

7.1-7

APPENDIX 1- URBAN DESIGN REVIEW PANEL TERMS OF REFERENCE AND MEETING PROTOCOL

1. Purpose:

- The Urban Design Review Panel (UDRP) serves as an independent advisory body that offers professional design recommendations to the Planning and Development Services Department and combines the different perspectives of architects, urban designers, planners and landscape architects on major development applications and public projects. The Panel provides a well-rounded design assessment and ensures that development and public projects contribute to a strong sense of place and a well-designed community.
- Brampton is experiencing a high rate of growth and more urban and complex forms of development. An increasing proportion of growth is projected through infill and redevelopment in designated intensification areas for the City to achieve its long-term growth forecasts. High quality urban design plays a key role in ensuring that intensification and infill developments can be achieved in an appropriate manner.
- The UDRP will help the City of Brampton in implementing the 2040 Vision by help moving it towards being a city “by design” where design excellence is led by the City to ensure that public interests are a prime factor in all approvals and other decisions. It will help in achieving design excellence on new, complex and major projects, bringing in added value and professional expertise, complementing the City’s design review process.
- In addition, the UDRP will broaden public awareness about the importance of improving the quality of design in Brampton and develop an effective and collaborative working relationship with the development industry.

2. Scope

- The UDRP evaluates selected development applications in design priority areas, such as the Urban Growth Center (Down Town and Queen Boulevard), Uptown, Bramalea New Town, Town Centers, Mobility Hubs major station areas and designated intensification corridors. Capital projects with significant public realm impacts shall also be included.
- The Panel review includes pre-application consultations for Site Plans, Rezoning applications and Site Plan applications. It also includes Official Plan Amendment, Block Plan Amendment, Plans of Subdivision, special City related studies, plans and guidelines.
- The UDRP evaluates applications with significant public realm impacts as a result of their location, scale, form or architectural quality which could include:

7.1-8

- residential and office applications (e.g. apartments and office buildings),
 - institutional applications (e.g. schools, places of worship),
 - mixed-use development applications (development that includes any combination of residential, retail, office and institutional uses),
 - transit-oriented developments (mix of commercial, residential, office and entertainment centred around or near a transit hub),
 - important parks,
 - significant streetscapes and
 - major capital projects, including buildings and infrastructures.
- The Commissioner of Planning and Development Services has the discretionary authority to waive or require projects to be brought to the UDRP for review.
 - Staff may incorporate the UDRP's recommendations, as appropriate, into staff reports for Council's consideration in the making of their decisions on an application.

3. Urban Design Review Panel Membership

- The UDRP consists of an eight experienced design professionals including three architects, three landscape architects, and two urban designers/planners with architectural design background. Full membership in their respective professional bodies will be required. Additionally, the Panel will include a transportation engineer, a member from Peel Public Health Office and a professionally recognized heritage conservation specialist to act as an adjunct member of the Panel when heritage-related issues arise.
- Panel members will be appointed for a two year term. However, the terms of Panel members will be staggered to ensure an orderly transition of new members. The terms may be extended depending on the composition of the Panel membership.
- The Panel members are to be non-paid positions. Traveling expenses to Panel meetings will be covered by the City. The City's Planning Commission will host an annual dinner meeting as a symbol of the City's appreciation of each Panel member's commitment and contribution.
- Each Panel member will advise City staff of any conflict of interest prior to a project review.
- If a member of the UDRP is absent for three consecutive meetings without any prior notification, they may cease to be a member of the Panel.

4. Selection Criteria for the UDRP members

The selection criteria for the UDRP members include, but are not limited to, the following:

7.1-9

- Full membership for a minimum of 10 years in at least one of the following professional associations:
 - Ontario Association of Architects (OAA)
 - Ontario Association of Landscape Architects (OALA)
 - Canadian Institute of Planners (CIP)
 - Ontario Professional Planners Institute (OPPI)
 - Royal Architectural Institute of Canada (RAIC)
 - Canadian Society of Landscape Architects (CSLA)
 - Professional Engineers Ontario (PEO)
 - Canadian Association of Heritage Professionals (CAHP)
- A demonstrated high level of expertise and knowledge in their particular field of architecture, urban design, landscape architecture, planning, transportation engineering and heritage conservation relevant to the City of Brampton.
- Experience in design review and peer review for a variety of project scales and types including residential, commercial, institutional, mixed use, transit-oriented developments and public space design.
- Fair knowledge of the composition and character of the City of Brampton and the Region that enables the member to make a positive contribution towards improving Brampton's built environment.
- The ability to work in a multi-disciplinary design review team.
- Only one member of any particular firm may be allowed to sit on the Panel at the same time.
- Preference are given to candidates with demonstrable professional experience in the GTHA and beyond, and not limited to the City of Brampton.
- City Council members and City of Brampton employees are not eligible for appointment to the UDRP membership.
- The Panel members are selected by senior City staff, with the Commissioner of Planning and Development Services.

