

**Scope of Work – Redundancies of Organizational Bodies in the
Design Review Process**

Item #7.1

1.0 Background

The Urban Design Review Framework (Framework) project (PUD2017-0601) explored ways to better incorporate design review to achieve great outcomes. In July 2017 Council approved a number of improvements to urban design review processes that were identified through consultation with internal and external stakeholders.

Through this discussion, Council also directed Administration to, “(identify) and evaluate what, if any, design gaps currently exist in new outline plans, and determine, in conjunction with the development industry and stakeholders, how best to address that gap, *and redundancies that may exist among the organizational bodies involved in the review process*”.

2.0 Purpose

The purpose of this document is to outline a work plan to respond to the latter portion of Council’s direction regarding redundancies of organizational bodies in the design review process.

3.0 Context

When an application is being reviewed, an applicant may receive design direction from various parties involved in the review process – Administration, Urban Design Review Panel, and potentially Calgary Planning Commission.

Prior to the new Framework, lack of clarity in reviewer roles meant that design advice was not always provided at the most effective (i.e. earliest) time in the process. The Framework introduced significant process revisions to avoid unnecessary redundancies between organizations bodies involved in the design review process and ensure that any overlaps were productive. Often, issues and comments that appear redundant or repetitive may in fact be usefully reinforcing and emphasizing similar themes.

However, when the Framework was approved, Council engaged in further discussion regarding perceived overlaps between the design review roles of Calgary Planning Commission, Urban Design Review Panel and Administration. Administration was subsequently directed to investigate “redundancies that may exist among the organizational bodies involved in the review process” as part of its direction regarding outline plans.

4.0 Stakeholders

As part of the Monitoring Program outlined in Attachment 3, Administration is collecting information from internal and external stakeholders currently participating in the urban design review process, including Administration, Urban Design Review Panel, Calgary Planning Commission and applicants.

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5.0 Methodology

Administration will take a broad approach to Council's direction and will look at any remaining non-productive redundancies for all items reviewed through the Framework, as a part of the monitoring program outlined in Attachment 3.

There is no one specific monitoring tool that tracks redundancies, however, redundancies should become apparent through use of the various monitoring tools and the detailed watch of how the new program is performing throughout 2018.

6.0 Timelines

The monitoring program began September 2017 and will continue through 2018. Analysis of the data collected and a description of changes undertaken and recommended will be included in a Report to Council Q1 2019.

7.0 Deliverables

Monitoring of redundancies in the design review process will be analyzed through the tools outlined in Attachment 3 and detailed within the deliverables for that Scope of Work.

8.0 Budget and Funding

No additional budget is needed to conduct this work.

9.0 Risks

Potential redundancies may only become apparent through the data collection and analysis, allowing for refinements to occur if necessary throughout the study.

Should process redundancies or gaps become apparent as a result of the monitoring program, further refinements to urban design review may be required, some of which may require further engagement and/or Council approval.