Planning, Design & Development

Terms of Reference

Community Design Guidelines Document (CDG)

Block Plan Stage Supporting Document Required

Created through the
2009 City of Brampton/BILD Development Process Review Project

Revised Community Design Process

City of Brampton
October 5, 2009

I.	Terms of Reference - Outline	The following is intended to provide a guide to applicants who are seeking direction concerning what is required by the Community Design, Parks Planning and Development Division in formulating the submission of a *Community Design Guidelines (CDG) document.* The CDG document is submitted as part of the Block Plan approval process and is specific to that Block Plan area. It builds upon the expectations specified in the City's 'parent' design guideline document – the *Development Design Guidelines* (DDG's)[1] and represents the refinement of the Block related Structuring Elements and Special Character Areas as identified at the Secondary Plan Stage, referenced in the *Community Design Framework* (CDF). As the first of three design components to this document, the identification of the community's Structuring Elements and Special Character Areas will combine to create the *Community Design Plan* (CDP), both of which are guided by the overarching vision for Character and Identity. The second component are *Demonstration Plans* of the Special Character Area(s), and where applicable will reference the community's Structuring Elements. The Demonstration Plans will provide specific urban design principles and built form criteria for the organization, configuration and treatment of key elements within the public and private realm areas. The third and final design component of the CDG will include *Landscape Guidelines* and *Built Form Guidelines* for the foundational landscape elements and built form enhancements that contribute to forming the Special Character Areas. Following completion of the CDG document and the approval of the Block Plan, the applicant(s) enters into the next stage of the development approval process with the creation of the Draft Plan(s) of Subdivision. The CDG provides a foundation for the preparataion of detailed landscape drawings and the architectural control review process as part of this stage. The CDG will also provide design guidance for the development of future site plans within the Special Character Areas. The approval of the Community Design Guidelines document, in conjunction with final Block Plan approval, represents part of Block Plan approval. For more information, please contact the Parks and Facility Planning Section, who administrate the Design Guideline process on behalf of the Community Design, Parks Planning and Development Division at (905) 874-2338.	*Explanations:* *This column will be used to provide commentary on respective items, to guide the applicant.* *Appended to this document is the Process Chart (approved in September 2009) (Appendix #2) that details how the Community Design Guidelines document fits in the context of other "supporting studies" at the Block Plan level and how it provides the basis for the creation of "Detailed Landscape Drawings" at the Subdivision approval stage and the implementation of architectural control.*

[1] The Development Design Guidelines (DDG) was approved by Council in 2003. Through the review of the Community Design Process, as part of the 2009 BILD/City of Brampton Development Review Process, it was identified that the 'parent' DDG document requires formal updating. The City of Brampton intends to undertake this review and updating, commencing in 2010.

II.	**Document Structure**	• The CDG will be highly visual with extensive use of graphics, plans, elevations, sketches, etc. to depict design components, their relationship to one another and design elements with sufficient information to guide detailed design and architectural control
		• Eliminate unnecessary language
		• Ensure all graphics are an accurate depiction of the proposed designs
		• Do not include graphics that are inconsistent with the intended detail designs
			Use the proceeding sections, descriptions and appendices to guide structure of the document which should be:
			1. Conformity to CDF
			2. Conformity to DDGs
			3. Community Design Plan
			   ▪ *Special Character Areas*
			   ▪ *Landscape Guidelines*
			   ▪ *Architectural Design Guidelines*
			4. Implementation

	Submission Requirements	Each submission of the document to the City of Brampton will include:
		
		• 4 bound colour hard copies:
		  o Format will conform to the City's visual standards (see attached sample title page – **Appendix #2**)
		  o Title page will include the City File number, Block Plan Area name, the name(s) of the consultants, and date document was produced
		  o Title page will include a 5cm tall by 7cm wide box in the upper right hand corner of the title page for the "Approval Stamp"
		  o Information presented on double sided pages
		  o 1 digital copy in Adobe PDF format (no security enabled)
		  o A separate digital copy of the approved Block Plan drawing will also be provided in accordance with City's Digital Submission Standards
			Documents (hard copy and electronic) should be submitted to:
			
			City of Brampton
			Community Design, Parks Planning and Development Division
			2 Wellington Street West
			3rd Floor
			Brampton, ON L6Y 4R2
			c/o Manager, Parks and Facility Planning

	Disclaimer	• An explanatory note shall be added at the beginning of all CDG documents explaining that the images found in the document are conceptual representations of the intended designs and should not be construed or interpreted literally as what will be constructed.	*Aids in interpretation, particularly if document is read by the public.*

