

Flower City



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Planning, Design & Development

Terms of Reference

Community Design Framework Document (CDF)

Secondary Plan Stage Background Document Requirement

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

**City of Brampton
October 5, 2009**

<p>I.</p>	<p>Terms of Reference - Outline</p>	<p>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 Framework (CDF) document.</p> <p>The CDF document is submitted <u>as part of the Secondary Plan approval process</u>. It represents one of several background studies that contribute to the creation of the Secondary Plan.</p> <p>The CDF identifies the opportunities that exist within a given area that will be capitalized upon to influence the overall design of a community and the establishment of a land use plan. The CDF focuses on the physical design of the community, including the structure of the community and neighbourhoods; principles for street and block patterns, streetscapes, landscapes, and built form; and the creation of an open space network that includes natural features such as valleys and woodlots, stormwater ponds, parks, schools, and other uses. It should consider natural system linkages, incorporating off-road trails where possible and connections to surrounding existing communities.</p> <p>Elements related to the existing built form and the cultural and natural heritage of the area will be identified and evaluated. Special Character Areas, which will form focal points within a plan, will also be identified. The CDF will identify and summarize how other 'background studies that are prepared as part of the Secondary Plan creation process, influence the overall design for the Secondary Plan area. In short, the CDF specifies the overall design 'intent' that a Secondary Plan is intended to take.</p> <p>Following completion of the CDF and the approval of the Secondary Plan (or 'Substantially Advanced' – see note), the applicants enter into the next stage of the development approval process with the creation of the Block Plan(s). The CDF provides a foundation for the creation of the next design-based document that shall be submitted at that stage of the development review process – the Community Design Guidelines (CDG) Document¹.</p> <p>In summary, the purpose of this document is therefore to detail the design vision for the proposed secondary plan area. The next stages of the development review</p>	<p><i>Explanations:</i> <i>This column will be used to provide commentary on respective items, to guide the applicant.</i></p> <p><i>Appended to this document is the Process Chart (approved in September 2009) (Appendix # 1) that details how the Community Design Framework document fits in the context of other "background studies" at the Secondary Plan level and how it provides the basis for the creation of a "Community Design Guidelines (CDG) " document at a Block Plan approval stage</i></p> <p><i>The concept of 'Substantially Advanced' means that if the progress of the SP plan (and CDF) is proceeding satisfactorily, the City may grant approval for the BP process to start before SP Approval.</i></p>
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¹ A separate Terms of Reference has been prepared to aid in the preparation of this document. See PD and D Web page for the latest T of R.

		process will further expand on the implementation of the vision and concepts (@ Block Plan) and eventually be executed (@ the subdivision and site plan approval process).	
II.	Document Structure	<ul style="list-style-type: none"> Highly visual with extensive use of graphics, photographs to represent intent, mapping, conceptual sketches (to represent the 'intent' of what will be designed/ built) Eliminate unnecessary verbiage 	<i>Use the proceeding sections, descriptions and appendices to guide structure of the document</i>
III.	Submission Requirements	<p>Each submission of the document to the City of Brampton will include:</p> <ul style="list-style-type: none"> 4 bound, colour copies: <ul style="list-style-type: none"> Format will conform to the City's visual standards (see attached sample title page – Appendix # 2) Title page will include the City File number, Secondary Plan Area name, the name(s) of the consultants, and date document was produced 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" Information presented on double sided pages 1 digital copy in Adobe PDF format (no security enabled) <p>The CDF document must be approved (or be 'Substantially Advanced') in conjunction with the approval of the Secondary Plan (Land Use Schedule, OPA policies, etc.). Pending the overall progress of other 'background' studies, the CDF may need to be revised prior to final Secondary Plan approval.</p> <p>For more information concerning the drafting of a CDF, please contact the Parks and Facility Planning Section, who administrate the preparation of community design documents on behalf of the Community Design, Parks Planning and Development Division, at (905) 874-2338.</p> <p>See Section 'V' for other details that would be standard for the purposes of retaining a consultant to develop a CDF.</p>	<p><i>Documents (hard copy and electronic) should be submitted to:</i></p> <p><i>City of Brampton's Community Design, Parks Planning and Development Division 2 Wellington Street West 3rd Floor L6Y 4R2 c/o Manager, Parks and Facility Planning</i></p> <p><i>Examples of things that could influence the need to create a revised CDF are changes to structural elements such as major road alignments, watercourse realignment, etc. <u>Most items would be able to be readdressed in the context of the Block Plan stage CDG submission without necessitating amendment to the CDF.</u></i></p>

