.0	Administration
4.0	Meeting Procedure
5.0	Powers and Duties
6.0	Focus of Design Evaluation
7.0	Glossary of Design Terminology
8.0	Requirements for Advisory Design Panel Submissions

CITY OF PITT MEADOWS - ADVISORY DESIGN PANEL

TERMS OF REFERENCE

1.0 Rationale

- 1.1 The Advisory Design Panel shall provide professional and lay advice on matters related to the evaluation of the design and construction of buildings and other developments within the Municipality.
- 1.2 The Advisory Design Panel shall aid in the evaluation of the quality of development proposed in Pitt Meadows in a manner which is sensitive to the community's unique character.
- 1.3 The Advisory Design Panel shall assist Council and Department Staff in evaluating development applications by providing advice upon related matters.

2.0 Membership

- 2.1 All members shall be appointed by Council in January of every second year for a two-year term.
- 2.2 The Advisory Design Panel shall consist of five (nine optional) voting members as follows:
 - 2 (3 optional) residents of the City of Pitt Meadows
(It is recommended that 1 disabled resident be chosen).
 - 1 (2 optional) member of the Architectural Institute of British Columbia
 - 1 member of the British Columbia Society of Landscape Architecture
 - 1 member of the Ridge Meadows RCMP detachment trained in the field of crime prevention through environmental design
- 2.3 The above mentioned voting members shall receive no remuneration but may submit travel costs incurred directly by service on the ADP for approval by Council.
- 2.4 The above mentioned voting members shall not be an elected official or an employee of the City of Pitt Meadows.
- 2.5 The Advisory Design Panel shall elect its own chairperson to preside over all meetings during its term. City Staff, through the Planning Liaison, will be non-voting resources and will provide advice to the Panel as required. The Planner or his designate will attend to provide input and guidance in an advisory capacity to the Panel.

The Building Official, Fire Chief and the Director of Administrative Services and other Staff as required, shall be non voting resource members and will also attend meetings to provide advice to the Panel.

- 2.6 Council shall have the power to remove or replace any member of the ADP at any given time by a majority vote.
- 2.7 A member who is absent, except for reasons of illness or with the leave of the Panel, from three consecutive, or five in any twelve consecutive, regular meetings of the Panel is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be and Council will appoint a new representative for the balance of the term.

3.0 Administration

- 3.1 The Secretary to the ADP shall be appointed by the Administrator and will hold the following responsibilities:
- i) To keep the minutes of the meetings of the ADP
 - ii) To handle all correspondence for the ADP
 - iii) The Staff liaison to the Advisory Design Panel shall be approved by the Administrator and will hold the following responsibilities
 - a) To prepare the agenda and distribute it to members of the ADP one week in advance of the meeting.
 - b) To prepare summary reports to be included within the minutes of the ASP meeting, which outline the reasons for any decisions the ADP makes, and to distribute the minutes to Panel members and relevant staff.
- 3.2 The ADP is advisory to Council and its minutes shall be forwarded to Council to be received. The official minutes shall go to the Director of Engineering and Development Services for resolution of issues and submission of additional information if required. ADP reports will be included in-toto in subsequent reports to Council.
- 3.3 ADP reports will be treated as unofficial until they have been considered by Council.

4.0 Meeting Procedure

- 4.1 The ADP shall meet monthly, or more frequently by special meeting from time to time as required, to not unduly delay the application approval process of the City of Pitt Meadows.
- 4.2 The details of the meetings shall be set by the ADP each year at its January meeting including meeting date and time, location, etc.

- 4.3 The Chairman shall be responsible for deciding whether a special meeting of the ADP is necessary. A minimum of 1 week's notice of a meeting shall be given to voting Panel members by correspondence to their normal mailing address.
- 4.4 A quorum will consist of 3 members.
- 4.5 The applicant for a particular project will be informed by the ADP Secretary of the project's position on the Panel Agenda and approximate time of review on that date. The applicant and his architect or agent will be encouraged to attend the meeting, although this is not a requirement.
- 4.6 The applicant and accompanying representatives will be invited into the meeting room at the beginning of the review of their project
- 4.7 The Director of Engineering and Development Services (or his representative) will introduce the project referring to its location, background, scope and response to established bylaws and guidelines.
- 4.8 The applicant may then be given the opportunity to clarify any aspects of the project and to discuss various urban design issues briefly with members of the Panel.
- 4.9 Panel questions and comments may be discussed in the presence of the applicant.
- 4.10 Following departure of the applicant(s), Panel members shall express their recommendations in terms of either SUPPORT or NON SUPPORT and shall provide comments regarding issues of concern and a clear outline of reasons for the decisions. The Panel may recommend a DEFERRAL only if it considers more information is required; the nature of the information which is required will be recorded within the meeting minutes.
- 4.11 Lobbying by applicants is discouraged at all levels. Any members contacted by applicants will refer them to the Chairman, official minutes, or to the Panel Secretary.
- 4.12 In order to project an image of unbiased credibility, Panel members shall make known any involvement in an application being reviewed or any other close relationship that might constitute a conflict of interest. They will withdraw from the meeting table and refrain from voting for that item.