1.	**CONFORMITY TO COMMUNITY DESIGN FRAMEWORK (CDF)**		
1.1.	**Purpose of the Document**	• Describe how the document fits in terms of the overall Community Design process – providing design guidance to implement the vision and intent approved with the CDF and Secondary Plan and becoming a tool in the execution stages of Subdivision(s) and Site Plan(s) • Confirm the level of detail to be provided that is sufficient to guide detailed landscape design and the architectural review process, with particular focus on the 'Special Character Areas' identified through the Secondary Plan Process and the creation of the CDF • Provide a statement of conformity with the CDF and/or identify where non-standard elements are proposed	*Refer to **Appendix #1** - Process Chart, for more information* *(1 parag)*
1.2.	**Study Area**	• Location • Context	*Use images/mapping to illustrate*
1.3.	**Updates to the Community Design Framework**	• Provide a brief summary of the conclusions from the CDF • List any unresolved issues related to the supporting background studies • Briefly describe and, if applicable, include an updated Opportunties and Constraints Map from the CDF	*Import the Opportunities and Constraints Map from the CDF*
1.4.	**Design Vision / Principles**	• Briefly summarize the Community Vision from the CDF • Briefly describe the design principles that are specific to and will be adhered to for the Block Plan Area	*Brief, limited number of bullets, SMART, could be used as a checklist* *2 – 3 relevant images would be acceptable*

2.	**CONFORMITY TO DEVELOPMENT DESIGN GUIDELINES (DDGs)**		
2.1.	**CDG Area of Applicability**	• **Map** and briefly identify and describe the areas of the plan guided by the DDGs (and CDF) • Identify the areas of the plan that are subject to the CDG	*Provide a map indicating the areas conforming to the DDGs (and CDF) and the areas subject to the CDG* *Refer to **Appendix #3** – Sample Map of Areas Subject to CDG*

3.	COMMUNITY DESIGN PLAN - Sections	
3.1.	**Structuring Elements**	*For the types of facilities contemplated for parks in preparing facility fit plans, Refer to Appendix #4 - City's 'Draft' Parkland Hierarchy document[2]* *Refer to Appendix #5 – Community Design Plan, as an example of the type of mapping to be created* *Note: Although the community structuring elements have been previously identified and described in the CDF, they may require a brief description in the CDG as they relate to or influence the Special Character Areas* *Describe **if** elements are standard or non-standard and why. This should apply to landscape and architectural elements* *Character and Identity is the comprehensive approach to the planning and design of the community particularly within the Special Character Areas and their seamless, compatible and complementary relationship with adjacent areas* *Non – standard built form that is not addressed in the DDGs shall be addressed in the BP CDG until updates to the DDGs are completed (i.e. live-work, mixed-use buildings, etc.)*

The content of the middle column for 3.1:

- **Map** the structuring elements of the block plan including:
  - Neighbourhoods / Sub-neighbourhoods
  - Street Network including block / local road pattern
  - Open Space system (parks and natural heritage elements).
    - Confirm appropriate park sizes and facilities through facility fits. Identify non-standard park designs that require approval
    - Layout of pathways (valley, off-road and on-road)
    - Layout of sitting areas, look-outs, etc., in vista blocks, SWMPs, valleys and woodlots where applicable
  - Identify Edges and Gateways

- Describe the Character and Identity of the community

- Describe the Built Form
  - Brief listing of Built Form typologies contemplated to be used in the Block Plan
  - Provisions for non-standard built form types not included in the DDGs
  - Provisions for general preservation and integration of heritage built form where applicable (if not in Special Character Areas)
  - Comments on the Priority Lot Plan (PLP).The PLP must be included in the CDG in colour as well as an 11 x 17 form in the Appendix with 'the limit of each individual property ownership within the BP shown with their specific development name and City file number indicated for each block', or words to that effect.