IV. Community Design Framework Document - <i>Sections</i>			
	Section	Content Expectations	Explanatory Notation
	<i>Disclaimer</i>	<ul style="list-style-type: none"> An explanatory note shall be added at the beginning of all CDF documents explaining that the images found in the document are conceptual representations of the intended vision and character and should not be construed or interpreted literally as what will be constructed. 	<i>Aids in interpretation, particularly if document is read by the public.</i>
1. INTRODUCTION			
1.1.	Purpose of the Document	<ul style="list-style-type: none"> Describe how the document fits in terms the context of the overall Secondary Plan creation process Describe briefly, the study's objectives 	<i>Refer to the Process Chart (Appended to this document) for more information</i> <i>(1 page max)</i>
1.2.	Background	<ul style="list-style-type: none"> Location Context 	<i>Use images/mapping to illustrate</i>
1.3.	Opportunities & Constraints	<ul style="list-style-type: none"> Detail opportunities and constraints that influence overall community design, based on: <ul style="list-style-type: none"> Overview of cultural/ natural heritage Existing built form (heritage or other) Existing or planned roadways (arterial or higher-order roads) Surrounding land use influences 	<i>Use mapping to illustrate opportunities and constraints</i>

1.4.	Community Vision	<ul style="list-style-type: none"> • Overview statement • Regard/reference to Official Plan, etc. and related schedules • Preliminary work done in other 'background' studies 	<i>Use mapping and images to communicate vision (no more than 2-3 pages)</i>
1.5.	Goals & Objectives	<ul style="list-style-type: none"> • Anticipated or known goals strived for (e.g. transit oriented, relationship with natural heritage, etc.) • Objectives - how these goals will be fulfilled 	<p><i>Prepare Vision, Goals and Objectives in a succinct fashion with a limited number of bullets and be SMART (specific, measurable, achievable, realistic, and timely).</i></p> <p><i>Goals and Objectives can be summarized in a checklist at the end that would be used in the BP stage for review)</i></p>
1.6.	Other 'Background' Studies'	<ul style="list-style-type: none"> • List other 'background' studies contributing to 'community design' • Brief preliminary assessment of how they influence the design of the community 	<i>Each study should be identified and a brief (1 parag.) summary of its preliminary findings provided</i>

2. COMMUNITY DESIGN FRAMEWORK	
<p>2.1. Structuring Elements</p>	<ul style="list-style-type: none"> • Overview of the structuring elements of the plan that contribute to the overall design. These include, for example: <ul style="list-style-type: none"> • Proposed Neighbourhoods • Centres, Nodes • Edges and Gateways • Street Network • Corridors • Parks and Open Space System - Parks and Natural Heritage <ul style="list-style-type: none"> • Provide analysis on proposed distribution and type of tableland parkland (independent of natural areas e.g. woodlots, valleylands, wetlands, etc.), and the planned fulfillment of prescribed parkland service levels. <ul style="list-style-type: none"> ▪ Mapping (see attached) and tabular assessment is desired • Preliminary Pathways Routing – off and on road • <u>Contemplated use</u> of Alternative Design Standards (ADS) - <ul style="list-style-type: none"> ▪ IF a new 'Alternative Development Standard' (ADS) is being contemplated, its representation at this stage is critical so that resolution can advance prior to Block Plan Approval.

Provide a brief note about each 'structure element' and how it contributes to the overall community design.

See Appendices for examples of how to represent Structuring elements. Multiple sketches are acceptable to show how the elements build upon one another.

Applicant should provide preliminary mapping to represent proposed spatial distribution of parks and open space, combined with a tabular assessment of to show how parks and open space service levels will be met as needed.

Refer to Appendix for example of how to represents.

