



Draft Terms of Reference Advisory Design Panel

1.0 Background:

The City's Nexus of Community vision recommends creating an Advisory Design Panel or 'ADP' to 'review the design quality and integration of uses in major developments'. An ADP can provide significant benefits in shaping new growth and economic development, through reviewing new development applications to ensure that they will be attractive, accessible and safe, use high quality architecture and materials, and are 'good neighbours' to adjacent buildings, streets and open spaces.

The ADP will also help to ensure new development contributes positively to the City's image and character, enhances sustainability and livability, creates pedestrian-friendly streets and 'great public places' and supports the planned arrival of SkyTrain.

The ADP's membership, which includes accredited design professionals, local residents and business community representatives, will provide comprehensive advice that reflects best practices in architecture and urban design and Langley City's local context. The ADP will also use the clear and practical design policies and guidelines in the City's new Official Community Plan (OCP) to guide its decision-making and help maintain the City's timely and efficient development application processing times.

2.0 Mandate:

The ADP's mandate is to advise City Council on the form and character and urban design quality of development applications, by evaluating these applications according to the OCP's urban design policies and Development Permit Area (DPA) guidelines, and other City plans, policies and bylaws. Specific areas of evaluation include:

1. Overall design quality, appeal and character;
2. Relationship of proposed buildings and open spaces to each other and neighbouring properties, buildings and open spaces, in terms of building location, massing and shadowing of open spaces, and existing and future land uses;
3. Design of interfaces between proposed buildings and open spaces and the public realm (public sidewalks and streets, public parks and plazas and natural open spaces). This may include the adjacent public realm design, where appropriate;
4. Building and site design, in terms of architectural features, façade treatments, landscaping, usable open and amenity spaces, parking layout, pedestrian, vehicular and fire-fighting access, loading and solid waste collection;
5. Building and open space materials and finishes, in terms of form, quality, quantity, durability, colours and safety;

6. Livability and human needs, in terms of building entrances, circulation, quality of views from habitable rooms, user and public safety, privacy, noise and storage;
7. Proposed signage, in terms of type, location, size/height;
8. Energy reduction, environmental and sustainability features;
9. Accessibility considerations; and
10. Crime Prevention Through Environmental Design (CPTED) considerations, in terms of sightlines, lighting, and building, open space and access design, and the general recommendations of an independent CPTED review, where applicable.

The ADP may also, from time to time, provide advice to City Council regarding proposed policy updates and Bylaw amendments, draft land use and urban design concepts, preliminary redevelopment master plans and major public facility designs, and proposed administrative procedure improvements related to the functioning of the ADP.

3.0 Composition:

3.1 Membership:

- 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 Community Representatives
 - Two City of Langley Residents
- Four Non-Voting members
 - Two members of City Council
 - One RCMP Representative (CPTED)
 - One School District #35 Representative

The Chair and Vice-Chair shall be members of City Council. The Chair, and in their absence the Vice Chair, shall act as a liaison between City Council and the ADP.

3.2 Staff Liaison

- One City of Langley staff person, or their alternate, to be appointed by the CAO to provide advice and context as necessary.
- One City of Langley staff person to be appointed by the CAO to provide minute taking services to the Panel.
- Additional staff and/or consultants may be invited to provide technical advice and assistance.

3.3 Affiliated Agencies

Representative(s) from the Affiliated Agencies will be requested to provide expert advice when deemed appropriate to assist the ADP to fulfill its mandate.

4.0 Reporting Relationship

The ADP will report to City Council through its meeting minutes and by providing form and character and design-related advice and recommendations to City Council.

Advice and recommendations from the ADP regarding a specific development application or other project may also be presented to City Council in a staff report that accompanies the development application or project. City staff may also provide additional analysis and recommendations regarding advice and recommendations from the ADP, for Council's consideration.

5.0 Accountability

The ADP is accountable to City Council. The ADP does not have the authority to approve or deny development applications or refer these applications back to City staff, and does not have the authority to direct City staff or commit to expenditure of funds.

6.0 Administration

The City of Langley will provide administrative support to the Membership to carry out the mandates of the ADP.

7.0 Meetings:

Meetings of the ADP shall occur on a regular basis at the call of the Chair. A quorum shall be a majority of appointed voting members. Meeting rules of procedure shall be in accordance with the City's Council Procedure Bylaw. Architects and Landscape Architects shall follow AIBC and BCSLA Advisory Design Panel procedures.

8.0 Terms:

Appointments to the ADP shall be made by City Council on an annual basis. The length of terms of voting members, and the Chair and Vice Chair, shall be one year ending on December 31st of each year, with an option for reappointment by City Council. In the event of a vacancy on the ADP, Council shall appoint a replacement for the remainder of the term. Council may also terminate appointments at their discretion.