

TERMS OF REFERENCE DESIGN ADVISORY PANEL

Plan Nanaimo (OCP) has devised a number of design guidelines to assist development to meet community objectives. Part 26 of the Local Government Act assumes an advisory body will advise Council in the evaluation of projects requiring development permits. The design community has a role to play in assisting new developments to respect the existing built form landscape of the community.

In this context, these Terms of Reference identify a mandate for the Design Advisory Panel. The mandate is an invitation to the City's design community to become involved in moulding on-going developments to meet the unique urban design environment of Nanaimo.

The Design Advisory Panel's primary objective is to review Form and Character Development Permit applications and provide advice by way of recommendations to staff in its negotiations with applicants.

Objectives of the Design Advisory Panel

- To assist Council in establishing guidelines to ensure that the form and character of future development is of a standard quality which meets the needs of the community.
- To evaluate the development proposals in relation to design guidelines and provide its recommendations in relation to same.
- To encourage a high standard of project design and construction through educational programs and award programs recognizing projects which demonstrate innovative and high standards of urban design and landscaping.
- To provide advice to Council on actions which can be taken to improve the appearance of the City.

Scope of Work

In order to achieve these objectives, the Panel will meet on a regular basis:

- To review development applications to identify and recommend design objectives consistent with applicable design guidelines for staff to negotiate as part of the design review
- Provide recommendations and assistance to Council in relation to the development of design guidelines and other regulations affecting development.
- Develop and initiate methods of public education on urban design issues.
- Participate with staff and Council on specific task force or project committees.

In addition to the regularly scheduled meetings, members may be requested to participate with staff and Council on specific task forces or project committees.

Membership

The membership identified below attempts to achieve valuable community design evaluation and a degree of community representation.

- ◆ 2 Architects
- ◆ 1 Designer
- ◆ 1 Landscape Architect
- ◆ 3 members of the general public
- ◆ 1 member from the Nanaimo Heritage Advisory Commission (NHAC) (for downtown projects, as required)

Any member who misses three (3) consecutive meetings shall be asked by the Chairperson to reconfirm his/her commitment to serve or step down. A further absence of three (3) consecutive meetings shall constitute dismissal from the Panel.

The Panel may carry out its work at a meeting in the absence of a majority.

Budget

The annual budget of the Development Services Department will include funds for the operation of the Panel.

Appointment and Term

Council will invite the Architectural Institute of B.C. to provide a nomination list of local architects. As well, Council will invite the B.C. Society of Landscape Architects to provide a nomination list of locale landscape architects. For the remaining participants, Council will invite the community to apply for membership on the Panel. Following this, Council will appoint members of the Panel for a one-(1) year term. Council may reappoint members to further terms, if desired.

Chair

The Panel will elect a Chair and Alternate Chair for a one-year period. Councillors shall not chair the meeting; however, they are permitted to vote on individual development applications.

Meeting Procedures

The meetings will take place twice a month on the second and fourth Thursdays at 5:00 p.m., or on an as needed basis.

Applications and other orders of business to be considered will be set out in an agenda package to be provided to the Panel members in advance of the meeting date.

Individual applications submitted for review are evaluated in an open session. The review process will follow the following pattern:

- City staff will present background information and a summary of major policy issues applicable to the proposal.
- The applicant or his/her agent will present the proposed development highlighting:
 - The proposed development's function.
 - The project's adherence to the appropriate design guidelines and the neighbourhood context.
 - The reasons for requested variances, if required.
- The Panel will have an opportunity to ask the applicant, his/her agent and staff questions about the design and zoning requirements.
- The Panel will consider the presentations and formulate a recommendation to assist staff in further design discussions with the applicant.
- The recommendation from the Panel will form part of the report presented to the Planning and Development Standing Committee.

DESIGN ADVISORY PANEL

Chair: Mr. Kevin Krastel

Staff Liaison: Gary Noble, Development Approval Planner – (250) 755 4429 Ext: 4302,
gary.noble@nanaimo.ca

Mr. Ruben Galdames <i>(At-Large)</i>
Mr. Robert Bollinger <i>(At-Large)</i>
Mr. Doug Bromage <i>(At-Large)</i>
Mr. Kevin Krastel <i>(At-Large)</i>
Mr. Ian Niamath <i>(Professional Architect)</i>
Mr. Jolyon Brown <i>(Professional Architect)</i>
Ms. Jana Zelenski <i>(Landscape Architect)</i>
Ms. Joan Perry <i>(Nanaimo Community Heritage Commission Rep)</i>