

**ADVISORY DESIGN PANEL  
TERMS OF REFERENCE**

**Revised June 15, 2020**

**1. ROLE & MANDATE**

1.1 The Advisory Design Panel (the "Panel") is appointed by the City Council or the General Manager of the Planning & Development Department under Section 3 below to advise the General Manager of the Planning & Development Department (the "Department") on the quality of design of the built environment in the City, and specifically to provide comments and suggestions to improve the design quality of the development projects being reviewed by the Department. In the review of the development projects referred to it by the Department, the Panel should consider the following matters:

- 1.1a the Development Permit Area Guidelines documented in the Official Community Plan, and City Council's policies on design and street beautification;
- 1.1b the intended function of the project, and the existing and future context within which the project is located; and
- 1.1c general principles of good design and practicality of implementing the design improvements as may be suggested by the Panel.

The following types of projects shall be referred to the ADP:

- 1.2a multiple residential development projects four (4) storeys or higher, with a proposed density over 75 units per Hectare (30 units per acre);
- 1.2b commercial development projects where,
  - (a) the FAR (floor area ratio) is 0.5 or higher; or
  - (b) the floor area exceeds 2000 sq. m. (21,500sq. ft.)
- 1.2c mixed use development with a multi-unit residential use component;
- 1.2d significant industrial or mixed employment development projects as referred by the Department;
- 1.2e any other development project considered to be significant by the Department in terms of:
  - (a) location (such as major road intersection, gateway, town centres), or,
  - (b) visual impact (such as substantially tall buildings or structures), or,

- (c) size (such as over 2000 sq. m.(21,500 sq. ft.); and;
- 1.2f any other matters related to the City's overall or specific urban design or architectural design issues or policies.

## 2. COMPOSITION

2.1a The Advisory Design Panel shall be composed of a minimum of **nineteen** positions as follows:

- eight (8) architect positions;
- three (3) landscape architect positions;
- two (2) positions for representatives from the development industry;
- two (2) positions for accessibility advisors;
- one (1) position for representatives of the Surrey RCMP; and
- one (1) position for a heritage advisor;
- two (2) positions for sustainability advisors.

2.1b These positions shall be occupied by the following Panel Members respectively:

- eight (8) members of the Architectural Institute of British Columbia (AIBC) including one (1) high rise residential specialist and one (1) large scale commercial specialist;
- the high rise residential specialist will be invited to attend ADP meetings for review of high rise residential projects; high rise residential is defined as any multi-unit residential project 13 storeys or higher;
- the large scale commercial specialist will be invited to attend ADP meetings for review of large scale commercial buildings; large scale commercial is defined as any commercial project 2000 sq. m. (21,500 sq. ft.) or greater in floor area, or with building height 7 storeys or higher;
- three (3) members of the British Columbia Society of Landscape Architects (BCSLA);
- two (2) members from the Development Advisory Committee or from the development industry at large;
- one (2) representative of the RCMP familiar with the principles of Crime Prevention Through Environmental Design (CPTED); and
- two (2) accessibility advisors including a representative from the Measuring Up Committee or an accessibility specialist from the development industry at large.
- one (1) heritage advisor with professional designation as an architect and/or

other relevant heritage qualifications and experience, to be invited to review all projects with a Heritage Revitalization Agreement, or buildings or sites with heritage significance.

- two (2) sustainability advisors with qualifications as professional mechanical engineers, LEED Accredited Professionals (LEED AP), and experience as design consultants on energy efficient buildings, or equivalent qualifications and experience, to review significant or large scale projects.

- 2.1c Guest panellists - qualified guest panellists may be invited by staff to review large scale projects. The purpose is to facilitate the appointment of expert panellists to complement the expertise of the regular ADP members for review of projects that will have a significant impact on the development of the City.

Projects selected for this type of review may include the following: large scale projects with multiple buildings, multiple block developments, or other similar projects on significant or highly visible sites. These projects may include phased development approval including initial approval of the land use concept and subsequent approval of more detailed development permit applications for the component phases.

The guest panellists will be selected for the review of designated projects only. The selection of design professionals as guests will be subject to approval by their professional associations (e.g., AIBC, BCSLA, EGBC, or other). Other disciplines or community representatives may be invited as required.