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[2] At the time of preparation of this Terms of Reference (September 2009), the *Draft Parkland Hierarchy* document was in the process of being reviewed by PD&D and Community Services staff. Ultimately, the expectation is that this document will form the basis for an amendment to the Official Plan so that the new park hierarchy may be officially adopted and used in new Secondary Plan areas.

| 3.2. | Special Character Area(s) | • **Map** the Special Characters of the Block Plan (on the same plan with the Structuring Elements) which may include for example the following:
  ▪ Executive Housing Neighbourhoods
  ▪ Special Heritage Features
  ▪ Unique Street Patterns
  ▪ Commercial or Mixed Use Node(s)
  ▪ Special Streetscape Area (e.g. 'heritage trees' corridor)
  ▪ Open Space elements (e.g. large woodlot, unique / enhanced parks, etc.)
  ▪ Spine Road with special character
  ▪ Enhanced transit node

• Briefly describe why these are considered Special Character Areas | *Based on the Special Character Areas identified in the CDF*

*Refer to **Appendix #5** – Community Design Plan, as an example of the type of mapping to be created*

Special Character Areas are defined as:

"A specific area within the plan that is <u>unique.</u> from a design perspective. It may be unique for any number of reasons (e.g. built form (existing or proposed), natural feature, etc.) It represents a nodal location within a plan that the surrounding community revolves around in some fashion. The planned community is identified by the Special Character Area (s)" |
	3.2.1		
	Demonstration Plans	• Provide **Demonstration Plan(s)** for each Special Character Area(s), indicating and briefly describing the design principles of the main components and their relationship to one another and to adjacent areas • List the Landscape elements that will distinguish this Special Character Area from the balance of the community (block Plan) • List the Built Form elements that will distinguish this Special Character Area from the balance of the community (block Plan)	*Refer to **Appendix #6** – Special Character Area Demonstration Plan, as an example of the type of mapping to be created*
	3.2.2		
	Landscape Guidelines	• Provide **Landscape Design Guidelines** (Design Criteria) for the distinguishing elements of the Special Character Area(s)	*Refer to **Appendix #7** – Landscape Elements, as examples of the type of design guidance and level of detail to be provided* *Plans, elevations, sketches may be used to describe the design concepts* *Key information regarding materials, dimensions, scale, colour shall be provided as appropriate*

	3.2.3		
	Built Form Guidelines	• Provide **Built Form Guidelines** (Design Criteria) for the distinguishing built form elements within the Special Character Area(s)	*Diagramatic plans, street elevations, sketches and photos may be used to describe the design intent* *Key information regarding intended built form character (i.e. architectural theme/styles, massing, height, relationship to street, siting within the lot / block, materials/colours, garaging/parking) shall be provided as appropriate*
4.	**IMPLEMENTATION**		
4.1.	**Process**	• Statement on how the Community Design Guidelines document and Community Design Plan will be used (e.g. Draft Plans of Subdivision) • Identification/acknowledgement that there may be outstanding work (e.g. Sub-Watershed Study) that may result in further changes to the Guidelines and the Community Design Plan • Identify the process of review for conformity with the CDGs for landscape and built form components (i.e. control landscape architect and control architect) • Identify the timing and submission requirements to control landscape architect and control architect	*Again, refer to **Appendix #1** for identification of how the Community Design Guidelines migrates into the Detailed Landscape Drawings and Architectural Control Process at the Draft Plan of Subdivsion stage* *Reference the approved process and any deviations (e.g. areas deferred to Subdivision Design Guidelines)*
4.2.	**Cost Sharing**	• Provide a full-page matrix summarizing the cost of all the community elements to be either a developer or City (through DCs) responsibility	*For example, refer to **Appendix #8***

4.3.	**Areas of Further Study**	• Identify areas that require further study or approval including:
		  o Use of any Alternative Development Standards (over and above those already approved by City) that will require further consultation with City, Region or other approval bodies[3]
		  o Other outstanding or incomplete 'component' studies
			At this stage in the process there should be limited areas of further study as those ADSs identified in the CDF that have successfully migrated to the Block Plan stage will be close to approval

4.4.	**Conclusions**	• Overview statement	

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[3] Alternative Design Standards (ADS) should be ratified before Block Plan(s) are approved

