

## **CORPORATION OF THE DISTRICT OF MAPLE RIDGE**

### **BYLAW NO. 6326 - 2005**

A by-law to establish an Advisory Design Panel

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**WHEREAS** Council may establish by by-law an Advisory Design Panel

**NOW THEREFORE**, the Municipal Council of the Corporation of the District of Maple Ridge, in open meeting assembled, ENACTS AS FOLLOWS:

1. This By-law shall be known as “Maple Ridge Advisory Design Panel By-law No. 6326 – 2005”.

#### **Definitions**

2. For the purposes of this by-law, unless the context otherwise requires:

“Council” means the Council of the District of Maple Ridge;

“District” means the Corporation of the District of Maple Ridge;

“Maple Ridge” means the geographical area known as the Corporation of the District of Maple Ridge;

“Panel” means the Advisory Design Panel established by this by-law.

#### **Composition and Appointment**

- 3.1 The Panel is comprised of six (6) members as follows:

- (a) 3 architects registered with the Architectural Institute of B.C. and recommended by the Institute;
- (b) 2 landscape architects registered with the B.C. Society of Landscape Architects and recommended by the Society;
- (c) the Director of Planning or her/his designate as a non-voting member to provide liaison and professional advice.

- 3.2 The Panel members described in subsections 3.1(a) through (b) above, are voting members while the Panel member described in subsections 3.1 (c) is a non-voting member.

- 3.3 The Chairperson and the Vice-chairperson of the Panel shall be elected for a one year term by a majority vote of the voting members of the Panel at the January meeting each year.

#### **Qualifications for Appointment**

4. A Person may be a member of the Panel if he/she
  - (a) is qualified in one of the fields set out in section 3 above; and

- (b) excluding the Director of Planning and her/his designate, is not a member of the Council, a District employee, a District officer, or the Approving Officer.

**Term of Appointment**

- 5.1 Appointments to the Panel are for two-year terms commencing January 1 in the year they are appointed and terminating two years later on December 31st.
- 5.2 The maximum number of terms an individual may be a member of the Panel is two (2) terms, except in circumstances where it is not possible to obtain a member in a specific profession, and where leaving this post unfilled would cause a lack of specialized knowledge in that area.
- 5.3 Transition Clause  
Notwithstanding Section 5.1 above, in order to stagger the terms to ensure change as well as continuity on the Panel, the terms for the members described in subsection 3.1(a) and (b) will be staggered so that there will be continuity in terms of architects and landscape architects on the Panel.

**Community Heritage Commission**

- 6. From time to time a member of the Community Heritage Commission may be requested by the Chairperson of the Panel to attend a meeting of the Panel to provide input on a particular development project which is in an area with heritage implications.

**Vacancy**

- 7. A vacancy created by death or resignation shall be reported as soon as possible by the Chairperson of the Panel to the Council, who shall immediately appoint a replacement for the unexpired term of the former member, using the same criteria that was used with the appointment of the former member.

**Absenteeism**

- 8. A member who is absent, except for reasons of illness or with the leave of the Chairperson of the Panel or his/her designate, from 3 consecutive, or 5 in any 12 consecutive, regular meetings of the Panel is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be.

**Quorum**

- 9. Quorum is 3 members, including the Chairperson.

**Meeting Schedule**

- 10. A meeting schedule shall be prepared by January 1st each year, setting out meeting dates on a monthly or bi-weekly basis, as the Panel shall deem necessary.

### Mandate

11. The Panel shall
  - (a) review and make recommendations to Council on all new developments and significant additions to multi-family, commercial, industrial or institutional projects prior to consideration of a development permit by Council.
  - (b) encourage quality design in the community through education, award programs for design and landscaping, and the review of projects;
  - (c) recommend to Council actions to improve the appearance of Maple Ridge;
  - (d) advise Council on any matter referred to it by Council; and
  - (e) make recommendations to Council on the formulation of design policy and criteria.
12. When determining applications, the Panel shall consider the issues set out in the checklist prepared by the Architectural Institute of British Columbia (March 2001), and included in this by-law as Schedule “A” and forming a part thereof.
13. The Panel’s recommendations shall be given to Council prior to a determination of a development permit.