5.0 Powers and Duties

- 5.1 The ADP shall review all applications with a significant urban design impact as determined by the Director of Engineering and Planning Services, including civic works and major rezoning applications, development permits, and building permits. The ADP shall have the right to select additional projects for review.
- 5.2 The ADP is authorized to meet with builders, developers, architects, engineers and other related professionals in order to obtain expert advice regarding proposals.

- 5.3 The ADP shall 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 will be resolved in the negative and the Chairman shall so declare.
- 5.4 The ADP shall be authorized to make recommendations for improvement which should be incorporated within proposals.
- 5.5 The ADP and its functions shall not interfere with the application approval process of the District of Pitt Meadows.
- 5.6 The ADP will evaluate applications strictly from an Urban Design perspective including, but not limited to, the following Design Criteria. It shall apply relevant Council policies and all Urban Design guidelines adopted by the City of Pitt Meadows. The ADP is not responsible for making broader town planning assessments.
- 5.7 All recommendations or resolutions made by the ADP are advisory only.
- 5.8 The ADP shall assist the Planning Department and Council in the formulation of design policy and criteria, including Urban Design Guidelines.
- 5.9 The ADP shall reside by any Council decisions.

6.0 Focus of Design Evaluation

The following list and illustrations provide guidance on the urban design issues which the ADP may address. They are not intended to be a firm checklist but rather a guide to issues which may be relevant to proposals.

DESIGN CRITERIA

Public Concerns

- health and accident prevention
- safety and crime prevention
- fire prevention
- convenience to users
- amenity, aesthetics and character
- public interests and needs
- noise control
- heritage values

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

Neighborhood 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

Streetscape

- effectiveness of building/street interface and transition; rhythm created between the street and the building
- quality of space created; contribution to 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

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 containers
- access for taxis and buses
- access for pedestrian and pedestrian interaction with the building
- bicycle parking
- viewpoint access (e.g. to waterfront)
- mid-block walkways
- consideration for safety and fire-engines access
- consideration for traffic safety

Building Design

- general massing and overall articulation, concerning size, height, proportion, elevation and directional expression
- overall aesthetic and quality of design
- roofscape 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; relationship between the street and the building
- unit security
- safety, security
- quality of construction materials
- use of signs and outdoor lighting
- use of awnings, canopies and windbreaks

Landscaping

- general appropriateness of form
- consideration of existing features
- suitability of species to climate
- extent of both hard and soft landscaping
- 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

7.0 Glossary of Design Terminology

The following are intended to assist in understanding terms which are often used in a design context, some of which are used in the Terms of Reference for the Advisory Design Panel.

Ambience

Prevailing atmosphere created by physical environment.
Awnings, canvas, vinyl, or other material covered weather protection.

Circulation Patterns

Access provisions to, within and from the site for pedestrians and vehicles (including service vehicles, bicycles and wheelchairs) related to surrounding properties, sidewalks and streets.

Climate Enhancement

Provisions on site to handle weather and acoustic conditions like prevailing winds, downdrafts, rain, sun and shade, noise and quietude in both daily and seasonal variations.

Colours

The nature and tones of exterior finishes including glass and sign integration.

Comprehensive Design Approach

A plan demonstrating competence and sensitivity to both conditions created on-site and integration with those of the surrounding properties, sidewalks, streets, grades and natural features.

Contemporary Approach

Modern design (as opposed to traditional styles).

Context

The physical setting, e.g., the trees, topography, buildings, street approaches, etc., all of which should have an influence on a sensitive design.

Contrast

Building, colour of landscape elements

Detailing

Choice of materials and methods of finish for basic elements like walls, roofs, chimneys, windows, etc., visible at close range that help establish the design's character and compatibility with this surroundings.

Directional Expression (horizontality, verticality)

A building can take on a character that is predominately horizontal, vertical or neutral due to its shape, proportion fenestration, transparency and detailing.

Fenestration

Arrangement, proportion and pattern of windows; relationship of solids and voids.

Infill

Condition where new construction is build between existing buildings or within a well-established precinct of the City.

Integration of Services

Efficient site planning which takes into account all practical necessitates including lighting, irrigation, garbage handling, building vents, kiosks, wiring services, access for delivery trucks, taxis, visitor parking and wheelchairs, and connection between parking areas and building entrances.