V.	SUPPLEMENTARY SUBMISSION DETAILS
	STUDY MANAGEMENT **Managing Changes (to the Block Plan)** At the subdivision design stage Subdivision Design Briefs or Urban Design Briefs (Site Plans) may be submitted to deal with changes to the subdivision plan over time. These Design Briefs will conform to the basic principles of the CDF and CDG. The requirement for these supplementary design documents will be determined in consultation with the City. **Steering Committee** The Terms of Reference will be administered by a Steering Committee comprised of staff from the City of Brampton, the Region of Peel and the respective Conservation Authority. The Applicant's consultant will meet with and receive direction from the Steering Committee at key stages of the study. The City, in consultation with the Steering Committee, will issue final approval for key components of the study. **Applicant Deliverables** The Applicant and their Consultant(s) are expected to meet with the City of Brampton Planning, Design and Development staff as part of the initial Steering Committee meeting prior to starting the study, to obtain instructions, standards and guidelines which are to be followed during the course of this study. The Applicant's Consultant shall submit draft and final documents consisting of the following: ▪ An executive summary; ▪ A description of the report methodology; ▪ An explanation of the various assumptions, considerations, alternative servicing strategies, evaluation criteria and overall assessmenet that lead to the conclusions of this study; ▪ All relevant maps and tables as required to illustrate data, analytical findings; and, ▪ Recommendations respecting all the key issues identified in the Terms of Reference. The Applicant's Consultant shall provide copies of the draft report as required for review by the Steering Committee and fifteen (15) copies of the final report to the City of Brampton. In addition, the Consultant shall provide a digital copy of the final report in Microsoft Word and PDF format including all figures and drawings. All mapping is to be compatible with Micro Station. All materials submitted become the property of the City of Brampton. **Financing** The costs and associated costs towards the preparation and finalization of the CDGs, including deliverables, will be the sole responsibility of the applicant, developer, landowner or landowner group. No application for full or partial financial compensation towards these costs shall be made to the City at any time.

> Should there be questions or comments pertaining to the preparation of a 'Community Design Guidelines' document as part of the Block Plan Review Process, please contact the Community Design, Parks Planning and Development Division at (905) 874-2336. This 'Terms of Reference' is subject to amendment and changes will be posted on-line on the City of Brampton web site.

Proposed Community Design Approval Process
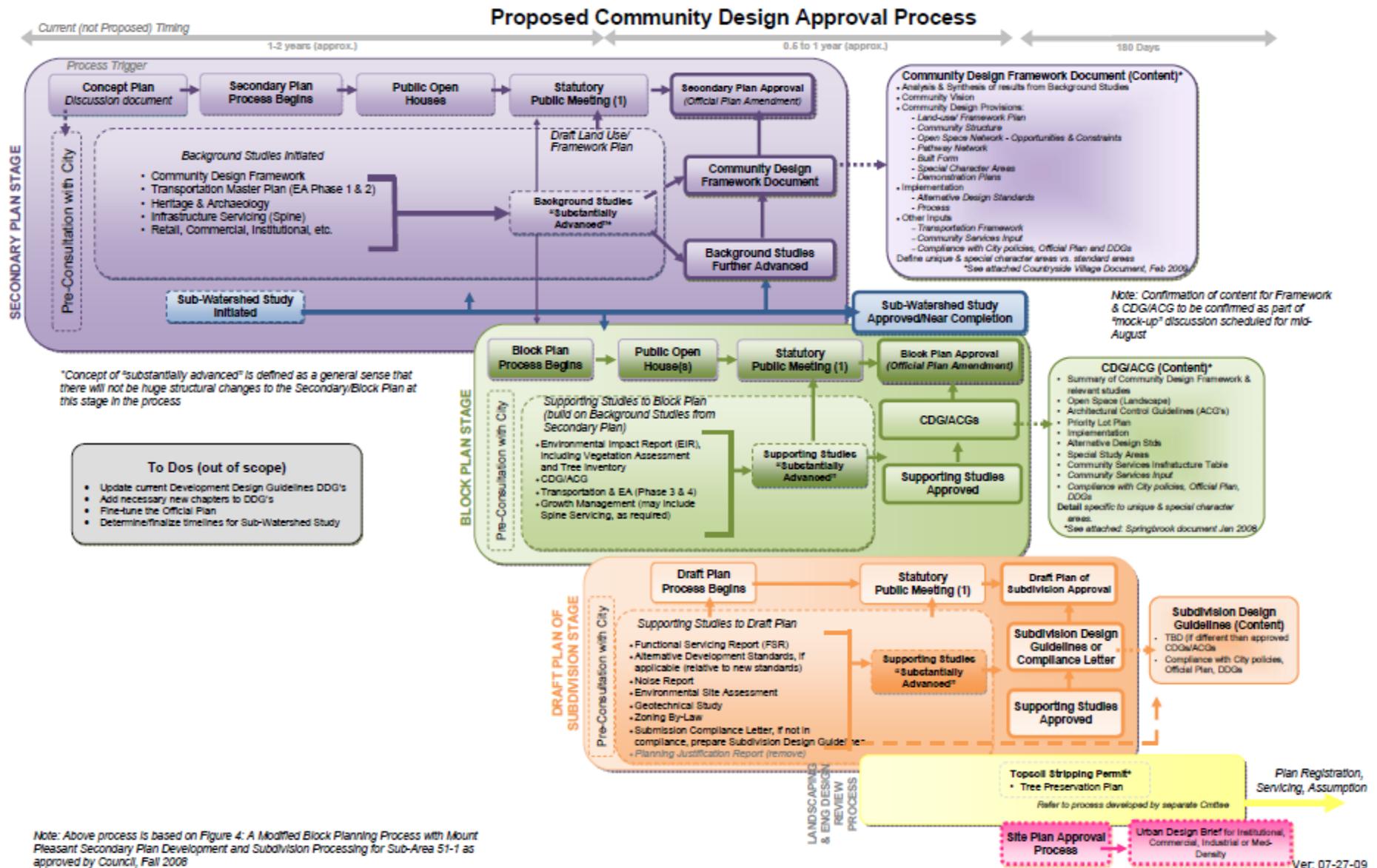
Approval Stamp