Applicant should also refer to City's 'Draft' Parkland Hierarchy document.²

Describe if elements are standard or non standard. If non standard, then the concept of these as a 'Structuring Element' can be described and then elaborated upon in the next section on Special Character Areas.

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.

<p>2.2. Community Design Framework Plan</p>		<ul style="list-style-type: none"> • With the benefit of the analysis in the preceding sections, the document will consolidate all information into a 'Community Design Framework Plan' that highlights envisaged: <ul style="list-style-type: none"> ○ Primary land uses ○ Major road network ○ Park and school locations ○ Storm Water Management Facility locations ○ Special Character Areas ○ Pathways Network ○ Etc. 	<p><i>The 'Community Design Framework Plan' can be one or multiple plans. It is intended to serve as the basis for a secondary plan Land Use Schedule.</i></p> <p><i>For reference to an example of what such a plan may look like, see Appendix 4.³</i></p>
<p>2.3. Special Character Areas</p>		<p>List and briefly describe unique '<i>Special Character Areas</i>' that influence the overall community's design that have been identified on the preceding 'Community Design Framework Plan'. Areas that may occur or could be represented include:</p> <ul style="list-style-type: none"> • Executive Dwelling Neighbourhoods • Heritage node(s) <ul style="list-style-type: none"> ○ e.g. retention of heritage element and how retention influences land use or design • Commercial or Mixed Use Node(s) • Special Streetscape Areas (e.g. 'heritage trees' corridor) • Open Space element (e.g. large woodlot, park, etc.) • Spine Road with special character • Build Form • Transit node • Etc. 	<p><i>Identify and describe all 'Special Character Areas' that may exist, or are envisioned, in the plan. Provide text and drawing (refer to Appendices for how those might be depicted.</i></p> <p><i>Special Character Areas are defined as:</i></p> <p><i>"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)"</i></p>

³ Given that the concept of the 'Community Design Framework' with its 'Community Framework Plan' is a new concept, the plan appended is only a conceptual example of what such a plan could look like. Additional refinement to the content and appearance of the plan should be anticipated, as the Community Design Framework approach is deployed.

3.	IMPLEMENTATION		
3.1.	Process	<ul style="list-style-type: none"> Statement on how the Community Design Framework Document and Land Use Framework Plan will be used (e.g. Block Plan) Identification/acknowledgement that there may be outstanding work (e.g. Sub-Watershed Study) that may result in further changes to the Framework and the Plan 	<i>Again, refer to Appendix 1 for identification of how the Community Design Framework migrates into the Community Design Guidelines, at the Block Plan stage.</i>
3.2.	Areas of Further Study	<ul style="list-style-type: none"> Identify areas that require further study or approval including: <ul style="list-style-type: none"> Use of any alternative development standards (over and above those already approved) that will require further consultation with City, Region or other approval bodies⁴ Other outstanding or incomplete 'background' studies 	
3.3.	Conclusions	<ul style="list-style-type: none"> Overview statement 	
V.	SUPPLEMENTARY SUBMISSION DETAILS		
	<p>STUDY MANAGEMENT</p> <p>Financing</p> <p>Payment of consultant's invoices will be subject to a 90-day term. A maximum of 75% of the study cost will be paid as work progresses, with the balance paid upon approval of the final study and receipt of the final study report by the Steering Committee.</p> <p>Steering Committee</p> <p>The Terms of Reference will be administered by a Steering Committee comprised of Councillors and staff from the City of Brampton, the Region of Peel and the respective Conservation Authority, as well as representatives from the landowners group.</p> <p>The consultant selected to undertake this work 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.</p> <p>Proposal Call and Study Timing</p>		

⁴ Alternative Design Standards should be ratified before subsequent Block Plan(s) are approved

The City will retain a consultant with significant experience in the field of Urban Design. City staff time will be concentrated in the area of project management, co-ordination of responses to consultant requests and assisting to gather the required statistical information for the consultant when required.

A detailed proposal letter shall be submitted by the consultant that includes:

- Information on the general qualifications of the firm and for each individual team members to be assigned to the project;
- A description of similar studies completed by the firm in the recent past;
- methodology and work program; and,
- A detailed cost breakdown for major study components and optional elements including per diem rate and time for each of the members of the consultant's team.

