

# **Burlington Urban Design Advisory Panel (BUD)**

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## **Terms of Reference**

### **1. Mandate**

The Burlington Urban Design Advisory Panel (BUD) is an independent advisory body comprised of design professionals that provides urban design advice to the Community Planning Department on all tall and mid-rise buildings (5 storeys or greater) and all public development projects, studies, and policy initiatives.

Advice from BUD will be integrated early in the review process to reinforce the City's expectation for a high standard of design excellence resulting in a more efficient and effective municipal development review.

### **2. Purpose**

- 2.1 Offer independent, objective, and professional urban design advice to the Community Planning Department on all tall and mid-rise buildings (5 storeys or greater) and all public development projects, studies, and policy initiatives.
- 2.2 Provide decision makers with confidence of best possible design outcomes that promote City of Burlington design objectives.
- 2.3 Inspire creative, original, and cost effective solutions in the pursuit of design excellence.
- 2.4 Ensure an effective working relationship between staff and building industry by clearly establishing urban design expectations in early stages of development application to avoid wasted time and effort.
- 2.5 Improve quality of life in Burlington by promoting design excellence in public spaces, parks, buildings, streetscapes and infrastructure through high quality architecture, landscape architecture, urban design, and environmental sustainability.
- 2.6 Create learning opportunities for staff and building industry when assessing design excellence through BUD process.
- 2.7 Maintain a timely urban design review to promote efficient processing of formal development applications.

### **3. Scope of Work**

- 3.1 BUD will review and provide independent, objective, and professional urban design advice to the Community Planning Department on all development applications for tall and mid-rise buildings (5 storeys or greater) and all public development projects studies, and policy initiatives with the objective of achieving design excellence. Development applications presented to BUD will include Official Plan Amendments, Rezoning, and Site Plans.

- 3.2 The Manager of Urban Design (or delegate) has the discretionary authority to refer low rise buildings to BUD if they are combined or integrated with a tall or mid-rise building development.
- 3.3 The Manager of Urban Design (or delegate) has the discretionary authority to exempt a development application from additional BUD review if it has already received BUD review and no further urban design issues are identified.
- 3.4 BUD is an advisory panel providing urban design advice to the Community Planning Department. It is not intended to replace the development review process and does not approve or refuse projects.
- 3.5 Every two years, the chair of BUD will provide the Manager of Urban Design with a brief report outlining the state of urban design in Burlington identifying any development trends that are influencing design excellence in the city.
- 3.6 The Manager of Urban Design will consult with BUD and the development industry to review and update BUD administration and protocols to ensure effective BUD outcomes. This review will occur at a minimum after the first two years of BUD implementation and on an as needed basis afterward through feedback received by the development industry, BUD, and staff.

#### **4. Membership**

- 4.1 BUD will be comprised of a maximum of nine members. In order to ensure a balance of professional expertise, the composition of the panel will include:
  - 4 architects
  - 2 landscape architects
  - 1 urban designer
  - 2 individuals with professional designations in a field related to urban design, planning, or architecture
- 4.2 All BUD members will receive a per diem for their participation at BUD meetings.
- 4.3 BUD members will be appointed to a two year term ending on December 31, or until their successors are appointed.
- 4.4 The terms of BUD members will be staggered to ensure an orderly transition of new members.
- 4.5 BUD members may serve a maximum of three consecutive terms at a time. After the completion of three consecutive terms the member is required to take a leave from BUD for one year.
- 4.6 At the discretion of the Manager of Urban Design (or delegate), consecutive terms may be extended beyond three (3) terms depending on the composition of BUD.
- 4.7 If a member of BUD is absent for three consecutive meetings without prior notification to the Manager of Urban Design (or delegate), they may be removed from BUD at the discretion of the Manager of Urban Design (or delegate).