### Conduct of Meetings

14. The Chairperson or in his/her absence, the Vice-chairperson, shall preside at all meetings and shall be guided by the following:
  - (a) The order of business shall ordinarily be as set out in the agenda, except that items may be taken out of order or added to the agenda at the discretion of the Chairperson;
  - (b) The project will be introduced by a member of the Planning Department. This will be done in the presence of any delegation;
  - (c) The Project Architect and Landscape Architect will then be invited to make a presentation;
  - (d) The members of the Panel in turn, may then ask questions for clarity;
  - (e) The delegation may remain in the room while the Panel deliberates on the project;
  - (f) The Panel will formulate a Motion or Resolution that will be put in writing during the deliberation and adopted by the Panel as the recommendation that will go forward to Council;
  - (g) The applicant will be given an opportunity to comment on the Resolution if he or she so chooses;

- (h) The resolution will be typed as soon as possible and a copy will be forwarded to the applicant;
- (i) Minutes of the Panel deliberations will be full and complete and will identify issues discussed including objections to the Resolution, if any.

### **Delegations**

- 15 A delegation to the Panel may consist of the following:
- (a) the Project Architect, in accordance with the Architects' Act;
  - (b) the Landscape Architect or other specialist consultants, at the discretion of the Project Architect; and
  - (c) the applicant and the owner or his/her designate, to a maximum of four people with exceptions for additional consultants at the discretion of the Chairperson.

### **Conflict of Interest**

16. If a Panel member attending a meeting of the Advisory Design Panel considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
17. After making the declaration, the Panel member:
- a) Must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - b) Must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
  - c) Must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
18. When the member's declaration is made:
- a) The person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of the member's departure from the meeting room, and if applicable, the member's return; and
  - b) The person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

### **Budget**

19. The Council may include in its annual budget such sums as are necessary to defray the expenses of the Panel. The Panel shall provide a detailed budget proposal to Council on or before August 1st of the year preceding the budget year.

**Remuneration**

20. Members shall serve without remuneration, but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties, and the reasonableness and necessity of such expenses shall be to the satisfaction of the Chairperson..

**Transition**

21. Bylaw No. 5207-1994, A Bylaw to Establish An Advisory Design Panel, and amendments thereto, are hereby repealed in their entirety.

**READ** a FIRST TIME on the 14<sup>th</sup> day of June, 2005.

**READ** a SECOND TIME on the 14<sup>th</sup> day of June, 2005.

**READ** a THIRD TIME on the 14<sup>th</sup> day of June, 2005.

**RECONSIDERED**, and finally adopted this 28<sup>th</sup> day of June, 2005.

  
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MAYOR

  
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CLERK

**C. DESIGN CRITERIA FOR CONSIDERATION BY ADPs**

The following design criteria are examples of what would reasonably be considered for review by the applicant and members of the ADP, for a medium-sized project. The scope and nature of the criteria used may vary with the size or special circumstances of a project. The intent is not to judge the design but rather to articulate the issues. This is facilitated by the existence of an Official Community Plan (OCP) and/or endorsed design guidelines.

**1. Project Analysis:**

- (a) Objectives
- (b) Programme
- (c) Design philosophy

**2. City Context:**

- (a) Effect on view
- (b) Contribution(s) to the public realm

**3. Neighbourhood Context:**

- (a) Effect on adjacent buildings and streets
- (b) Effect on land use
- (c) Effect on quality of life issues, such as privacy and safety
- (d) Traffic patterns and parking

**4. Site Context:**

- (a) Environmental issues
- (b) Topography
- (c) Daylight and shadows
- (d) Rain and wind protection

**5. Building Design:**

The following building aspects are examples of what may be considered *only when the community has specific regulatory policies in place* for neighbourhood character or specific building types.

- (a) Materials
- (b) Building mass
- (c) Roof forms
- (d) Facade articulation and fenestration
- (e) Building character