7.1-10

5. Meeting Schedule

- The UDRP holds meetings on one scheduled day (last Tuesday of each month) at Brampton City Hall, from 9:30am-1:30pm. Each meeting is approximately four hours long, with maximum three projects reviewed per meeting.
- Special meeting of the UDRP may be called to deal with particular proposals or issues if needed.

6. Review Considerations

- The Panel's review comments will have regard for Brampton 2040 Vision and Council approved policies including the Official Plan, Secondary Plans, Zoning bylaws and Urban Design Guidelines. The Panel will be guided by City staff interpretation and comments of policies in the design review of specific sites and projects. The Panel will analyze the strengths and weaknesses of a project and point out areas of concern that need to be resolved with regard to an appropriate contextual response, good fit and transition. Please see section 11 for more information about the design related principles that the UDRP uphold in their review
- The role of the UDRP is strictly an advisory body and makes recommendations only. It does not have authority to approve or refuse projects or make policy decisions.

7. Integration with the Development Approvals Process

- The review process is integrated into the existing development approval process. Development Planning Department staff will liaise with the applicant to ensure that applications are scheduled for review at the appropriate time.
- Projects subject to the Urban Design Review Panel process will be reviewed twice as follows:
 - a) First Review– The first review will typically be scheduled at the pre-application/ consultation stage during the initial functional design of the project, to afford the possibilities of significant changes, if advised by the Design Review Panel.
 - b) Second Review – The second review will be scheduled following revisions having been made, and is intended to contribute to the detailed design process of the project.

8. Meeting Protocol & Procedure

Prior to the meeting

- The Planner together with the Urban designer are to inform the applicant of the materials requirements as noted in the Terms of Reference and the deadlines for submitting these materials.
- The applicant is required to prepare a Presentation Package (see section 9) and submit it to the Coordinator of the UDRP, a minimum of three weeks prior to the scheduled meeting. Proponents are required to submit materials that are fully representative of all relevant aspects of the design, and should be professionally-prepared, concise, legible, and inclusive of all aspects of the design.
- Urban Design staff will have 7 days to work with the applicant to review the presentation packages for quality control.
- Urban Design Staff may choose to remove or add items from time to time, and may pull a project from the agenda if they deem it incomplete.
- The agenda for each UDRP meeting will be emailed to UDRP members along with applicant presentation packages in a pdf format, a minimum of two weeks prior to each meeting.
- Revisions to applicant presentation packages will not be accepted or considered by UDRP after the agenda has been circulated.
- Upon receipt of the agenda, UDRP members are required to disclose any conflicts of interest to the Urban Design Manager and the Coordinator of the UDRP prior to the project review. The member should decline to participate in the review and remove themselves from the meetings. The conflict of interest may be financial and/or personal interests, as well as any kind of active involvement that influence the review decision and should be recorded in the meeting minutes.

At the meeting

- The UDRP meetings shall be attended by the applicant and/or representative/agent (maximum 4 participants, in which must include the project architect/ designer and the landscape architect), the Panel, City planning staff, and where needed, other relevant City staff.
- UDRP meetings may be opened to the public for observation only. However, there shall be no written or verbal submissions by any individuals other than staff and the proponent. Others will have an opportunity to make written and verbal submissions during the standard application process for OPA or ZBLA.
- Quorum is achieved when four panel members are present in the UDRP meeting. If quorum is not achieved in the first 25 minutes of the meeting, the agenda will

7.1-12

be postponed to a date determined by the Manager of Urban Design or a delegate.

