Memorandum

To:	Advisory Design Panel	File #:	08-3060-01/Vol 01
CC:		Date:	March 9, 2021
From:	Kate Zanon - General Manager Community Development Andre Boel - City Planner		
Subject:	**Advisory Design Panel Orientation**		

Staff is looking forward to working with you in 2021 on the City's Advisory Design Panel (ADP). This is a new committee. Many of you have been appointed to similar committees in the past, but for some of you this is your first time on this type of Committee. To assist you with reviewing development applications that will be referred to this committee staff would like to provide the following background information.

Development Permit applications

Development Permits are a tool in the Official Community Plan that outline criteria and guidelines for certain types of development. Development Permits specifically address design, form and character and these applications are routinely referred to the Advisory Design Panel for review.

Form and Character Development Permits typically are reviewed concurrently with proposed land use changes. In most cases, this means the Development Permit application is reviewed by the City concurrently with a Zoning Bylaw Amendment, sometimes combined with an Official Community Plan amendment. A related advisory body is the Land Use Committee which specifically reviews land use changes proposed through Zoning and OCP Amendment applications. In practice, this means that most applications the ADP will review, will also be reviewed by the Land Use Committee. The difference is in the focus of the review.

There are also Development Permits specifically for Environmentally Sensitive Areas as well as for Geotechnical Hazards. These permits are not referred to the ADP as they do not typically address design, form or character.

Advisory Design Panel role in the Development Review Process

The form and character of applications are reviewed by the ADP early in the application process, right after submission of a complete detailed application. **Attachment 1** provides a flowchart overview of the development review process from early pre-application to start of occupancy.

The ADP sees an application early in the review process. Some of the application elements are anticipated, but are not be fully defined at the point in the process where the ADP provides recommendation. It is important though that the Committee provide comments based on the information provided as these comments will help shape the application as it moves forward through the process.

During the meeting, the applicant will introduce the proposal. Staff is also present to provide information and advice on the development approval processing procedure and relevant City Bylaws and associated regulations. The focus of the Advisory Design Panel is on fit with the Official Community Plan design guidelines and other relevant City policies.

Criteria for Advisory Design Panel consideration of applications

The criteria below from the Terms of Reference are provided to ADP to guide your review and discussion regarding the applications referred to the Committee.

1. Architectural Distinction – is this building based on a compellingly original visual concept? Would it make a striking contribution to residents' visual experience of Port Moody as an exciting City of the Arts? Factors to consider include building massing and proportionality, articulation, distinctive materials, character/personality, height, roof forms, and overall impact to streetscape and/or skyline;

2. Urban Design – neighbourhood context, the impact on adjacent buildings, streets, and land uses; contribution to the quality of public space; and building/street interface and transition;

3. Site Planning – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;

4. Landscaping – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;

5. Environment – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention;

6. Sustainability and Climate Resiliency – assessing the use of sustainable construction materials, low carbon heating and cooling systems, and implementation of practices that minimize energy use, water use, etc; and

7. Accessibility and inclusion – does the project provide options for people of all ages and abilities.

In addition to the suggested criteria above, the Panel could also refer to the Sustainability Report Card for additional topics, for example regarding social, environmental and economic sustainability. A sample of the Sustainability Report Card tool is included as **Attachment 2**.

Advisory Design Panel recommendations

The Panel is encouraged to ask questions and provide comments on the key areas identified in the terms of reference. The Panel is also encouraged to pass a motion or several motions with recommendations from the majority of the Panel for Council to consider in their review of the application.

In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider amending aspects of their proposal.

The recommendations from the Advisory Design Panel are provided to Council at the time of Early Input at a Committee of the Whole meeting, typically shortly after the Panel's meeting.

If staff can provide any further background information to assist with your role on the ADP please let us know.