



To: Planning Committee  
From: Joe Erceg, MCIP  
General Manager, Planning and  
Development

To Planning - Dec 16 2008

Date: December 9, 2008

File: 01-0100-20-DES11-  
04/2008-Vol 01

Re: Review of Proposed Changes to the Membership Composition of the  
Advisory Design Panel

Staff Recommendation

That the associations consulted by staff to provide nominations for Advisory Design Panel membership remain unchanged and is not expanded to include associations to nominate additional members to focus specifically on heritage issues or seniors issues.

Brian J. Jackson, MCIP  
Director of Development

DN:blg  
Att.

<b>FOR ORIGINATING DEPARTMENT USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<b>REVIEWED BY TAG</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>REVIEWED BY CAO</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

## Staff Report

### Origin

Staff have received requests to expand the membership of the Advisory Design Panel (ADP) to include additional members to focus specifically on heritage and seniors issues.

### Findings of Fact

Two requests to expand the membership of the ADP have been received. The existing Terms of Reference does not specify the associations represented in the Richmond ADP (**Attachment 1**). Instead, the Terms of Reference set out the ADP's composition, and the number of members and the associations required to be represented in order to achieve quorum. Therefore, nomination of additional members to the ADP does not necessitate an amendment to the Terms of Reference. Prior to forwarding a nomination for Council consideration and expanding the ADP's composition, the associated value of expanding the membership has been evaluated for Council consideration.

### Analysis

#### Council Referral

On November 20, 2007, a Council referral was passed: "That the Advisory Design Panel's Terms of Reference be amended in 2008 so that the scope and number of members can increase to better address heritage matters by allowing people with a heritage interest to be appointed to the Advisory Design Panel."

Currently, any development that requires a Development Permit and is associated with heritage value is referred to the Heritage Advisory Commission (HAC) prior to being considered by the ADP. The HAC has a variety of objectives, including advising Council on heritage conservation and promotion matters that support and advance heritage in the City, which includes reviewing land use and planning matters with heritage implications and providing Council with associated recommendations. Although the terms of referral to the HAC are not specified, an inclusive approach is applied ensuring comprehensive review. The HAC reviews proposals that are located within one (1) of the five (5) identified heritage districts (which include Steveston Village), identified in the "heritage" layer of the City's Geographic Mapping System, and/or located within proximity of a site with associated heritage significance.

If an application involves a site with heritage significance, staff refers the proposal to the HAC. Subsequent to consideration by the HAC, staff provides the ADP with a synopsis of the HAC's review and comments, which is included in the submission package that is forwarded to members in advance of the meeting. Additionally, staff comments highlight design guidelines and plan specific objectives, which may include heritage features. A development proposal is required to substantially respond to HAC comments in advance of being reviewed by the ADP.

Proposals with associated heritage significance constitute a very small percentage of the total submissions reviewed by the ADP. The proposed Army & Navy Air Force (ANAF) building is the only project with an associated heritage value that was reviewed by the ADP between January and November, 2008.

Development proposals with heritage specific considerations are infrequent; therefore, a member appointed to the ADP to provide heritage focused review comments would only rarely participate.

Based on consideration of the existing comprehensive review process for proposals with heritage significance or within proximity of a site with heritage significance, and the limited number of proposals that require heritage specific review, it is recommended that the membership composition of the ADP not be expanded to include an additional member with a heritage specific focus.

#### Richmond Seniors Advisory Committee (RSAC) Request for Representation

Staff received written requests from the Richmond Seniors Advisory Committee (RSAC) in April, 2008 and November, 2008 to expand the ADP's composition to include a representative from the RSAC (**Attachment 2**). The requests reference interest in reviewing affordable housing and seniors housing units to ensure that accessibility provisions for seniors are incorporated into the design.

The RSAC's interest in participating in the review of proposed buildings as a represented member of the ADP is appreciated. The RSAC was formed in 1991 to address concerns of seniors and to plan for the future needs of this growing segment of the community. Among the responsibilities outlined in the RSAC's Terms of Reference is provision of comments regarding the design of seniors housing applications on a referral basis.

Recognizing the RSAC's interest in the design of housing for seniors, planning staff currently refers applications with a focus on seniors to the RSAC for review and comment. The volume of referrals is limited; during the 2008 calendar year, staff reviewed only one senior's development proposal.

