



Urban Design Review Panel

Mandate and Composition

Mandate	The Urban Design Review Panel's mandate is to provide independent, professional design advice, from an urban design and architecture perspective, on public and private development and major redevelopment proposals through pre-application enquiries development permit applications and development liaisons on sites citywide with significant impact on the public realm.
Composition	<ul style="list-style-type: none">• 5 Architect members of and nominated by the Alberta Association of Architects• 3 members of and nominated by the Alberta Association of Landscape Architects• 2 members of and nominated by the Association of Professional Engineers and Geoscientists of Alberta• 2 members of and nominated by the Alberta Professional Planners Institute• 1 Recognized Heritage Conservation Architect, registered member of and nominated by the Alberta Association of Architects (adjunct member) <p>In addition, BILD Calgary Region and NAIOP will each nominate from within their membership one registered professional from any of the associations listed above.</p>

Urban Design Review Panel (UDRP)

Summary of work the UDRP has completed and is currently undertaking:

Number of meetings in the last two years.

- 2017: 24 UDRP meetings held (including 2 special sessions); 46 reviews (including 1 Land Use Amendment, 7 Pre-application Enquiries)
- 2018: 25 UDRP meetings held (including 5 special sessions); 47 reviews (including 7 Land Use Amendments, 14 Pre-application Enquiries)

Do you have any subcommittees? If yes, please list.

- The Urban Design Review Panel has no sub committees. The Panel is however divided into two teams to handle the overall workload, meaning that each team meets approximately once per month. Panel members will alternate between teams to satisfy increased attendance purposes, pending individual schedule conflicts.

Summary of initiatives, projects, or work completed or ongoing in the last two years.

- Please refer to the number of applications reviewed above. This is the primary work of the Panel.
- We would like to point out that Pre-Applications (PE) and Land Use Amendments (LOC) represent a significant change from past processes. Early review of projects is important as it is the time at which review has greater impact on the final outcome.
- We have implemented electronic submissions to reduce costs to proponents and reduce environmental impact.

Outline of 2019 workplan.

- Typically, UDRP meets every two weeks depending on applicant submissions and application review timelines. Meeting format begins with an hour of general administrative items, followed by review of between two and three submissions per session. Each individual presentation and Panel review lasts one hour in duration. A panel member is assigned per submission to prepare the consolidated comments, shares the draft by email with other panel members who were in attendance for review and comment, makes any required changes and then forwards to Administration for circulation to the applicants. Final comments are generally completed within one week or less after meeting with the applicants for the review.

Challenges to fulfilling mandate.

- Over the past two years, The Panel underwent an extensive review (as part of the Urban Design Review Framework project) to form new operating guidelines. This involved significant stakeholder engagement including the most frequent applicants, development agencies, City departments and committees. The result included the formation of two panels to manage the increased number and scope of applications as well as clear transparent protocols on how new panel members are chosen. The implementation of the new protocols is ongoing and refinements occurring as appropriate.
- It is very important that The Panel remain an independent peer review panel made up of qualified members with the requisite experience and professional qualifications. As such, it is critical that the Council-approved appointment protocols be rigorously followed, including nominations submitted by professional associations, review and recommendation by The Panel and then formal selection by Council. There has been recent confusion over these new protocols suggesting that some process clarifications are required to ensure that the independence and public perception of fair and unbiased ‘best practice’ review can be maintained.
- Clear and more regular communication between City Clerks, The Panel, and City Wide Urban Design would be helpful. Recent appointments have been made without communication with or input of The Panel. The reason for UDRP input is to allow for a certain amount of curation to ensure that experience and skill set needs are met with each new appointment. Advance discussion with The Panel and with City Wide Urban Design allows for advance conversation with professionals to garner interest and ensure that upcoming UDRP member opportunities are well known and responded to.
- At times, The Panel finds various applications lacking in content and not meeting the presentation requirements as defined in the Urban Design Review Protocol, reducing session effectiveness. While some applicants clearly understand the current process and prepare the appropriate presentation materials, other applicants are still not there yet, despite the availability of submission material and process guidelines. Opportunities for engagement with industry on UDRP expectations and requisite protocols should be sought to ensure a more consistent understanding of the benefits of review and the importance of submitting complete presentation packages.

Additional information you would like to share with Council.

- None to share at this time