- 2.1d The City Architect, as a representative of the City, shall act as the staff liaison for the Panel and consult stakeholders on the ADP policy and procedures. The City Architect will also attend the Panel meetings, facilitate compliance with the policy set out in the Terms of Reference, and review post-ADP revisions for compliance with the ADP Statement of Review.

### 3. APPOINTMENTS

- 3.1 Criteria for selection of ADP members shall include familiarity with development in the City of Surrey, as well as qualifications, experience, availability, and other criteria relevant to the mandate of the ADP and the area of expertise for which the member's position is included on the ADP.
- 3.2 In the case of positions on the Panel to be filled by a member of a professional association, and where that association has a process in place for the review and nomination of members to an ADP, the names of any such nominees will be appointed by the General Manager of the Planning & Development Department and submitted to City Council as information only. This includes Architects, Landscape Architects, and Engineers (i.e., the sustainability advisors), who are members of the Architectural Institute

of BC, the BC Society of Landscape Architects and the Engineers and Geoscientists BC, respectively.

- 3.3 Members of the Panel whose appointments are not covered by paragraph 3.2 shall be appointed by City Council, by resolution, upon a recommendation from the General Manager, Planning and Development. These positions include development industry representatives, accessibility advisors, Surrey RCMP representatives, a heritage advisor, and sustainability advisors that are not members of a professional association.
- 3.4 The length of terms of the Architects, Landscape Architects, sustainability advisors and development industry representatives shall be two years with an option of re- appointment for one additional consecutive term of up to two years.
- 3.5 The City Council may, by resolution, remove any member from the Panel at any time

#### **4. QUORUM**

- 4.1 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.
- 4.2 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, shall constitute a quorum, and the advice and recommendations of a quorum shall be the advice and recommendations of the Panel.
- 4.3 In the event that quorum is not achieved projects may be reviewed on an informal basis by the Panel members present at the meeting, and the minutes of the meeting shall so indicate. The decisions and recommendations made at this informal meeting shall not be construed as the advice and recommendations of the Panel. The General Manager, Planning & Development, shall have the discretion to consider such advice and recommendations in due course and may schedule the project for submission to City Council without further review by the Panel.

#### **5. PROCEDURES**

- 5.1 Meetings of the Panel shall be called by the Department as required except that such meetings shall not generally be held more than two times in one month. All proceedings of the Advisory Design Panel shall be held in open meetings.

- 5.2 A schedule of ADP meetings for the following year shall be prepared in December; meeting dates to be scheduled every two weeks; dates are tentative and may be adjusted subject to demand; meetings may not be held if there is only one project on the agenda.
- 5.3 Panel composition - to ensure that all architects and landscape architects named to the panel are given equal opportunity to attend, all architect and landscape architect members will be invited to attend each meeting. In addition, one representative of each of the following groups will be invited to attend, as required: development industry, disabled advisor, heritage advisor, sustainability advisor, and RCMP.
- 5.4 When Planning staff are satisfied that the project, as described under Section 1.2 above, has made sufficient progress towards meeting the design objectives adopted by Council, or that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible Panel meeting. In order to facilitate an effective review of the project, all submissions to the Advisory Design Panel shall be accompanied with sufficient contextual material and information generally in accordance with Schedule A, "Advisory Design Panel, Requirements" attached hereto and forming part of this Terms of Reference.
- 5.5 Legislative Services shall prepare minutes of the Panel meetings and maintain a record of the approved minutes. Legislative Services shall be responsible for notifying members of the meeting, publishing the agenda for circulation to the attending Panel members one week in advance of the meeting, scheduling delegations, and making any arrangements required to facilitate the meeting.
- 5.6 The Panel members present shall, at the beginning of each meeting, elect one (1) of the members to act as Chairperson of that meeting.
- 5.7 The Panel may make by majority resolution such rules as it sees fit to govern its conduct noting that in so doing the intent is that in general, the rules of parliamentary debate shall apply and the rules shall be consistent with this Terms of Reference.
- 5.8 In order to maintain and respect the independence of the Panel, staff from the Department, including the City Architect, the Urban Design Planner and the City Landscape Architect shall only act to provide background information and advice on the development approval processing procedure with respect to the projects to be reviewed by the Panel, except as herein below provided in Section.
- 5.9 The staff presentation to the Panel will be presented with the applicant and their delegation in attendance and will focus on the planning context and urban design issues, including any concerns as they relate to jurisdictional policy and guidelines. This is consistent with the open nature of the meetings as noted in 5.1 above.