Block Plan Area (Name)

Community Design Guideline (CDG)
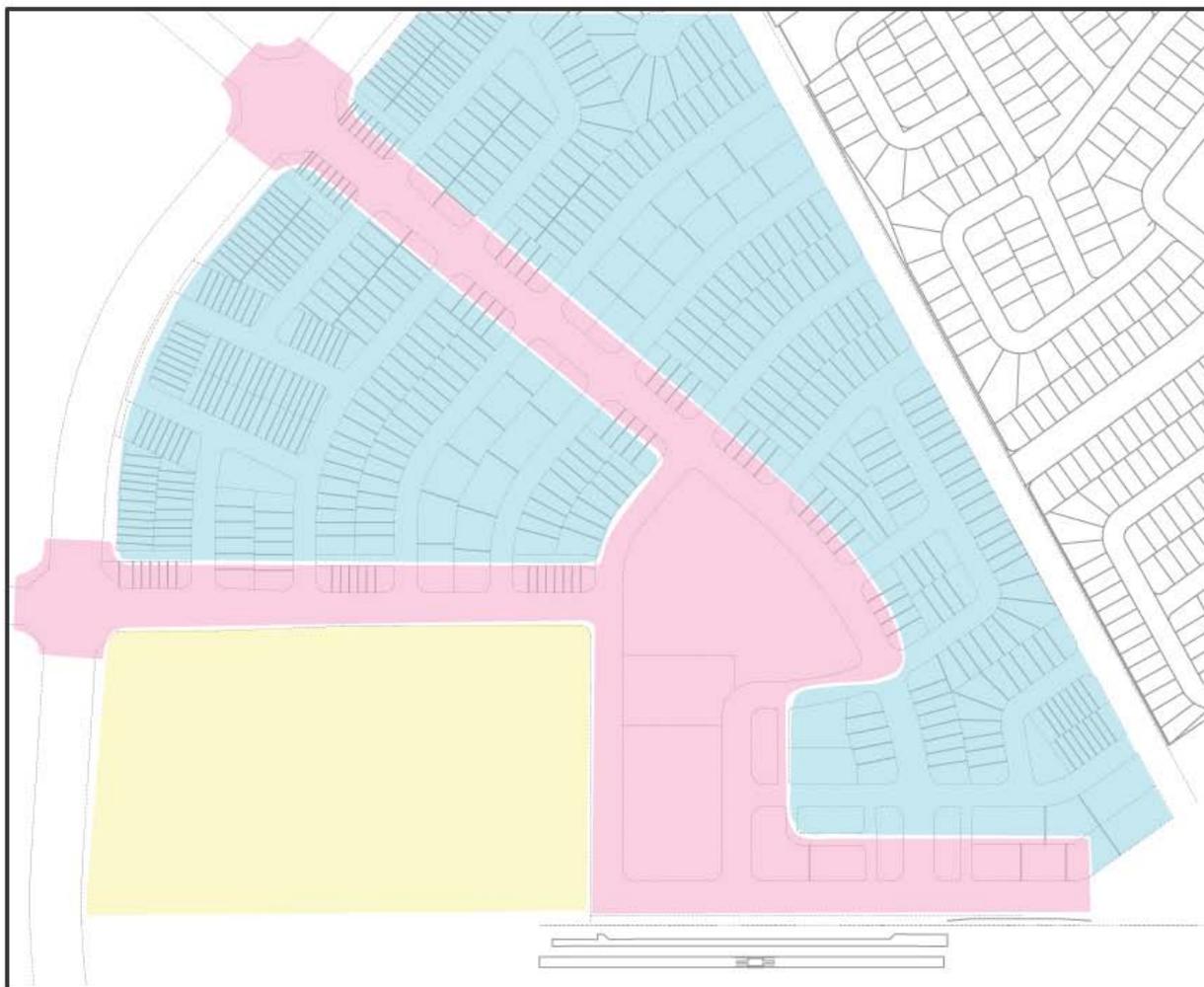Document

Conceptual Image
of Area

Prepared by:
XYZ Landscape Architects Inc.
&
ABC Planning Consultants Inc.