## **5. Member Selection**

- 5.1 The Manager of Urban Design (or delegate) will issue a request for expressions of interest to participate as a member of BUD.
- 5.2 The Manager of Urban Design (or delegate) will receive the expressions of interest and in collaboration with the Community Planning management team, select individuals suitable for membership of BUD.
- 5.3 City of Burlington staff and elected officials are not eligible to be a member of BUD.
- 5.4 Members of BUD will be highly qualified design professionals and currently possess full membership for a minimum of ten years in at least one of the following professional associations:
  - a) Ontario Association of Architects (OAA)
  - b) Canadian Society of Landscape Architects (CSLA)
  - c) Ontario Association of Landscape Architects (OALA)
  - d) Canadian Institute of Planners (CIP)
  - e) Ontario Professional Planners Institute (OPPI)
- 5.5 Members of BUD must acknowledge that they have suitable flexibility to attend all BUD meetings during their term.
- 5.6 Members of BUD must be able to provide independent, objective and professional urban design advice to the Community Planning Department.
- 5.7 Collectively, the members of BUD shall have a broad range of professional design experience including:
  - a) Domestic and international work portfolio;
  - b) Variety of project scales and types including tall, mid-, and low-rise buildings;
  - c) Demonstrated leadership in city building;
  - d) Construction techniques, financial management, and feasibility; and
  - e) Application of sustainable design methods.

## **6. Election and Role of Chair and Vice Chair**

- 6.1 Members of BUD will elect a Chair and Vice Chair at the first BUD meeting biennially for a two year period. The Chair and Vice Chair should have a minimum of one year experience on BUD or other urban design advisory panel to be eligible.
- 6.2 A member of BUD may be elected to the Chair and Vice Chair positions for three consecutive terms at a time.
- 6.3 Consecutive terms may be extended beyond three terms at the discretion of the Manager of Urban Design (or delegate), in consideration to the composition of BUD.
- 6.4 The role of Chair will be to preside over the discussions for each BUD agenda item to ensure it receives a fair and thorough consideration from all members.

- 6.5 The Chair will provide a verbal summary of BUD advice and commentary at the end of each agenda item. In the event that the Chair is unable to fulfill these responsibilities, the Vice Chair will assume the role of Chair.

## **7. Meeting Schedule**

- 7.1 BUD will meet once a month starting at 1:30 p.m. at Burlington City Hall unless otherwise indicated.
- 7.2 Meeting dates will be determined in December of the previous year and circulated to BUD.
- 7.3 The Manager of Urban Design (or delegate) may call additional meetings as needed.

## **8. Administration**

- 8.1 The Manager of Urban Design (or delegate) will attend and provide administration for all BUD matters.
- 8.2 Applicant presentation packages for BUD will be submitted to the Manager of Urban Design (or delegate) a minimum of four weeks prior to the scheduled meeting.
- 8.3 The agenda for each BUD meeting will be provided to BUD members along with applicant presentation packages a minimum of two weeks prior to each BUD meeting.
- 8.4 Revisions to applicant presentation packages will not be accepted or considered by BUD after the agenda has been circulated.
- 8.5 Upon receipt of the agenda, BUD members should disclose any conflicts of interest to the Manager of Urban Design (or delegate).
- 8.6 A maximum of three projects will be scheduled per BUD meeting to allow an appropriate time to evaluate applicant presentation materials, discuss all urban design matters, and provide advice to the Planning and Building Department.
- 8.7 The Manager of Urban Design (or delegate) has the discretionary authority to schedule additional projects to the BUD meeting agenda as needed.
- 8.8 The minutes of all BUD meetings will be recorded by the Planning and Building Department.
- 8.9 Individual BUD members will not be identified in the meeting minutes. All comments will be recorded without attribution.
- 8.10 Within two weeks of the BUD meeting, the Manager of Urban Design (or delegate) will distribute the minutes to the applicant, the Chair of BUD, and applicable City staff to review for errors and omissions.
- 8.11 Within one week of distribution of the BUD minutes for review, the minutes will be published as final.

