

**URBAN DESIGN REVIEW PANEL
COMPARISON OF EXISTING AND PROPOSED TERMS OF REFERENCE**

Category	Existing Terms of Reference	Proposed Terms of Reference	Benefits <i>(confirmed by stakeholder input and engagement results)</i>
Panel mandate	Urban design advice	Architecture and Urban design advice	-Acknowledges the role that architectural elements play in the experience of the public realm at the human level.
	Best practice	Best practice implementation of MDP 13 Elements of Urban Design	-Clarifies Panel review topics and increases predictability of output. -Enables reviewers to establish project expectations early. -Aligns with City Wide Urban Design review authority. -Forwards the goals of the MDP. -Provides increased certainty for decision makers in what has been considered.
	Independent Advisory to CPC	-“Interest Group” classification -Independent -Collaborative with City Wide Urban Design (CWUD) -Advisory to Administration and CPC	-Enables Chief Urban Designer to manage UDRP workload by prioritizing which applications will receive UDRP review, based on scale, location, complexity and application type. -Establishes UDRP as a professional resource for CWUD. -Reduces repetitive or conflicting comments.
Panel composition and expertise	nine members	12 members	-Avoids quorum issues. -Allows for the Panel to be divided into two teams which could meet on alternate weeks during times of highest application volumes.
	Four members of AAA Two members of AALA one member of APEGA Two members of CIP	Five members of AAA Three members of AALA two members of APEGA two members of APPI one Heritage specialist (adjunct) (currently practicing)	-Ensures the best mix of expertise is available to align with revised mandate. -Recognizes that currently practicing members can generally offer most current “best practice” expertise.
Assessment process	Within DP review process	-Allow for preliminary design discussions at pre-application stage. -Align UDRP review with industry defined project milestones of Concept Review / Schematic Design and Design Development.	-Enables UDRP meetings to occur when they can have meaningful impact on built outcomes. -Enables reviewers to establish urban design expectations early. -Enables requested revisions to be implemented with relative ease and economy.

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	of Reference	Protocol	<i>(confirmed by stakeholder input and engagement results)</i>
Criteria	-Private projects	-Private developments -City of Calgary capital projects with significant urban design impact.	-Acknowledges that public projects are a large component of the public realm and should be held to the same standards. -Promotes fairness
	-Centre City -TOD areas	-Centre City -TOD areas -Main Street areas -Key sites city wide with significant public realm impact	-Acknowledges the importance of the public realm across the city.
Application types	-Development Permits -DC Land Use Amendments	-Pre-application enquiries -Development Permits -Development Liaison -DC land use amendments (design content) -Urban design components of City policies and guidelines	-Enables challenges to be identified and revisions to be requested earlier in the evolution of a project when they can be made with more ease and economy. -Increases the likelihood the UDRP advice will result in better design outcomes.
Process	-Planner accesses	-Chief Urban Designer determines which applications will go to UDRP, based on scale, location, complexity, workload.	-Ensures that all files of urban design importance are streamed appropriately. -Enables CUD to represent all urban design comments at CPC/Council.
	-Submission requirements are in place for DP only. Responsibility for screening quality of submissions is unclear.	-Develop specific submission requirements for various application types. -CWUD screens submission for completeness.	-Allows urban designers to review content appropriateness for urban design review. -Ensures effective use of UDRP time.
	-Review comments / recommendations are prepared during meeting time.	-Review comments are finalized after the meeting and sent to members for confirmation before being issued.	-Uses volunteer Panel time and administrative resources more effectively. -Allows the opportunity to review up to 3 applications per session.
	-Project strengths and issues from urban design perspective are identified.	-Project strengths and issues from urban design perspective are identified, and significance re-enforced with recommendation of “endorse” or “further review recommended”.	-Emphasises the importance of urban design in city building. -Contributes to a clear design story by providing a recommendation for consideration by the development authority before exercising their authority to approve/refuse/recommend confidently.

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Category	Current Practice	Proposed Implementation Plan	Benefits <i>(confirmed by stakeholder input and engagement results)</i>
Reporting	-Early urban design advice is inconsistently included in UDRP submission packages.	-Early design advice given through CWUD or UDRP is included with DP submission.	-Ensures that subsequent comments are consistent with early design advice, unless significant revisions to the application have occurred.
	-UDRP comments and applicant response are included in CPC report (not mandated).	-Design narrative, accompanied by applicant's submission and detailed planning and urban design rationale, is included in CPC report	-A more complete design story, providing clarity and consistency to the information provided and resulting recommendations should enhance CPC's understanding of the design aspects of the application that have been discussed and addressed, and conflicts and challenges that have precluded a revision being made.

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