Prepared for:
123 Developments Ltd.

Date: DD/MM/YYYY
City File Number: xxxxxxx
'Draft' Version # ___

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BRAMPTON.CA

LEGEND

SUBJECT TO COMMUNITY DESIGN GUIDELINES

SUBJECT TO DEVELOPMENT DESIGN GUIDELINES & COMMUNITY DESIGN FRAMEWORK

SUBJECT TO SITE PLAN APPROVAL

Park Number	Type	Location	Landowner	Area (ac.)	Proposed Facilities	Comment
					Parks Analysis Table - Block Plan "X"	
1	Parkette	(Describe)	Developer A	2.98	play ground open play area	
2	Local	(Describe)	Developer B	5.23	play ground shade structure multi-purpose play court splash pad 10 on-site parking spaces open pay area	
3	Town Square	(Describe)	Developer C	2.90	play ground shade structure open play area	
4	Town Square	(Describe)	Developer E	3.30	play ground shade structure open play area	
5	Parkette	(Describe)	Developer F	1.60	play ground	
6	Vest Pocket	(Describe)	Developer G	1.00	sitting area	
7	Local	(Describe)	Developer H	4.42	play ground shade structure play court	
8	Town Square	(Describe)	Developer I	2.80	play ground shade structure	
9	Parkette	(Describe)	Developer J	1.89	playground open play area	
		Total - Neighbourhood Parks		26.12		
10	Community	(Describe)	Developer J/G	28.00	160,000 sq. ft Community centre 2 Lit Sr. Soccer Parking for 600 Cars. sr. Splash Pad 4 Lit Tennis sr. Play ground	Land assembly via separate agreement
		Total - Community Parks		28.00		

Grand Totals

|						
Total Population	21,500					
Total Nbhd Dedicated	26.12					
Total Nbhd Credited	26.12					
Total Nbhd Required (ac.) (@0.5 ha/1000)	26.56					
Nbhd Balance (ac.)	-0.44					Modest net under-supply considered acceptable
Total Community Required (ac.) (@0.35 ha/1000)	18.59					
Community Balance	9.41					Over-supply anticipated as Community Park Block is also serving abutting Block Plans Y and Z
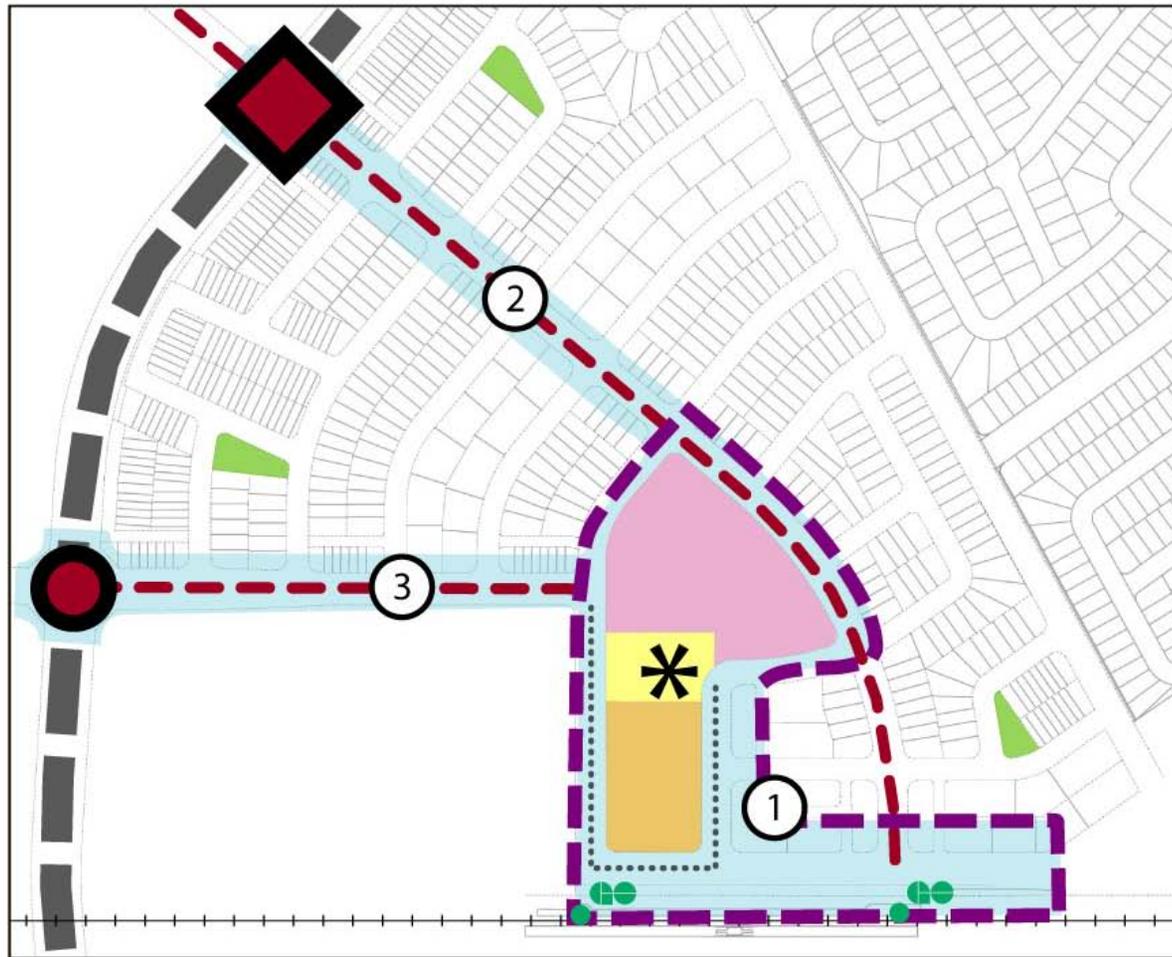
STRUCTURING ELEMENTS

