



The City of White Rock's Guide to ADVISORY DESIGN PANEL SUBMISSIONS

Role & Mandate of the Advisory Design Panel

The Advisory Design Panel (the Panel) is appointed by the Council to **advise** Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of duplex, commercial, multi-family and mixed-use Development Permit applications for new and redevelopment in the City. In the review of applications referred to it by the Planning & Development Services Department, the Panel considers the Development Permit Guidelines documented in the Official Community Plan. They are also responsible for:

- ensuring that all new development is of a high standard;
- ensuring that new buildings and structures harmonize with neighbouring development;
- promoting high quality building design, which contributes to the improvement of the public realm;
- ensuring that buildings are designed with all due regard for public safety and accessibility;
- considering the intended function of the project within the existing and future context of its location.

Submission Requirements

All submissions to the Advisory Design Panel must clearly illustrate the development proposal and be self-explanatory. The applicant will provide the following to the Planning & Development Services Department **one (1) week in advance of the Advisory Design Panel meeting:**

- **one (1) set of full size drawings;**
- **fifteen (15) sets of 11" x 17" reductions; and,**
- **one (1) digital copy of all drawings.**

This list is not exhaustive, and other requirements may be deemed necessary depending on the specific proposal.

The submitted set of drawings should include the following:

(1) Contextual Information

- context plan showing the proposed buildings, trees, vegetation and other major features within the site as well as existing roads and buildings / structures on surrounding properties;
- photographs of the site and surrounding sites.

(2) Site Plan

- site plan showing all site and building dimensions, easements, rights-of-way and other relevant information.

(3) Architectural Drawings

- a coloured rendering;
- streetscape elevations which must include existing buildings adjacent to the site;
- all facades of the proposed building(s) illustrated with proposed exterior finishes/colours, and labeled with the final material types;
- signage materials and dimensions (if applicable);
- materials sample board demonstrating both the materials and colours to be used in the project.

(4) Landscape Plans

- 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, refuse screening and location/screening of outdoor equipment.

Meeting & Presentation

Plans are circulated to Panel members in advance of scheduled meetings for review. Applicants are required to present the proposal to a meeting of the Panel. Attendance by the architect, landscape architect and arborist (if applicable) is highly recommended. The presentation should address the following:

- building context (relationship to surrounding buildings, land use, neighbourhood character);
- details of façade design (including materials, colours, etc.);
- pedestrian entrances;
- vehicular circulation (parking, servicing);
- landscaping;
- safety issues (including sight lines, lighting, avoidance of entrapment areas, CEPTED 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 (LEED, etc.)
- waste reduction strategies (including sewer reduction strategies);
- shadowing;
- wind effects;
- traffic implications;
- excavation details.

Panel Resolution & Recommendations

Following the applicant's presentation, the Panel members discuss the proposal and make recommendations. The resolutions of the Panel will be made available to the applicant within five (5) business days following the meeting. The recommendations of the Panel can take the following forms:

- That the project proceed to Council with no changes;
- That the project proceed to Council with changes (usually minor); or,
- That the project be referred back to the Advisory Design Panel with changes (usually major).

Where the resolutions of the Panel include requests for changes, the applicant shall consider the resolutions and respond to the Panel's concerns. Should the recommendations of the Panel necessitate the presentation of a revised proposal to the Panel, only the revised drawings must be re-submitted in accordance with the above-noted submission requirements.

Proceeding to Council

The minutes of all Panel meetings at which the project was presented are forwarded to the Land Use & Planning Committee with the staff report for the application. As the drawings approved by the Panel will form the basis of the Development Permit, any revisions as per 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 Meeting date.

For More Information

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at planning@whiterockcity.ca.