The consultant would be expected to convene three (3) meetings with the Steering Committee during the course of the study. They include:

- A start-up meeting;
- A meeting to review and discuss the findings of the study prior to completion of the draft report; and,
- A meeting to present the draft report.

In collaboration with City staff, the consultant is expected to make presentations as may be required and facilitate discussions at any of the required meetings. Interim reports and discussion materials shall be prepared and made available by the consultant to the Steering Committee prior to each of these meetings.

It is expected that the study shall be completed within four (4) months from the day the selected consultant is authorized to proceed.

Consultant Deliverables

The consultant is 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 to be followed during the course of this study.

The consultant shall submit draft and final reports 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 assessment that lead to the conclusions and recommendations of the 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 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.

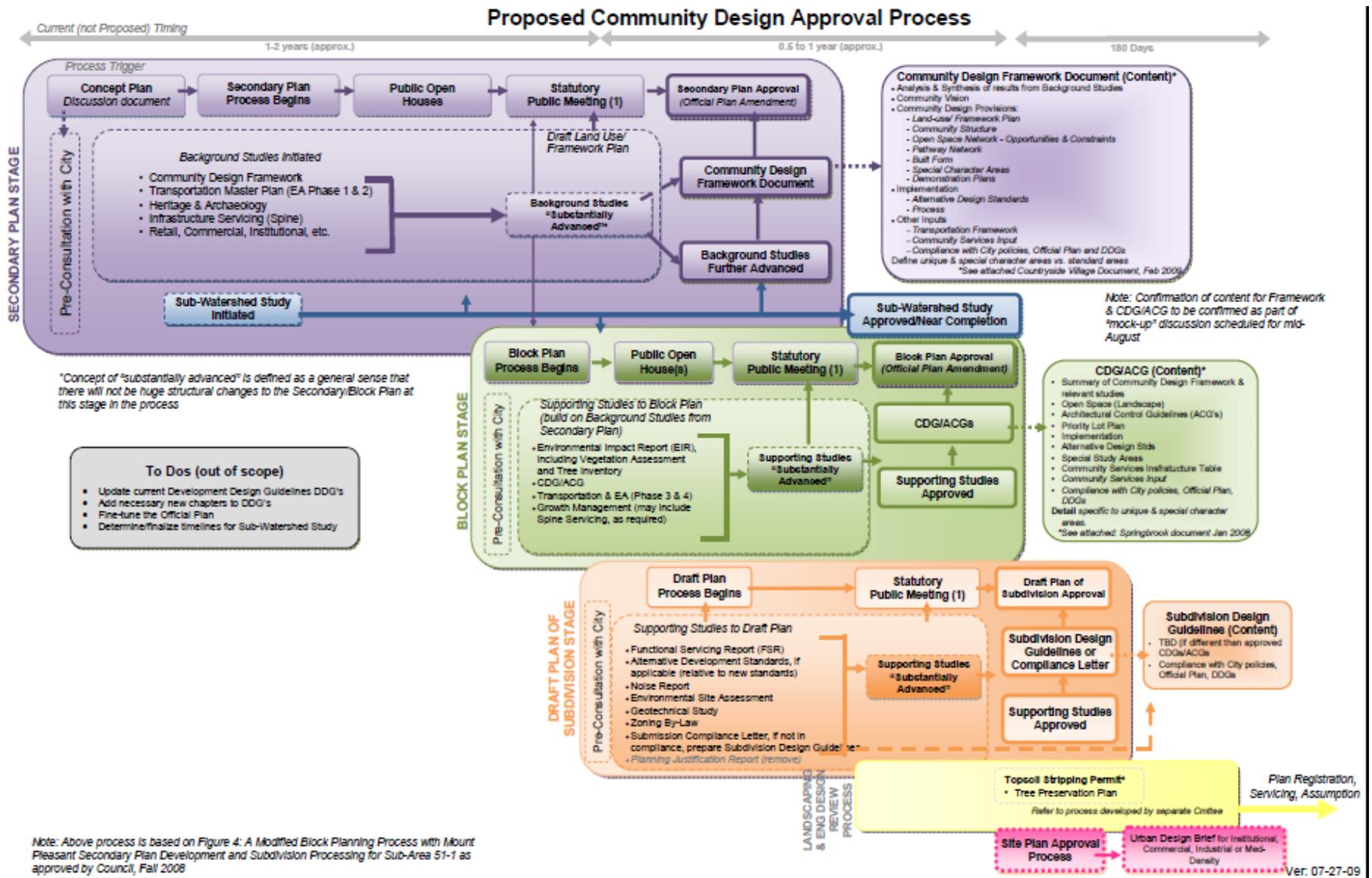
Background Information

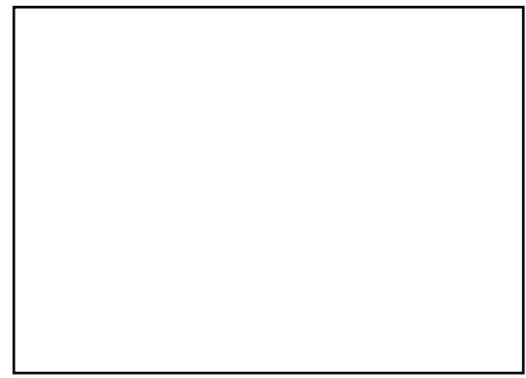
The consultant shall be responsible for obtaining for their use all recently completed background information related to the planning and development of commercial and institutional land uses.

City staff will assist the consultant in providing available information and in assembling, upon request, copies of all relevant studies in its possession.

Should there be questions or comments pertaining to the preparation of a 'Community Design Framework Document' as part of the Secondary 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 but changes will be posted on line on the City of Brampton web site.

Appendix # 1:

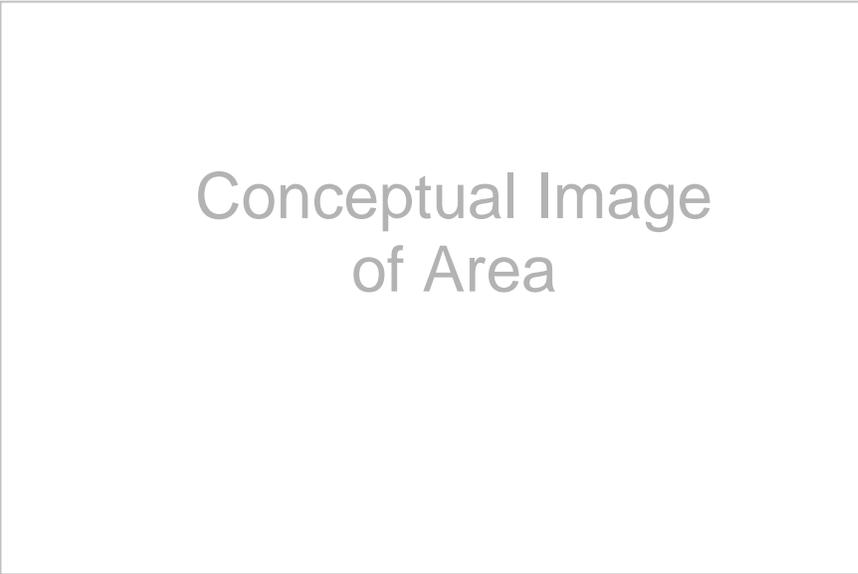




Brampton

Secondary Plan Area (Name)

Community Design Framework (CDF)
Document



Conceptual Image
of Area

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

Prepared for:
123 Developments Ltd.