- PARKS
- SCHOOL
- CULTURAL AMENITY AREA
- CIVIC SQUARE
- * HERITAGE BUILDING
- ◆ PRIMARY GATEWAY
- ● SECONDARY GATEWAY
- ▬ ▬ ▮ ARTERIAL ROAD
- ▬ ▬ COLLECTOR STREET
- ┼┼┼┼ CN RAILWAY
- GO PEDESTRIAN ACCESS

SPECIAL CHARACTER AREAS

- ① VILLAGE CORE / TRANSIT HUB
- ② THE PROMENADE
- ③ THE SPINE ROAD

NORTH
N.T.S.
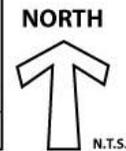
(as identified in Appendix #5 – Special Character Area No. 1 - Village Core)


SPECIAL CHARACTER ELEMENTS

1 URBAN STREETSCAPES
- URBAN TREE PLANTING
- DECORATIVE PEDESTRIAN LIGHTING
- DECORATIVE PAVING
- BUILDINGS PLACED ALONG STREET EDGE

2 CIVIC SQUARE
- GATHERING AREAS
- ART / SCULPTURE
- FLOWER BEDS
- SEATING AREAS

3 CULTURAL AMENITY SPACE
- LIBRARY
- HERITAGE BUILDING
- SKATING POND / REFLECTING POOL
- PLAZA

4 PEDESTRIAN PROMENADE
- GO ENTRANCE GATEWAY ELEMENTS
- DECORATIVE WALL
- CLOCK TOWER
- SEATING
- STREET LIGHTS / STREET FURNITURE
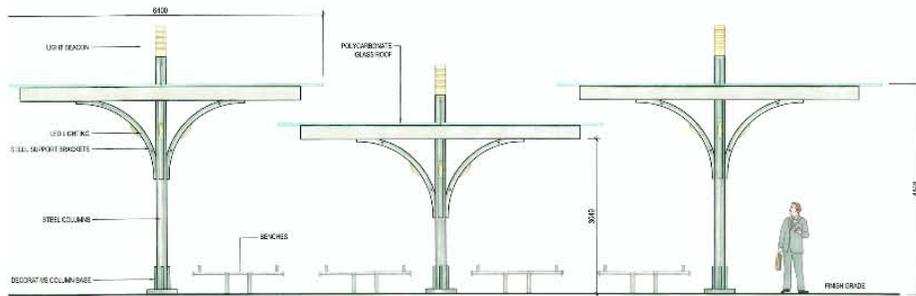- DECORATIVE PAVING

(as identified in Appendix #6 – Special Character Element No. 2 – Civic Square)