- 5.11 The applicant for any project being considered by the Panel and the applicant's design consultants shall have an opportunity to present their design to the Panel.
- 5.12 Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- 5.13 Discussion of an item shall generally follow immediately after the applicant's presentation. The Panel shall make recommendations in the same meeting, following the presentation by the applicant and the applicant's consulting architect and/or landscape architect, provided that the Chairperson shall make reasonable efforts to limit the presentations and discussions of a project within a time frame of not more than one (1) hour for standard projects, and one and a half (1.5) hours for large projects comprised of more than one building, as noted in the agenda
- 5.14 The applicant shall have the opportunity to respond to any presentation made by a Panel member or staff member, prior to the Panel's motion of support or non-support.
- 5.15 The ADP shall prepare a motion. This should be done by a show of hands, or other means visible to all, in an open forum with the applicant present.
- 5.16 The ADP Statement of Review shall be based on verbal and written comments from the Panel members. Panel member's comments should generally focus on the panel member's area of expertise, e.g., urban design, massing, form and character for architects, site planning, grading, and planting for landscape architects, CPTED for the RCMP, energy efficiency for the sustainability advisor, etc. In their reviews Panel members may also refer to City of Surrey design guidelines that are relevant to their area of expertise, as noted in 1.1a above.
- 5.18 The recommendations of the Panel shall be forwarded to the General Manager, Planning & Development and shall be made available to the applicant following the meeting.
- 5.21 The General Manager, Planning and Development, shall consider the Panel's recommendations including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and recommendations, and report to City Council with appropriate recommendations in due course. If the recommendations of the General Manager, Planning and Development to the City Council differ from those of the Panel, the City Council shall be so advised.

## **SCHEDULE "A" - ADP SUBMISSION REQUIREMENTS**

**Revised June 15, 2020**

All submissions to the Advisory Design Panel (ADP) must clearly illustrate the development proposal and must be self-explanatory.

- Label drawings and correspondence as "Submission to ADP" with the ADP meeting date and the City of Surrey file number (e.g., 7917-0347-00).
- Include a graphic scale and north arrow, preferably with north oriented to the top of the page on applicable drawings.
- Submission Packages: The Applicant shall submit to the Project Planner:
  - fourteen (14) reduced sets (11" x 17"), and
  - one (1) set of pdf files of ADP submission drawings and briefs/rationale.
  - Maximum size of each file to be reduced to 10MB each and images unmasked/flattened.
- Deadline – Submission packages must be delivered no later than 12:00 noon, Tuesday, in the week prior to the ADP meeting date for the project.
- Bring to the meeting - The applicant must also bring all presentation materials to the ADP meeting, e.g., mounted presentation boards, physical models, memory stick of electronic presentation or laptop and material sample/colour board. These materials are taken back by the applicant after the meeting and are not stored at City Hall unless specifically requested.

*Please Note: The ADP requests that presenters must be registered members of the AIBC or BCSLA respectively.*

### **Submission packages shall include the following material:**

#### **1. WRITTEN BRIEFS:**

- Describe the relevant planning policy, project description, and site context. Respond to any requested policy amendments or variances.
- Describe the design concept including vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, disabled access.
- Describe response to urban design planning policy (refer to the City of Surrey OCP DP Guidelines: Form & Character, and relevant NCP or local area plan design guidelines, as applicable).
- Describe environmental/building sustainability features in a separate brief, clearly itemizing specific actions (note - this is not the *sustainability checklist* submitted for the application).