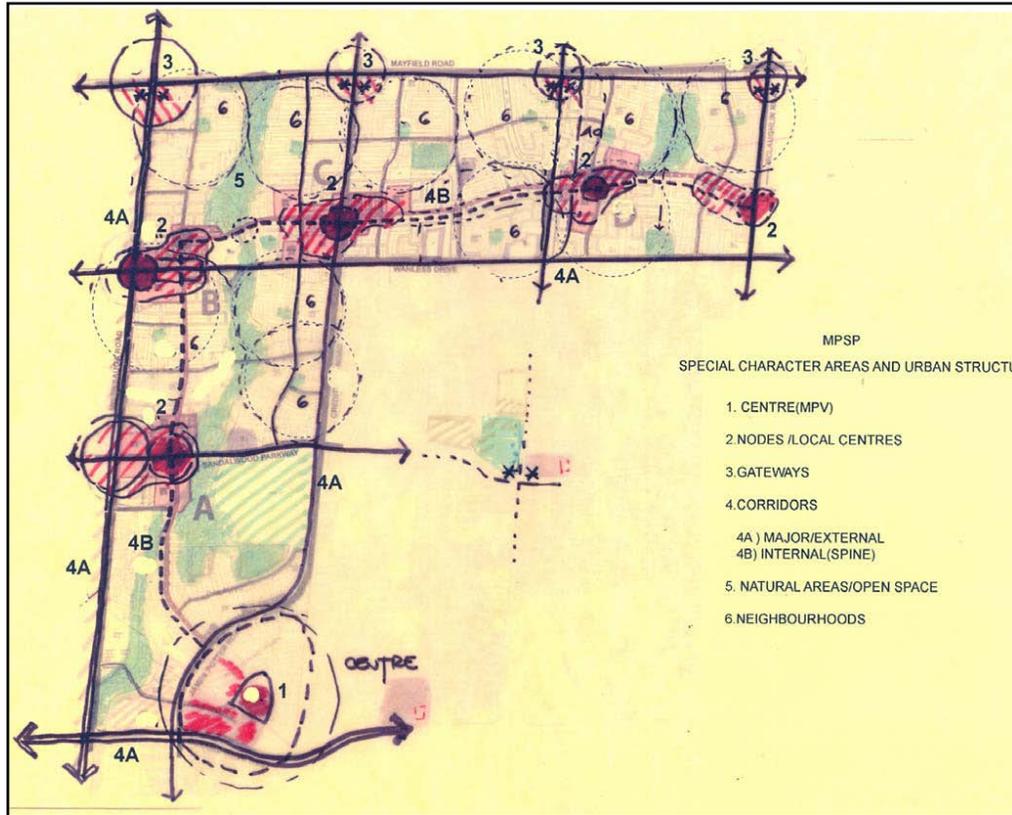
Date: DD/MM/YYYY
City File Number: xxxxxxx
'Draft' Version # ____

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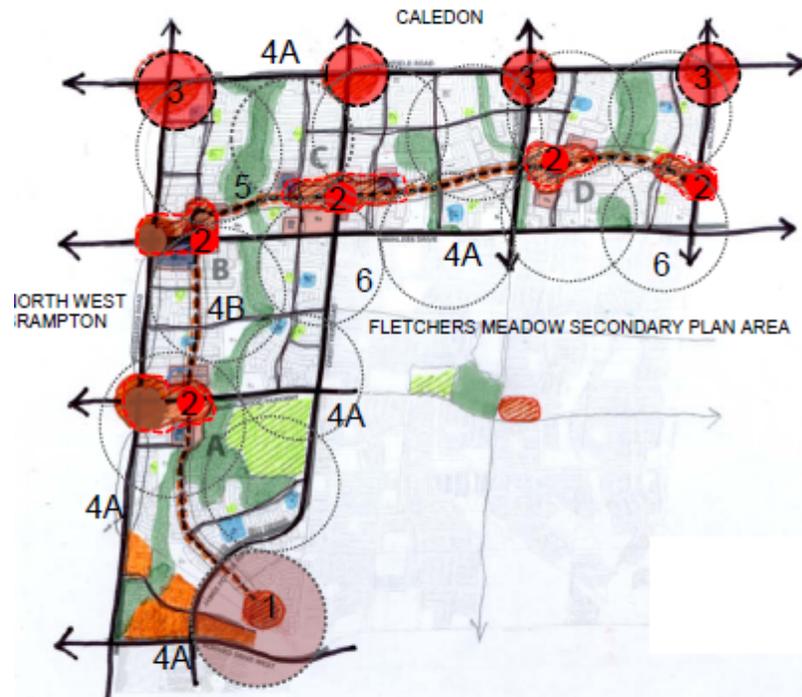
Appendix # 3 Structural Elements



Explanation: Sample sketch that reflects conceptual structural elements for an SP area. Would be refined as the plan evolves and be firmed up and represented in final form in a 'Land Use Framework Plan' as part of the 'final' CDF document submission (prior to SPA approval) – See Appendix 4

Appendix 3:
Structuring Elements of a Proposed Plan (cont.)