RAIL TRACK DETAILED CONCRETE PAVING
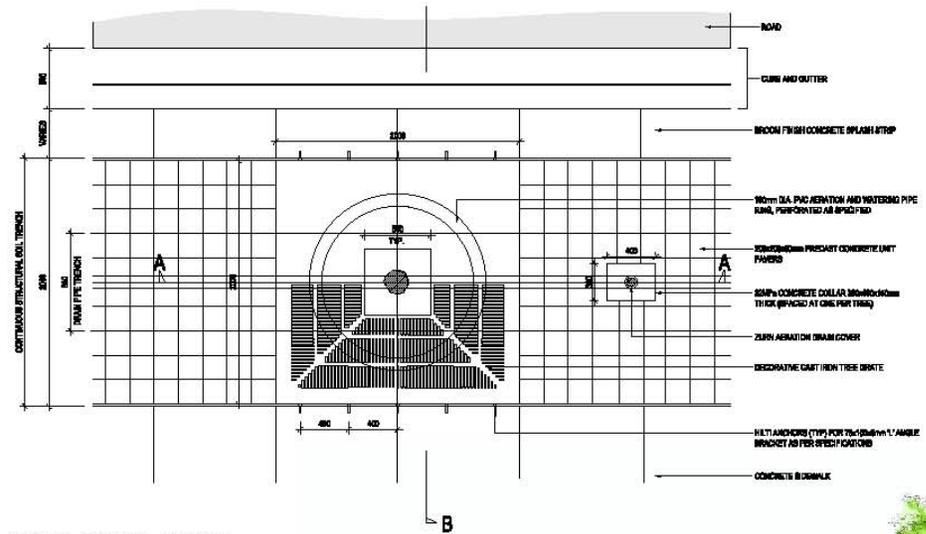
TREE GRATE DETAIL

GLASS TRELLIS SEATING AREA ELEVATION

BOARDWALK CROSS-SECTION

FOR NON-EXECUTIVE / TRANSITIONAL AREAS

APPENDIX A- CAPITAL COST RESPONSIBILITY

Item	Capital Cost City Responsibility (DC funded)	Capital Cost Developer Responsibility (Developer funded)
STREET TREES		
• 75mm cal. 15.0m O.C. average; any upgrades to size (150mm diameter at Creditview Road) or density; topsoil and sod within regional and municipal road right-of-ways.		▇
BUFFER BLOCKS - 100% planted		
• Planting to City of Brampton standards, any upgrades to species, sizes or densities.		▇
• Acoustic fence and masonry pillars.		▇
• Fencing at window streets - low decorative fencing, pedestrian connection upgrades.		▇
ENTRY ELEMENTS / FEATURES (PRIMARY & SECONDARY FEATURES, COMMUNITY NODE)		
• Decorative masonry elements and signage, planting, water service and irrigation at corners.		▇
• Entry median, paving, planting, irrigation where required.		▇
COMMUNITY MAILBOX AREAS		
• Hard surfacing, topsoil, sod and any planting.		▇
STREET LIGHTING		
• Decorative pole and fixture (City Standard decorative light).		▇
VISTA BLOCKS / OPEN SPACE BLOCKS		
• Topsoil, sod, shrub and tree planting.		▇
• Hard surfaces, decorative paving, site furniture (benches, waste receptacles, railings, signage, retaining walls, etc.)		▇
• Decorative columns and / or structures.		▇
PARK BLOCKS		
• Grading, topsoil, sodding and tree planting.	▇	
• Walkways, hard surfaces only with shade structures.	▇	
• Drainage system, storm lines.	▇	
• Signage and furniture.	▇	
• Playground to standards and approval of the City.	▇	
• Planting (size, densities).	▇	
• Shade structures in Park #4 only.	▇	
• Pathway within existing DC service level.	▇	
• Pathways exceeding DC service level.		▇
• Decorative paving.		▇
VALLEYLANDS		
• Topsoil, seeding, planting restoration of areas disturbed by construction.		▇
• Rear lot chainlink fencing.		▇
• Rear lot retaining fencing (if required).		▇
• Planting within 6.0m landscape buffer at rear lots.		▇
• Top of bank plantings.		
• Valleyland plantings to begin re-vegetation/re-establishment of woody vegetation.	▇	
• Asphalt trails, lighting (if required), landscape restoration, benches / waste receptacles.		
PEDESTRIAN PATHWAY (including asphalt paving, bridges, walkway lighting and planting)		
• Pathway within existing DC service level.	▇	
• Pathways exceeding existing DC service level.		▇