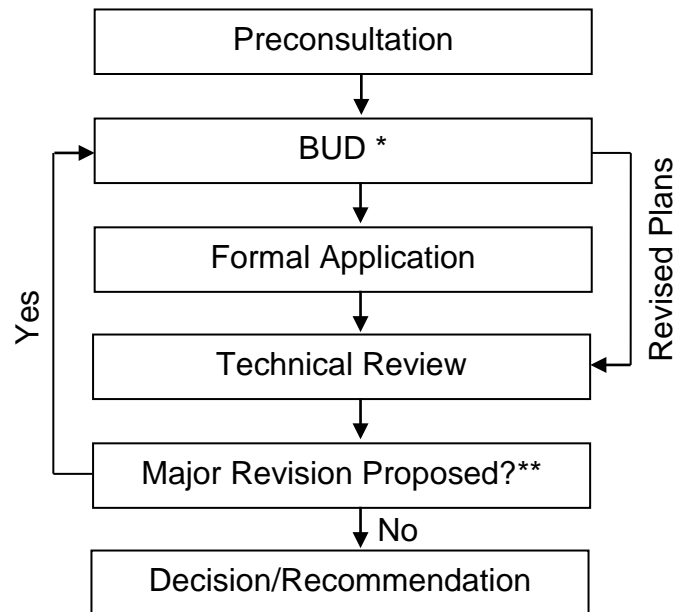
## **9. Meeting Protocol**

- 9.1 BUD meetings shall only be attended by the applicant, BUD, and staff. BUD meetings will be closed to the public and all projects considered confidential until a formal application is submitted as projects are “draft” at this point in the process.
- 9.2 BUD meetings will follow the rules set out in the procedural by-law established by the City of Burlington, unless otherwise stated in this document.
- 9.3 It is expected that BUD members will visit the proposed development sites on the agenda in preparation for the BUD meeting.
- 9.4 At the beginning of each BUD meeting, the Chair will request disclosure of any conflicts of interest for items on the agenda.
  - a) If a conflict of interest arises, the BUD member will excuse themselves from the project review and remove themselves from the portion of the meeting.
  - b) The conflict of interest will be recorded in the meeting minutes.
- 9.5 Each project will be given approximately 1 hour on the BUD agenda and will proceed as follows:
  - a) The Planning and Building Department will provide a brief planning overview of the proposed project and present questions/issues that it would like BUD to specifically address (5 minutes).
  - b) The applicant and/or design consultant will present their project and outline their design objectives, how the project responds to its context, and its contribution to urban design excellence (15 minutes).
  - c) If needed, BUD members will ask questions of the applicant and/or design consultant on any urban design aspect of their project.
  - d) BUD will review the presentation package and be limited to discussing matters of urban design only.
  - e) BUD will not provide recommendations on the appropriateness of proposed density or land use for a development project.
  - f) At the end of the discussion, the Chair will summarize BUD comments and provide its advice.
  - g) The applicant can briefly respond to the advice from BUD.

## **10. Quorum**

- 10.1 Quorum is achieved when greater than 50% of voting members are present.
  - a) If quorum is not attained in the first 15 minutes of the meeting, the agenda will be postponed to the first available date determined by the Manager of Urban Design (or delegate).
  - b) If members choose to remain without quorum, they may do so for information exchange only and no formal advice will be provided.

## Integration of BUD in Development Review Process



\* Applicants may return to BUD prior to submission of formal application to present major revisions to development proposal.

\*\* Major revisions are determined at the discretion of the Community Planning Department.

## Presentation Materials Package for BUD

The presentation materials for BUD shall contain the following information.

Item	Description
Project Summary	Description of project; address/location; photos of neighbourhood context.
Urban Design Brief	Urban Design Brief shall provide an analysis and demonstrate how the proposed development meets the urban design objectives and policies of the Official Plan and any relevant approved urban design guidelines. For the purposes of BUD, the Urban Design Brief shall also include: Description of overall architectural expression; building relationship to streetscape and adjacent properties; pedestrian, cycling, and transit connections; sustainable building elements; other urban design features that ensure design excellence.
Conceptual Site Plan	All site features; building outline above and below grade.
Conceptual Landscape Plan	All on site landscape features; streetscape details.
Conceptual Architectural Elevations	Drawn in colour; cladding materials clearly labelled.
Renderings of proposed building within neighbourhood context	Drawn in colour; provide multiple angles of view.
Shadow Study	A Shadow Study may be required in compliance with the Shadow Study Guidelines and Terms of Reference.

15 sets of presentation materials shall be submitted and printed in 11" x17" format.

Presentation materials shall also be submitted electronically.