- Each project will be given approximately one hour on the UDRP agenda as per the following;
 - The assigned Development Planner and Urban Designer will provide a brief planning and urban design overview of the proposal and present design questions that staff would like the panel to address.
 - The designer of the application will have a presentation of their project to describe the proposal to the panel members.
 - UDRP members may ask questions to the applicant for clarity on any aspects of their project.
 - UDRP will review the presentation package and provide comments and recommendations on the project.
 - The Chair will summarize UDRP comments and provide its advice.
 - The Panel will make every effort to reach consensus to determine its position on the project at the end of each review. The Panel may vote to determine its position; the position relates only to the design issues discussed during the review and is not connected to the City's development approvals process. Panel positions include "endorse" and "further review recommended". A project which receives "endorse" would likely not be requested to be seen by the Panel; in the case of "further review recommended" the Panel will decide whether a subsequent presentation to the Panel is requested or whether any further review will be handled internally only by the City's Urban Design staff. The Panel may also make recommendations to the City in the form of a vote of "Support", "Non-Support" or Conditional Support on the overall quality of the proposal.
 - At the end of the discussion, the applicant will have the opportunity to ask questions for clarity and to acknowledge the Panel's comments.
- UDRP members shall not have any involvement with the Local Planning Appeal Tribunal (LPAT) or other public hearings related to the projects reviewed by the panel and against the City of Brampton.
- The meeting will be recorded for information and reference only.
- The minutes of all the meetings will be recorded by the coordinator of the UDRP. All comments and recommendations will be recorded in the minutes without specific reference to individual UDRP members.

7.1-13

After the meeting

- The meeting minutes will be reviewed by the Policy Planning Director and Urban Design Manager prior to distribution.
- Within two weeks of the UDRP meeting, the Coordinator of the UDRP on behalf of the City will distribute the minutes to the UDRP members and related City staff to review for errors and omissions.
- The final minutes shall be formally approved by Panel members present during the review. Approvals of minutes could be done via emails. Within two business days of distribution of the UDRP minutes for review, if no further comments are received, the minutes will be considered as final.
- Following the meeting, the assigned Development Planner and Urban Designer will undertake a review of the recommendations and determine the appropriate actions to be taken by the Applicant.
- The Coordinator of the UDRP will advise the Panel on actions taken, as a result of the Panel's recommendation, prior to the next scheduled UDRP meeting.

UDRP Protocol and Procedure Chart

Deadline		Key Activities
Prior to the meeting	Mon Wk 0	UDRP Coordinator send package requirements to applicant. Applicant has 2 weeks to work on package.
	Mon Wk 2	Applicant to send complete package to UDRP Coordinator
	Tues Wk 2	UDRP Coordinator review package with 1) Urban Designer & 2) Development Planner
	Wed Wk 2	UDRP Coordinator provide comments to applicant.
	Thur Wk 2	UDRP Coordinator, applicant, staff to update package
	Fri Wk 2	Applicant & staff provide UDRP Coordinator the final package.
	Mon Wk 3	UDRP Coordinator finalize package: 1) staff presentation 2) applicant presentation 3) agenda 4) meeting invitation
	Tues Wk 3	Urban Design Manager Review
	Wed Wk 3	UDRP Coordinator to amend package
	Thur Wk 3	Development Manager Review

7.1-14

	Fri Wk 3	UDRP Coordinator to amend package
	Mon Wk 4	UDRP Coordinator send package to panel: 1) staff presentation 2) applicant presentation 3) agenda 4) meeting invitation
	<u>Tue Wk 5</u>	<u>Panel Review Meeting</u>
After the meeting	Wed-Fri Wk 5	UDRP Coordinator to compile meeting minute
	Mon Wk 6	Urban Design Manager Review
	Tue Wk 6	UDRP Coordinator to amend meeting minute
	Wed Wk 6	Development Manager Review
	Thurs Wk 6	UDRP Coordinator to finalize meeting minute
	Fri Wk 6	UDRP Coordinator send meeting minute to panel members
	Mon Wk 7	Panel chair to send the approved meeting minute to UDRP Coordinator
	Tue Wk 7	UDRP Coordinator send approved meeting minute to: 1) applicant 2) UD designer, development planner 3) UD Manager and Development Manager

9. Presentation Materials

Power Point presentation (required)

- The Presentation should be prepared in a PDF or PPT format and batched into a single file, not exceeding 20MB. Due to email size limitations, only files under 10MB may be submitted via email. Should the size of the submission exceed 10MB, it is the applicant's responsibility to ensure that it is successfully delivered to the Coordinator of the UDRP via a file sharing system (e.g. FTP server, Dropbox, WeTransfer) by the submission deadline.
- The Presentation should provide enough details to be understood by the UDPRP members and to include project title, page numbers, graphic scale, north arrow, labels and key dimensions such as setbacks and facing distances, as appropriate to the stage of design.
- Urban Design staff will have 7 days to work with the applicant to review the presentation packages for quality control.
- The Presentation should include the following at minimum:

