



REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Draft Terms of Reference:
Advisory Design Panel (ADP)

File #: G110.01

Doc #:

From: Carl Johannsen, RPP, MCIP
Director of Development Services

Date: January 22, 2020

RECOMMENDATION:

THAT the Advisory Design Panel (ADP) Terms of Reference be approved.

PURPOSE:

To consider the creation of an Advisory Design Panel ('ADP', 'Panel'), through Council approval of the attached Terms of Reference.

POLICY:

The *Langley City: Nexus of Community* vision, through the *Recommendations and Implementation Report*, recommends creating an ADP to 'review the design quality and integration of uses of major developments.' In order to effectively implement this direction, the ADP needs to include design professionals among its appointees, such as architects and landscape architects, to provide technical advice on development applications prior to the consideration of these applications by Council.

COMMENTS/ANALYSIS:

1. Rationale

Creating an ADP that includes accredited architects and landscape architects, as well as local business representatives and residents, will provide expert yet locally grounded design advice that will be beneficial for the City. Through its review of development applications, the ADP will help to ensure that new developments are

highly livable, contribute positively to the City's image and character and support the creation of high quality, pedestrian-friendly buildings and streetscapes.

The ADP will also play a vital role in helping the City 'raise its game', in terms of shaping new growth and promoting economic development in a way that enhances the City's neighbourhoods, the Downtown and employment areas, creates attractive developments and great public places, and supports the planned arrival of SkyTrain.

This approach is being used in other growing municipalities in the region to guide growth and produce high quality, attractive development outcomes. With the completion of an updated Official Community Plan (OCP) that includes clear and practical form and character and urban design policies, utilizing an ADP will help to enhance design quality and maintain the City's timely and efficient development application process.

2. Mandate

The ADP's mandate is to provide advice to Council regarding the form and character and urban design quality of new development applications, by evaluating these applications according to the OCP's urban design policies and Development Permit Area (DPA) Guidelines, and other relevant City plans, policies and bylaws.

As described in detail in Section 2.0 "Mandate" in the attached ADP Terms of Reference, the ADP will focus on evaluating quality of design and materials, the relationships between buildings, open spaces and neighbouring developments, building and site design, how buildings address public streets and open spaces, and safety, livability, accessibility and sustainability considerations, among other items.

3. Composition

The proposed ADP membership totals 13 members, 11 of which are appointed by City Council and two of which are representatives of the RCMP and School District No. 35 (SD35). In terms of voting and non-voting members, the ADP will include:

Nine Voting Members

- Two Architects - Architectural Institute of British Columbia (AIBC) accredited
- Two Landscape Architects - British Columbia Society of Landscape Architects (BCSLA) accredited
- One Accessibility Representative
- Two Business Representatives (from businesses within the City)
- Two City of Langley Residents

Four Non-Voting members

- Two members of City Council
- One RCMP Representative (Crime Prevention Through Environmental Design, or CPTED input)
- One SD35 Representative

The ADP Chair and Vice-Chair are proposed to be members of City Council, and act as liaisons between the ADP and Council. The ADP will also be supported by Development Services staff (Director of Development Services and/or Deputy Director of Development Services) and Administration staff (Corporate Officer or Deputy Corporate Officer), as required.

4. Transition from Advisory Planning Commission (APC) to the 'Panel' (ADP)

Currently, based on the City's Development Application Procedures Bylaw No. 2488, the Advisory Planning Commission (APC) reviews development applications before they are considered by Council. Staff note that the mandates of the proposed ADP and existing APC are essentially the same – providing advice to Council regarding the form and character of new development applications. This being said, the ADP differs from the APC by way of the proposed addition of four accredited design professionals to the ADP, to provide technical and architectural/urban design best practice advice that complements input from local business persons and residents.

The ADP is also proposed to be a Select Committee of Council, which will provide additional flexibility regarding the appointment of design professionals to the Panel. Currently the APC Establishment Bylaw No. 3100 (attached) requires two-thirds of its members to be residents of the City (required by the Provincial *Local Government Act*), which likely limits the ability to appoint practicing architects and landscape architects, as most reside outside of the City of Langley. The proposed ADP Terms of Reference do not specify where Panel members may reside, other than requiring two Panel members to be City of Langley residents (see Section 3.0 "Composition").

Based on the above context, should Council choose to move forward with an ADP and approve the ADP Terms of Reference, staff recommends that the APC be discontinued. In terms of process this would mean that development applications that previously went to APC for review, prior to proceeding to Council, would now go to the ADP for review prior to proceeding to Council. The 2019 APC membership expressed support for the proposed ADP at the November 27, 2019 APC meeting.

In order to complete the proposed transition from the APC to the ADP, Council will also need to repeal the APC Establishment Bylaw No. 3100 and adopt minor wording changes (ie. replacing 'APC' with 'ADP') to the Development Application Procedures Bylaw No. 2488, Board of Variance Establishment Bylaw No. 2808 and the Delegation of Authority to Issue Certain Amendments to Development Permits Bylaw

No. 2285. The Bylaw to enact these proposed bylaw changes is included in the January 27, 2020 Regular Council agenda for Council's consideration.

BUDGET IMPLICATIONS:

No budget implications are associated with this report. The ADP is proposed to replace the APC and this approach will not change Development Services procedures or require additional staff resources. ADP appointees are to serve on the Panel without remuneration.

ALTERNATIVES:

1. Council direct staff to revise the proposed ADP Terms of Reference.

Respectfully Submitted,



Carl Johannsen, RPP, MCIP
Director of Development Services

Attachments:

1. Draft Advisory Design Panel Terms of Reference
2. Advisory Planning Commission Establishment Bylaw No. 3100

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer