

## **BCSLA ADVISORY DESIGN PANEL GUIDELINES**

### **Purpose of Advisory Design Panel**

The Advisory Design Panel (ADP) acts as an independent advisory review body without authority for approval of projects but rather through a democratic process either expressing a position of support or non-support. Appointments and re-appointments to the ADP must originate from the BCSLA ADP Sub-Committee which forwards a Member application for review and approval by the municipal or city council. [Amended January 25, 2011]

In general the primary function of an ADP is to review the design of projects brought forward by the Planning Department prior to rezoning or issuance of Development Permit. The exact scope of review will vary from jurisdiction to jurisdiction with some locations requesting ADP input on topics from building paint colour, to signs and awning design.

The purpose of establishing guidelines for procedure of BCSLA Members is to ensure a fair appraisal of development proposals through the use of a consistent framework. The BCSLA encourages an open process in which the applicant is present during all phases of presentation, review and commentary of the project brought forward. The guidelines will help Municipalities, Cities and the BCSLA confidently answer any challenge to the ADP process. Although the BCSLA has developed these guidelines for use by its Members, it should be noted that ADP procedures vary from jurisdiction to jurisdiction in type of review, content of review and review process.

The BCSLA has developed these guidelines in order to ensure that there is a minimum standard of fairness and an efficient process which will help to promote a high level of professional conduct by our Membership.

### **Objectives**

In order to ensure a fair review process consistent with other municipalities and cities the BCSLA encourages its ADP Members to adopt these objectives.

1. To ensure a predictable review and adjudication process which is clearly communicated to all ADP applicants.
2. To ensure a fair and open forum for project review.
3. To ensure well-documented Minutes which detail the ADPs deliberations which will allow the applicant to review the proceedings and provide the appropriate design response.
4. To encourage municipalities and cities to prepare a list of materials required for ADP review.
5. To encourage municipalities and cities to develop a regular schedule for ADP meetings.

The BCSLA encourages the municipalities and cities to provide the appropriate amount of background information for ADP Members which could include the following:

1. A clear statement of planning objectives, constraints or guidelines, and contextual considerations.
2. A clear statement describing the applicant's submission which would include a project brief, terms of reference, practical constraints and design objectives.
3. A clear and concise summary of the issues and recommendations from ADP should be provided to the applicant.

## **BCSLA ADVISORY PANEL GUIDELINES (cont.)**

### **ADP Nomination and Appointment Guidelines**

The BCSLA encourages all its Registered Members to serve on ADP's. The BCSLA ADP Sub-Committee has been set up to oversee the process of reviewing and updating the ADP guidelines, reviewing the qualifications of Registered Members who have come forward and expressed an interest in serving on ADP, recommending appointments to municipalities and cities and encouraging municipalities and cities who do not have ADPs to consider adopting this review process.

The BCSLA ADP Sub-Committee Chair will not be permitted to allow his/her name to stand for ADP Membership. If the candidate is the only qualified ADP member in the region the BCSLA Board of Directors will appoint the ADP Member

### **Eligibility and Application Procedure**

All Registered Landscape Architects in good standing are eligible to serve on ADP. The procedure for nomination and appointment follows the following steps:

#### ***Nomination***

The BCSLA ADP Sub-Committee will consider the following criteria when reviewing nomination applications.

1. Willingness to serve on a designated ADP as indicated on the completed ADP application form.
2. General familiarity with the municipality or city, but not necessarily a resident in that municipality or city.
3. Relevant professional experience and background with regard to the types of projects reviewed by the ADP.
4. Freedom from any conflict of interest in both business and personal relationships that would affect the objectivity of advice given as an ADP member.
5. Although previous experience as a representative of the BCSLA on ADP is not a criteria. The previous record of experience when available will be reviewed by the BCSLA and forwarded to the city or municipality.
6. A BCSLA Member age, gender, race, religion or political affiliations will not be a criterion for nomination.

#### **Appointment Restrictions**

1. Must be a BCSLA Registered Member in good standing.
2. BCSLA Member shall have completed the ADP application form and been nominated by the BCSLA ADP Sub-Committee. Members shall not independently approach municipality or city to seek nomination for ADP as a representative of the BCSLA.

#### **Procedure for Applications and Nomination**

The BCSLA ADP Sub-Committee will receive applications for nomination to ADP throughout the calendar year. In order to assist the BCSLA member in understanding the degree of commitment the ADP Sub-Committee shall make available to the applicant the following information:

1. Current membership of ADP
2. Duration of ADP appointment
3. Frequency and approximate length of ADP meetings
4. Types of projects usually reviewed
5. Other nominations put forward at the same time
6. Special considerations

## **BCSLA ADVISORY PANEL GUIDELINES (cont.)**

*The nomination procedure for ADP follows these steps:*

1. Municipality or city contacts the BCSLA to inform the ADP Sub-Committee that a position on ADP has become available for a Landscape Architect, or the BCSLA seeks applications for nomination for ADP position after confirming that the term of a BCSLA Member currently sitting on an ADP is coming to an end.
2. BCSLA forwards completed applications from interested Registered Members in good standing to the municipality or city for review and nomination to council for ADP appointment.
3. BCSLA informs the Member that his or her application is successful and either provides a contact at the city or municipality for the Member to get in touch with, or provides information with regard to the start of the term.
4. If the ADP Term is for a one-year period and the candidate would like their name to stand for a second term the candidate must submit their name to the ADP Sub-Committee. The ADP Representative must resign their appointment after a period of two years.

In the event that the BCSLA ADP Sub-Committee does not have any applications on file for ADP nominations for the particular municipality or city the ADP Sub-Committee will seek out Members of the BCSLA who have not yet expressed a willingness to serve. In the event no candidate is found, and with the approval of the municipality or city, the member currently serving on ADP may be asked to serve an additional term or remain on ADP until an applicant comes forward, and is approved by the municipal or city council.

Nominations of BCSLA Members by organizations other than the BCSLA shall be the business of those organizations. Registered Members of the BCSLA who serve on ADPs not as Landscape Architects are obligated to conduct themselves in a manner consistent with the BCSLA Bylaws and Standards of Professional Conduct and Practice.

### **Conduct of Landscape Architects**

BCSLA Members serving on ADP are to conduct themselves in a professional manner consistent with the BCSLA Standards of Professional Conduct and Practice. ADP's have been set up as impartial forums in which professional advice is provided by panel members to aid the planning staff and municipal council in their decision making process. BCSLA Members accept the following responsibilities while serving on ADP:

1. To give impartial, professional advice on proposals and policies which affect the physical environment of the city or municipality.
2. To inform the BCSLA, city or municipality when persons fraudulently represent themselves as Landscape Architects.
3. To represent the profession of Landscape Architecture in a positive manner while performing a public service.
4. To offer objective views on design that relate to the context of the community's physical environment. The ADP member should refrain from expressing subjective views against the style selected by the design proponents.
5. To withdraw from the review, discussion and evaluation of a project brought before ADP if the panel member or the panel member firm, is involved in the application brought forward.
6. To refrain from using the position on ADP to promote his or her own business in the city or municipality where he or she is a panel member.
7. To refrain from making professional overtures to the applicants and resist lobbying from the applicants.
8. To attend meetings regularly or notify the city or municipality when unable to attend ADP meetings.
9. To obtain the permission of the BCSLA ADP Sub-Committee prior to accepting an ADP appointment and resign that appointment after a period of two years. BCSLA Members may be re-nominated for a subsequent term upon receiving written permission from the BCSLA ADP Sub-Committee and the city or municipality. All re-nominations for ADP positions must be submitted directly to the ADP Sub-Committee in accordance with our Policy. [Amended January 2011]

## **BCSLA ADVISORY PANEL GUIDELINES (cont.)**

### **ADP Review: Suggested Check List**

In addition to specific components identified by the city or municipal planning staff and the requirements of the local Building Bylaws, Zoning Bylaws and Sign Bylaws the ADP members may consider some of the following topics as a guideline for review:

#### *Overall Project Analysis:*

1. Summary of project objectives.
2. Project program and the fit with project objectives.
3. Design philosophy.

#### *City Context:*

1. Impact on views.
2. Impact on city skyline.
3. Compatibility with city guidelines and planning objectives.

#### *Neighbourhood Context:*

1. Relationship and impact of adjacent land use.
2. Relationship and impact on the scale and rhythm of the neighbourhood.
3. Impact of the character and massing on the surrounding neighbourhood.
4. Compatibility with neighbourhood guidelines and planning objectives.

#### *Site Context and Site Planning:*

1. Relationship to adjacent buildings, sites or land use.
2. Effect of shadow and daylight within the site and shading of adjacent sites.
3. Site privacy and overlook.
4. Compatibility of design with site context, and site grades.
5. Relationship to existing trees or landscape features.
6. Compatibility of materials to project and site context.
7. Contribution to and compatibility with neighbourhood character.
8. Relationship of landscape site design to building design and project objectives.
9. Effectiveness of building siting.
10. Provision for parking, vehicular and pedestrian site circulation.

#### *Streetscape:*

1. Effectiveness of building or landscape interface with street.
2. Contribution to the street rhythm and overall street design.
3. Appropriateness of street design with respect to site context and location.
4. Provision of rain and wind protection.
5. Appropriateness of street furniture, and both hard and soft streetscape elements.
6. Scale of streetscape with respect to context and adjacent site uses.
7. Level of detail and relationship to human scale.

#### *Landscape Design:*

1. General scale, articulation, and appropriateness of form.
2. Location and quality of environment created for passive and active uses.
3. Effects of sun and shadow on project amenities.
4. Suitability of plant species and appropriate density of planting.
5. Comments on growing medium depths and size of planting areas.
6. Provision for Crime Prevention Through Environmental Design (CEPTD) principles.
7. Appropriateness of irrigation strategy.
8. Location, scale and relationship of entries to building and site context.
9. Appropriateness of screening and enhancement of views.

#### *Building Design:*

1. General massing and overall articulation.
2. Appropriateness of form and use.
3. Roofscape forms and treatment of building services.
4. Facade articulation and fenestration.
5. Quality and design of finishes.
6. Definition of building entry.
7. Interior and exterior relationships.