Design Review Panel Summary of Advice and Response

PURPOSE:

This document explains the submission requirements and preparations to present a development application to the Design Review Panel and fulfils the submission requirement, which may be required for the submission of an application under the *Planning Act*.

A Design Review Panel Meeting will be required to support an Official Plan Amendment, Zoning By-law Amendment or Site Plan Control application if the subject property is located within a Design Priority Area and will be confirmed at the Formal Consultation stage. The need to consult with the Design Review Panel is a proposal-based submission requirement in the Urban Hamilton Official Plan and Rural Hamilton Official Plan checklists for the submission of an Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, and Site Plan Control Application.

Design Priority Areas include:

- Downtown Hamilton Secondary Plan Area;
- Primary corridors, Secondary corridors, Sub Regional Service Nodes, and Community Nodes as shown on Schedule E of the Urban Hamilton Official Plan;
- Areas of major change and corridors of gradual change throughout the City of Hamilton; and,
- Any other large-scale project across the city selected by the Director of Planning.

When preparing for a Design Review Panel Meeting a Submission Package is required to be submitted to Urban Design Staff and confirmed to be complete before the panel

meeting and a Summary of Advice and Response is required after the panel meeting and must be submitted with the related development application.

Submission Package

The purpose of the Submission Package is to provide the information needed to review and evaluate the development proposal by the Panel. It should highlight the key urban design features of a development proposal and explain why the proposed development represents the most appropriate design solution. The requirements are provided in the contents section below.

Summary of Advice and Response

A Summary of Advice with the Design Review Panel's commentary will be prepared by city staff and provided to the applicant after the panel meeting. The applicant shall provide a written response in reference to the Summary of Advice and will identify where the design proposal was changed to address the panel's comments. The Design Review Panel Summary of Advice and Response shall accompany future submissions of an application under the *Planning Act*.

PREPARED BY:

The Design Review Panel Submission Package must be prepared by the professional licensed to design the proposed project; Licensed Architect, and/or Licensed Landscape Architect. All professionals must be members in good standing within their respective associations.

CONTENTS:

There are two parts to the Design Review Panel Submission Package: Design Brief and Supporting Documents.

Design Brief

The purpose of the Design Brief is to demonstrate the design rationale for the urban design components and layout of a proposed development in response to urban design polices within the Urban Hamilton Official Plan and Secondary Plan policies (where applicable) as well as applicable design guidelines and technical terms of reference.

The Design Brief should provide the information needed to review the location and design of buildings, compatibility and fit within the context, vehicular (including emergency vehicles), cyclist and pedestrian circulation systems, parking, buffers, site landscaping, streetscaping, servicing areas, and any other relevant components. The contents of the Design Brief may be scoped through the formal consultation process. A pre-study consultation with staff may be required to confirm the contents of the Design Brief.

The Design Brief must include the following sections of text:

- Concise summary and response to the applicable city urban design policies and guidelines;
- Contextual analysis that discusses/illustrates abutting properties, key destinations and linkages within 100m radius (a larger radius may be requested for larger/more complex projects). The contextual analysis should include:
    - transportation networks for cars, cyclists and pedestrians;
    - focal points/nodes;
    - gateways;
    - parks/open spaces;
    - topography;
    - views towards the site;
    - the urban pattern (streets, blocks);
    - future and current proposals;
    - public art;

    - heritage resources; and,
    - height analysis of the surrounding context for all tall building proposals;
- Diagrams, as prescribed through applicable City guidelines or requirements;
- Results and discussion of any Shadow Study as it relates to the proposed design solution and its contextual fit;
- Results and discussion of any Wind Study as it relates to the proposed design solution and its contextual fit, if applicable;
- Results and discussion of any Visual Impact Assessment study as it relates to the proposed design solutions and its contextual fit, if applicable; and,
- Results and discussion of any Cultural Heritage Impact Assessment / Study as it relates to the proposed design solutions and it contextual fit, if applicable.

Supporting Documents

The following plans, drawings, images, and other information must also be included in the Urban Design Report where applicable:

- Contextual mapping and photographs illustrating existing site conditions and surrounding context. The photographs' location should be referenced on the contextual map. Include an area of approximately 800m radius;
- Contextual Site Plan that shows the proposal in the context of abutting properties, key destinations, and linkages within a 100m radius (a larger radius may be requested for larger/more complex projects). Contextual elements illustrated on the Contextual Site Plan should include:
    - transportation networks for cars, cyclists, and pedestrians;
    - focal points/nodes;
    - gateways;
    - parks/open spaces;
    - topography;
    - views towards the site, and through the site if applicable;
    - the urban pattern (streets, blocks);

    - future and current proposals;
    - public art;
    - heritage resources; and,
    - height analysis of the surrounding context for all tall building proposals;
- Detailed Site Plan, Floor Plans, and coloured Elevation Drawings;
- Conceptual Landscape Plan and Streetscape Sections for both Public and Private Roads;
- Section Plans;
- Elevation Drawings in context, showing proposed facades alongside facades of important or relevant buildings adjacent to the subject site;
- 3D Model Renderings in context placing particular emphasis on the first few storeys and how the project responds and relates to its urban context. Perspective drawings should be set within the existing streetscape, illustrating how the proposed development's design and scale relate to the existing context;
- Block Context Plan to illustrate and analyze the development proposal in both existing and planned context within the surrounding block. The plan should contemplate what is the existing and/or potential development/redevelopment pattern for the block, such as vehicular (including emergency vehicles), cyclists and pedestrian routes, orientation and organization of massing, location of open spaces, relationships with adjacent streets, and how the proposed development will fit in and support these patterns, where desirable; and,
- Phasing of development, where applicable.

OTHER INFORMATION:

Official Plans

Official Plans | City of Hamilton

Urban Design Reports Information Page

Guidelines for Urban Design Reports | City of Hamilton

Urban Design Guidelines

Urban Design Guidelines | City of Hamilton

Design Review Panel

Design Review Panel | City of Hamilton

REVIEWED AND APPROVED BY:

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