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What is the Advisory Design Panel?

The Advisory Design Panel (the “Panel”) is an independent body appointed by City Council that independently evaluates, analyzes, and assesses the designs of various development application proposals as part of the development permit process. The Panel also provides comment on City plans and projects from time to time.

The purpose of the Panel is advise Council on the quality of design of the built environment of the City, and specifically to provide comments and suggestions to improve new development in the City.

The Panel reviews many types of proposals, including intensive single-family residential development, duplex and triplexes, multi-unit residential developments, and major mixed-use development proposals throughout the City.

The Panel’s comments and recommendations are incorporated into the corporate report that is presented before the Land Use & Planning Committee.

In review of various proposals, the Panel considers the following matters to ensure that new development is:

- of a high standard
- designed with all due regard for public safety and accessibility
- compatible with the surrounding community
- harmonious with the existing and future context within which the project is located
- planned to promote high quality building design and improvements to the public realm
- consistent with applicable Development Permit Guidelines documented in the White Rock Official Community Plan, and other relevant City bylaws and policies.

The Advisory Design Panel is regulated by the White Rock Planning Procedures Bylaw, 2017, No. 2234 and the Advisory Design Panel Terms of Reference.

Overview of the Advisory Design Panel Process

The Advisory Design Panel process can generally be summarized in three separate steps:

1. Pre-Meeting – Preparing Your Submission
2. Panel Meeting & Presentation
3. Post-Meeting – Next Steps

Questions?

Planning

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Step 1: Pre-Meeting – Preparing Your Submission

Speak with your File Manager regarding the time, date, and location of your scheduled Advisory Design Panel meeting. Typically, Panel meetings take place at 3:30 PM on Tuesday afternoons in Council Chambers.

All submissions to the Panel should be self-explanatory and must clearly illustrate the development proposal. You will be required to provide eighteen (18) sets of 11" x 17" reductions and one (1) digital copy of all drawings to the Development Services Department no later than one (1) week in advance of the proposed meeting.

These drawing packages should generally include the following information:

Design Rationale

- The design rationale will need to describe the proposed development in term of its relationship to relevant City policies (including the OCP), precedent projects that influenced the project's design, good planning and design principles, and its contribution to the community.

Contextual Information

- A context plan showing existing and proposed buildings, trees, vegetation and other major features within the site as well as existing roads and buildings / structures on surrounding properties;
- A streetscape analysis comprised of photographs of the site and surrounding properties;
- A street profile showing to scale colour rendering of the proposed development and adjacent properties.

Site Plan

- A site plan showing all relevant site and building dimensions, site statistics (e.g. gross floor area, bulk, parking, height, etc.), and other relevant information.

Architectural Drawings

- 3D representations, including coloured renderings of the proposed development;
- Perspective/elevation building drawings which include existing development adjacent to the site;
- Façade elevations of the proposed building(s) illustrated with proposed exterior finishes/colours, and labeled with the final material types;
- Floor plans of each development, including parking levels;
- Signage plans, including proposed materials and dimensions (if applicable).

Landscape Plans

- A landscape plan, including (if applicable) an arborist report indicating which trees will remain and which trees will be removed, including any trees on the adjacent road right-of-way or boulevard. A graphic key should be included with plant list, botanical and common names.
 - Landscape plans must clearly explain the landscape concept, and show paving, fencing, lighting (CPTED principles), gates, and location/screening of outdoor mechanical/servicing equipment.

Materials and Colour Board (Presented at Meeting)

- A materials sample board demonstrating both the materials and colours to be used in the project.

Additional submission requirements may be necessary. Confirm your submission requirements with your File Manager prior to preparing your Advisory Design Panel package.

Step 2: Panel Meeting & Presentation

On the scheduled day of presentation, the applicant's architect and landscape architect will present the development proposal to the Panel. Generally, presentations are to be no longer than 20 minutes; however, the length of the presentation may be extended for larger projects.

If your application involves an electronic presentation, please notify your File Manager so that they can assist you with pre-meeting setup.

The presentation team will be required to bring the previously mentioned materials for display either electronically or on foam boards large enough to be viewed by Panel members. The materials board should be physical samples.

The presentation should address the following, if possible:

- the building's relationship to surrounding buildings, land use, and neighbourhood character;
- details of façade design (including materials, colours, etc.);
- pedestrian entrances and vehicular circulation (parking, servicing);
- landscaping and public realm improvements;
- safety issues (including sight lines, lighting, avoidance of entrapment areas, and CPTED principles);
- accessibility issues (including accessibility for disabled both outside and within the building, and design features for disabled building users);
- handling and storage of solid waste and recycling containers;
- 'green' initiatives (Energy Step Code, LEED/BuiltGreen, etc.) including waste and sewer reduction strategies;
- shadowing, view analyses, and wind effects;
- transportation implications (including active transportation principles); and
- excavation details

Following the applicant's presentation, the Panel members will discuss the proposal and make recommendations by resolution. The recommendations of the Panel typically follow three forms:

1. That the project proceed to Council as presented;
2. That the project proceed to Council with recommended revisions; or
3. That the project be referred back to the Advisory Design Panel after considering design revisions

The Director of Planning shall consider the Panel's resolution, including any requests by the Panel for re-submission and the applicant's response to the Panel's concerns if applicable, and report to Council (the Land Use and Planning Committee) with staff's recommendations, noting if the Director's recommendations differ from the Panel's.

If the recommendations of the Panel is to bring back a revised proposal to the Panel, the revised plans must be re-submitted in accordance with the above-noted submission requirements.

All changes and modifications with the re-submitted materials must be identified for the benefit of the Panel.

Step 3: Post-Meeting – Next Steps

Panel resolutions will be made available to the applicant within five business days following the meeting.

The minutes of all Panel meetings are forwarded to the Land Use & Planning Committee with the applicable staff report. As the drawings approved by the Panel will form the basis of the development permit, any revised plans based on the Panel's recommendations must be submitted to the Planning & Development Services Department at least one (1) week prior to the Land Use & Planning Committee date.