Landscaping Plan

Plan showing the general design objectives in concept form plus more detailed information (including grades) of all surface materials, species and sizes of plants, fencing, retaining walls, lamp standards, benches and screens (to building vents, and garbage bins, etc.) The design concept will be based on an appreciation of the context, e.g., microclimate and boulevard trees and will notable take account of adjacent properties' features.

Lighting

The design of light fixtures and their lighting pattern for exterior spaces/surfaces, plus the orientation, intensity and colour of light.

Massing

The impression and visual impact of size, shape and silhouette of a building resulting from the composition of its main volumes, roof profile, directional expression and rhythm; the juxtaposition of major building elements to each other and adjacent buildings.

Materials

The exterior cladding and surface treatments, including texture and colour.

Pedestrian Interaction

Aspects of the design that have an influence on the convenience, quality and security of persons of foot.

- A - Viewpoint access (e.g. to waterfront)
- B - Mid-block walkways
- C - Canopies, awnings and windbreaks
- D - Setback or splayed building corner at intersections to create more open space
- E - Wheelchair ramps
- F - Display windows
- G - Street level development
- H - Entranceways
- I - Surveillance points from buildings
- J - Waiting areas for buses and cabs
- K - Rest areas
- L - Bicycle Parking

Proportion

- A - Major design elements of a building
- B - Building façade height-to-width relationship
- C - Elemental (doors, windows, balconies, bays) height-to-width Relationship

Relevance of Expression

The relationship between the form of construction, building use, interior plan and exterior design. This relationship may be lost if a design merely copies surrounding buildings

Rhythm

- A - Massing relationship between wall openings, e.g. windows, doors along a building façade.
- B - Spacing relationship between buildings and side yards along street
- C - Detail projections like porches, canopies, bays and balconies along a façade or street.

Roofline

The style, silhouette, shape, pitch and detailing including the cornice-to-wall relationship of a roof.

Scale

A consistency of relationship between the size of a building's elements (windows, porches, entrances) with each other and with adjacent buildings, trees, etc., as perceived by a person at ground level.

Security

The ability to monitor and defend areas formed by the building and its surrounding areas which may be public, semi-public, or private space.

Sign/Graphics

The location, size, materials, colours, lighting and format of all signs on a property designed to enhance its character, or "identifying function".

Siting

The positioning of a building relative to its property lines, established vistas, light penetration and privacy.

Size

The height, width, depth and volume dimensions of a building.

Street Relationship

Design features having an impact on the appearance from the street, notably

- A - Front yard layout and dimensions
- B - Access to street
- C - Scale, size and massing of building

Streetscape (See also pedestrian interaction)

The overall appearance of the roads, boulevards, sidewalks, landscaping, street furnishings and fronting buildings which together make up the street as seen and experienced from ground level.

Texture

The characteristics roughness, or smoothness, or exterior cladding or other surfaces.

Vistas

The focal point, orientation and framing of an interesting view.

- A - A development can enhance a vista through a site by creating an appropriate frame and vantage point
- B - A building can create its own vista by responding to a view corridor, façade, or the axis of a street approach.

Walkways

A pedestrian right-of-way independent of a street provided for any or all of the following:

- A - To improve pedestrian access in potentially "high traffic" areas
- B - To open new vistas to heritage buildings
- C - To open new vistas to environmentally unique features

8.0 Requirements for Advisory Design Panel Submissions

With a view to enhancing the desirable qualities of the Pitt Meadows physical environment and in order for the Advisory Design Panel to evaluate the design contribution of a development (in this respect) with due regard to private and public interest, the following information shall be supplied by the application.

1. Plans

- a. Complete preliminary plans of the building including all elevations, details of roof, including elevator and mechanical projections and equipment.
 - b. Sections and structure details which assist in design evaluation
 - c. Site survey plan indicating contours, existing natural features and trees and indicating further, native trees that are to be retained.
 - d. Site plan showing all development including location of structures, roads, parking, points of entry and exit for vehicular traffic, lighting of recreational and parking areas showing type of lighting standards or devices to be employed.
2. A site plan indicating location of adjacent structures, noting the general character of adjacent structures, noting the general character of adjacent land use (such as residential, commercial, apartment, etc.).
 3. Complete details of exterior colour scheme and exterior finish materials. Colour samples and brochures on materials to be provided.
 4. Complete and detailed landscaping plans with plant locations and plant types
 5. Details of signs (if any) with coloured renderings and locations.
 6. Colour photographs of adjacent structures
 7. If adjacent lot(s) are vacant, it should be so stated.