7.1-15

	Required Material	Description
1	Project Summary	Description of the proposal including graphics and written summary and site statistics which includes GFA/NFA, density, unit mix, parking requirements, bicycle requirements, etc.
2	Summary report	Summary report about relevant policies and guidelines including OP, ZBL, Secondary Plans, and other relevant City Policies and Guidelines.
3	Description of UD Concept	Description of the project vision, design principles and how it respond to Brampton 2040 Vision.
4	Context Plan	The proposed development (site plan and 3D concept) in relation to surrounding buildings, roadways, open spaces, natural features and key destinations. The Context Plan should give a clear indication of the proposal in the context of the immediate neighbourhood within a 100m radius (a larger radius may be requested for larger/more complex projects).
5	Images of existing site conditions	Images which illustrate existing site conditions and surrounding contexts. Include a map pinpointing (with numbers) where each photo is taken and correspond these numbers with the site photos. Arrows illustrating the direction the photo is taken is also useful.
6	Site Plan	Shows all site features including building outlines above and below grade, vehicular and pedestrian connections, parking, utilities etc.
7	Landscape Plan	Layout plan showing location of lighting, furnishings, materials, signage, etc., Grading plan showing existing and proposed, Planting plan that includes planting list, Cross-sectional drawings particularly demonstrating relationship to adjacent sites and/or public realm, and Illustration of materials and colors to be used.
8	Architectural Elevations	Coloured with dimensions and materials clearly labeled.

7.1-16

9	Floor and Roof Plans	Proposed uses with dimensions clearly defined on all plans.
10	Renderings of the proposed building(s) within the site context	Coloured with different views including street level and birds eye views. Existing and future planned context should be included when appropriate.
11	Sun Shadow Analysis	Required for mid or high-rise buildings. A Sun/Shadow Study may be required for developments over 20 meters (6 Storeys) in height.
12	Summary of Heritage Impact Assessment (<i>if applicable</i>)	A study to determine the impacts to known and potential heritage resources within a defined area proposed for future development, if any.
13	Sustainability	An explanation of the sustainability measures taken.
14	Cover letter* and summary of response	Summary of response to issues identified from the First Review, including previous submission (plans and elevations) for a side by side comparison. *Only for applications coming for the second review

- Please note that presentations required for applications coming for the first review may include fewer submission materials than the second review. These scoped submission requirements are at the discretion of the urban designer and planner on the file.

Hard copies of the presentation material package (optional)

- Ten hard copies of the presentation material package in a bound booklet form in 11x17 inch landscape format.

10. Monitoring

- A significant aspect of the Urban Design Review Panel Project is the continual refinement of the Panels process and evaluation of its function. Urban Design staff will continue to monitor the UDRP process and introduce further refinements as required, or in response to feedback and suggestions from panel members and stakeholders through an annual review in the form of a survey.

11. Design related principles that the UDRP uphold in their review

1. Sustainability

Reduce the City's impact on the environment and improve quality of life by decreasing greenhouse gas emissions and flood risk through incorporation of green building strategies.

2. Support Child-Friendly, Mixed-Use, & Multi-Family Homes

Increase the number of destinations attracting, retaining, and supporting new and existing residents by supporting a flexibility of uses and multi-family homes in child-friendly environments.

3. Bring Jobs into the Communities

Attract and retain new jobs through the integration of office towers, mixed-use developments, and co-working and entrepreneurial spaces. Utilize co-working spaces and community hubs as anchors to attract retail and restaurants.

4. Create an Entrepreneur-Friendly 24-Hour District & Hubs

Create a walkable 24-hour district with rich amenities, clean and safe streets, a sense of place, a lively environment with entertainment attractions, a wide range of transportation, and office spaces that reflect creativity.

5. Enhance Pedestrian and Cyclist Movement

Support the design of safe and beautiful cyclist and pedestrian amenities, and prioritize mass transit infrastructure.

6. Embrace Human-Scaled Streets

Engage active uses through the appropriate scaling of entryways, street lengths, and other design features.

7. Create Transitional Built Form

New building heights will respond to surrounding existing mature neighbourhoods by introducing a fluid transition from low to mid-rise developments.

8. Support a Thriving Arts Scene

Cultural identity will be developed through regular programming, local events, and the implementation of the "Meanwhile" Strategy.

9. Provide Dynamic and Beautiful Open Spaces

7.1-18

Open spaces will be designed to host local and region-wide festivals of 2,000 - 30,000 people. They will be dynamic and flexible in order to support a wide range of celebratory activities.

10. Encourage Cultural and Pedestrian-Oriented Activity All Year Round

Encourage weatherproofed ground-floor strategies that will integrate features supporting the pedestrian use and enjoyment of public streets and trails all year round.

11. Expand Parks and Open Space

The integrated network of parks, parkettes, major public spaces, courtyards, and gateways will be destinations that promote walkability and recreation.