Although the number of housing developments for seniors is limited, the existing review process addresses accessibility and provisions for aging in place within current development proposals. In accordance with the Local Government Act, a Development Permit may include requirements respecting the character of the development, including the siting, form, and exterior design and finish of buildings and other structures, as well as landscaping. Review of internal unit layout is undertaken in an advisory capacity by staff and members of the ADP, with the exception of the architects, who are, under their professional standards, specifically prohibited from making comments on internal unit layouts.

Importantly, the ADP's representative from the Richmond Centre for Disability undertakes a detailed review of building floor plans that includes examination of unit typologies best suited for the inclusion of accessibility provisions and modifications required to facilitate full accessibility, as well as review of accessibility throughout the site. The evaluation is not limited to age specific needs; instead, considerations for all individuals with mobility challenges are reviewed.

As the ability of a Development Permit to regulate internal unit design is limited, supplementary provisions are in place in response to existing Council policies including Policy 4012 (Disabled Persons – Accessibility), Policy 4014 (Disabled Persons-Housing), and Policy 4016 (Senior Services). As a condition of Building Permit issuance, applicants must demonstrate inclusion of provisions for aging in place, such as the incorporation of lever handles for doors and faucets, and blocking in washroom walls to facilitate future installation of grab bars/handrails.

Further, to encourage incorporation of basic universal housing features, the Zoning Bylaw exempts a predetermined amount of floor area from the total in lieu of basic universal housing features being incorporated within individual units. These measures are in accordance with Council policies that enhance the experience of the City's elderly population and residents with disabilities.


Based on consideration of the existing process of review and provisions to improve accessibility, it is recommended that the membership composition of the ADP not be expanded to include an additional member representing the RSAC. The RSAC's interest in issues that are of significant concern to seniors is to be acknowledged with a written expression of thanks for the RSAC's past and ongoing contributions. In addition, staff are committed to the process whereby seniors developments will be forwarded to the RSAC for comments at the development stage.

### **Financial Impact**

No financial impact is expected as a result of maintaining the existing ADP membership composition.

### **Conclusion**

Based on consideration of the current composition of the ADP and complimentary existing Council policy and City review processes, it is recommended that the associations consulted for membership nominations remain unchanged.

  
Diana Nikolic  
*Urban Design Planner*

DN:blg

Attachment 1: Terms of Reference: Richmond Advisory Design Panel

Attachment 2: Letters from the Richmond Seniors Advisory Committee (RSAC)



**City of Richmond**  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

## **Terms of Reference Richmond Advisory Design Panel**

(REVISED November 29, 2005)

### **Duties**

To consider and make recommendations with regard to the design, landscaping and site planning of all new or renovated buildings except single-family and two-family dwellings. The Director of Development, may at his discretion, exempt small multi-family projects (10 units or less), and small commercial and industrial projects from being referred to the Advisory Design Panel.

### **Term of Office**

One year for the Chair.

Two years for members, with up to one-half the number replaced annually.

Indefinite terms for staff representatives appointed by the Director of Development or the Officer in charge of the Richmond RCMP.

### **Frequency of Meetings**

Twice each month or at such intervals as is required to prevent undue delay to applicants.

### **Quorum**

A minimum of five (5) members, which must include at least one (1) architect and one (1) landscape architect.

Decisions shall be by a majority of members.

### **Appointment of the Chair**

The Chair shall be elected by the members of the Panel at the first regular meeting in the calendar year.

### **Duties of the Chair**

- > Determines the date and time of meetings.
- > Chairs meetings of the Panel.
- > Represents the Panel between meetings.

## **Appointment of the Secretary**

The Director of Development in addition to having professional staff represent him or her, shall be responsible for providing a staff liaison and a recording secretary to the Panel, who shall be non-voting.

## **Duties of the Staff Liaison**

- > Administer and provide support to the Panel
- > Provide liaison between applicants, project planners, recording secretary and the Panel
- > Inform applicants of decisions.
- > Insure a quorum is available for each meeting.

## **Duties of the Recording Secretary**

- > Prepare and circulate agenda and minutes to Panel members.

## **Presentations to the Panel**

For any adjudication by the Design Panel, certain requirements shall be present:

1. A clear statement of the City planning objectives, constraints or guidelines and contextual considerations.
2. A clear statement describing the applicant's submission, including project brief, terms of reference, practical constraints and design objectives.
3. An analysis and review of how items 1 and 2 relate. This analysis to be prepared in consultation with the applicant.
4. A clear statement of consensus or summaries of issues with recommendations from the Design Panel to the applicant.