#### **2. DRAWINGS:**

- All drawings to be readable on 11 x 17 format including fonts, dimensions etc;
- All drawings to be submitted in metric measurements (imperial can follow in brackets);
- Drawing booklets should be recyclable with no plastic covers or binding

## 2.1. Architectural Drawings

- Context Plan - Show existing/proposed buildings and trees, vegetation, roads, grading, and other major features within the site and on the abutting properties and road allowances (1:500, or 1"=50'-0").
- Context Photos - Provide a separate sheet showing photographs of site and surroundings with key plan.
- Site Analysis - Provide site analysis diagrams to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, pedestrian paths.
- Shadow diagrams - for 4 storey and higher buildings - show 3 diagrams at the Equinox (March/September) at 10am, noon and 2pm (UTC 7).
- Design Concept, Precedent Images - Provide a schematic design diagram to illustrate the design concept and main organizing principles, e.g., vehicle access, pedestrian circulation, massing, views, etc.; precedent photographs - provide photographs of example projects to illustrate the proposed design character for the building and landscaping.
- Site Plan and Floor Plans - Show site dimensions, grading, setbacks, easements, right-of-ways and paving. Show existing and proposed grades as a minimum at the building and site perimeter, FFEs and all parking and pedestrian paths. Show building dimensions, use labels, i.e., CRU.
- Streetscape Elevations - Include proposed buildings and existing and proposed adjacent buildings in scale.
- For towers - Show additional ground level/podium elevations at a larger scale to show ground interface details.
- Elevations - Show all facades in colour with exterior finishes and colour references/notations.
- Sections - Show sufficient cross sections to show floor heights, specialty feature areas such as 2 storey volumes. Include relationship to grade, parking drops; extend sections across the property lines.
- Colour scan of material sample/colour board to be included in the drawing package.
- Unit Plans - for residential buildings include unit plans (1:50 or 1/4" = 1'-0").
- Signage - If signage permit is proposed with the development permit - show sign location(s), setbacks, dimensions and materials and note any requested variances to the City of Surrey Sign By-law.
- 3D/Perspective Drawings - Provide colour perspectives or rendered 3D digital model views to illustrate the form and character.  
*Please note: Coloured elevations and 3D perspectives are required for submission/presentation to City Council.*

## 2.2. Landscape Drawings:

- The ADP requests drawings prepared by a BCSLA Registered Landscape Architect for all projects.
- Tree Retention Plan - Indicate all existing trees to be retained and/or removed; coordinate with the arborist's report.
- Landscape Plans and Plant List - Provide colour site plans showing planting, paving, grading, lighting, gates, and location/screening of outdoor equipment. Existing and

- proposed conditions shown on separate plans. Include a plant list with graphic key, botanical and common names, sizes and quantities readable on 11x17 format.
- Fencing Plan - provide a separate plan showing all fences, gates, walls, trellises and cross reference with clear symbols and/or legends to details.
  - Details - Provide plan and section details of feature areas, e.g., patios and entries; provide details of landscape structures, fences, walls, furniture, paving, lighting fixtures, etc.
3. **MATERIAL SAMPLE/COLOUR BOARD** - Brought to the ADP meeting and taken away after. The size or format is not restricted (except by the size of the scanner for inclusion in the drawing package).
  4. **PRESENTATION MODEL** - Brought to the ADP meeting and taken away after.
    - Physical model - for high-rise or large scale projects, submission of a physical model; minimum scale: 1:200; include immediately adjacent context and differentiate all phases and context using model materials, i.e. existing buildings are wood, and future potential, or approved-but-not-built buildings are plexiglass. Models for detailed DPs should have clear reflection of the proposed materials, fenestration and colours. Projects of varying scales, and scope (e.g. masterplan, or general DP) may necessitate alternate scales, at the discretion of the Urban Design Planner;
    - Digital model – in exceptional circumstances a digital model may be considered, at the discretion of the City Architect.
  5. **DIGITAL STUDY MODEL**
    - 3-D digital massing model - required for all projects at discretion of the Urban Design Planner.
    - Model format - Google Sketchup or AutoCAD format; include 3D geo-reference and geographic orientation of all lot lines.
    - Purpose - to be submitted to the Planning Department to be included in the City of Surrey GIS database and to illustrate the design response to context. After presentation to ADP, the model shall be revised to reflect the approved DP design.
    - Model views - submit local and distant views to illustrate the project's impact and response to its context. Provide shadow diagrams as noted above under 2.1 Architectural Drawings.

**NOTE:** Refer to Architectural Institute of BC Bulletin #31 for buildings requiring an architect. <http://aibc.ca/about/regulatory-authority/bulletins/> The Architectural Institute of BC has instructed its members sitting on Design Panels not to review building designs which contravene the Architects' Act.