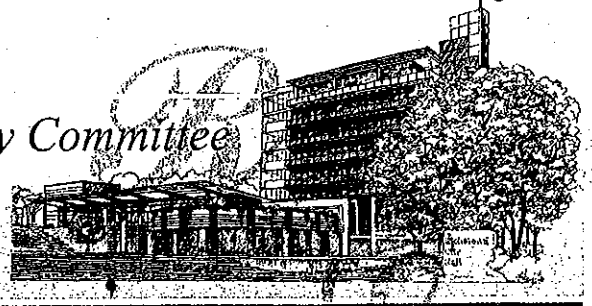
## **Review Process**

1. Due notice of Design Panel meetings shall be given to both the applicant and Panel members.
2. The Design Panel members shall receive reduced copies of the application including the relevant documentation.
3. The City staff shall outline the context of the application and any City concerns.
4. The applicant shall present the proposal (within an appropriate time limit).
5. The Panel shall review the submission in open discussion, and may ask questions of the applicant.

6. The Panel shall prepare a motion or statement of review.
7. Formal minutes of proceedings shall be prepared and reviewed by the Design Panel Chair prior to distribution to the Advisory Design Panel, the applicant and others.



*Richmond Seniors Advisory Committee*  
Serving Richmond since 1991



April 24, 2008

City of Richmond  
6911 No. 3 Road  
Richmond, B.C. V6Y 2C1

Attention: Ms. Diana Nikolic  
Richmond Advisory Design Panel

Dear Ms. Nikolic:

Re: Richmond Advisory Design Panel - Members

Further to a general discussion *by the* members of Richmond Seniors Advisory Committee ("RSAC"), I have been asked to write you with the suggestion that a member of the RSAC be invited to become a member of the Richmond Advisory Design Panel ("RADP").

The reason for this inclusion is that now many hi-rises intend to incorporate affordable units in their projects. We believe that having a member of RSAC participate on the RADP would be beneficial to both groups by providing knowledgeable senior input into the overall design and workings of these units.

A number of years ago, the Chair of the Sub-Committee on Housing, Aileen Cormack was an active member of the RADP and if you are in agreement, that it would be beneficial for a member from our Committee to attend. She has indicated that she would be willing to accept this position.

Thanking you for your consideration.

Regards,

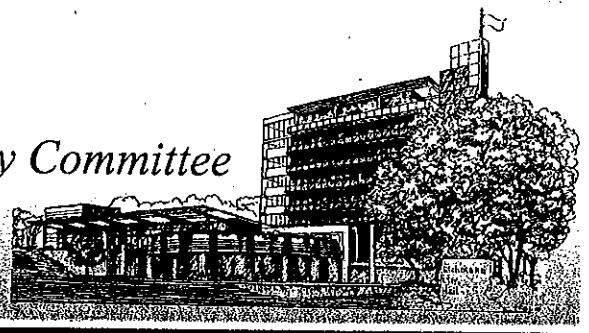
Doug Symons and Daryl Whiting  
Co- Chairs, Richmond Seniors  
Advisory Committee

cc: Mayor and Councillors





*Richmond Seniors Advisory Committee*  
Serving Richmond since 1991



November 6, 2008  
File:

Planning and Development Department  
Fax: 604-276-4052

Diana Nikolic  
City of Richmond  
6911 No. Road  
Richmond, BC V6Y 3P1

Dear Ms. Nikolic:

**Re: Citizen Appointments to Advisory Committees**

As Co-Chair of the Richmond Seniors Advisory Committee (RSAC), it has been brought to my attention that the City's Design Panel is not included on the list of Advisory Committees. The Housing Committee's Chair, Aileen Cormack has a desire to join this Committee because of her interest and involvement in Richmond's Affordable Housing Strategy. In the past, Aileen was a standing member of the Design Panel, but because at that time, there were very few developments including Seniors Housing, she decided to step down. Now that Affordable Housing is a vital component of the Strategy, the Co-Chair of RSAC endorses Aileen's application as RSAC knows her contribution to the Design Panel would be an asset with her vast knowledge of seniors' issues.

Yours truly,

Doug Symons  
Chair  
Richmond Seniors Advisory Committee

pc: Mayor and Council