Community Design Framework – Structuring Elements

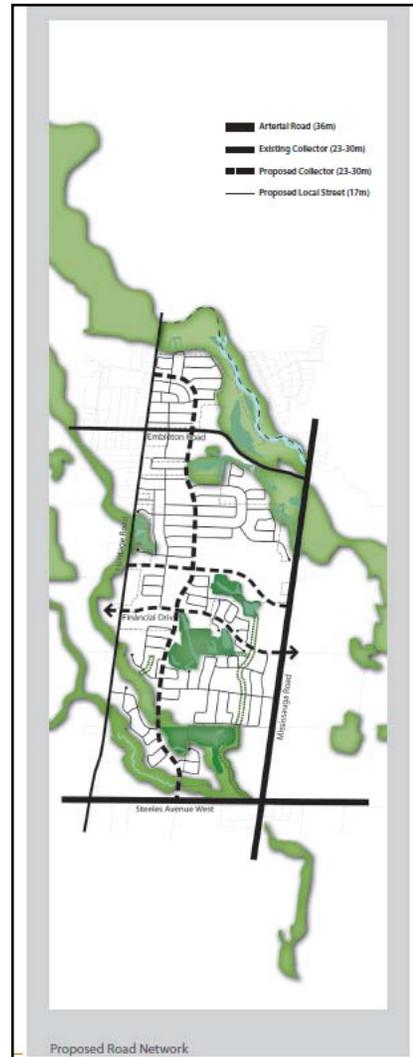
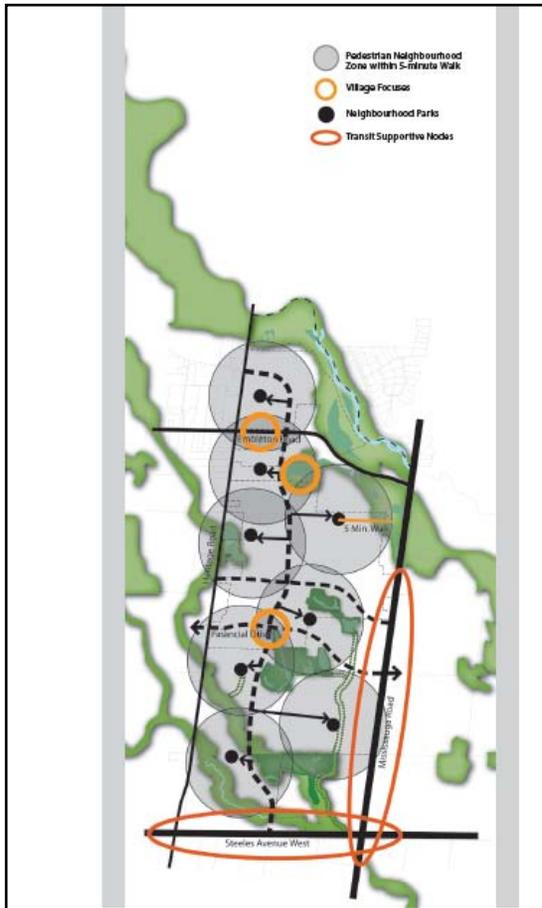


Key Concepts:

- Assessment of the MPSP in the context of immediate surrounding area
- **Complete Community with clear distinct structure, identifiable edges and gateways, local nodes, neighbourhoods, open space system**
- **Transportation Plan** - connection between the higher order and local transit and active transportation
- Define the role, functionality and character of the **Spine/Main Street**
- **Mixed-Use Nodes** as important structuring elements at neighbourhood & village level
- **Mixed-Use Nodes** as key character areas giving the community an identity

1. Centre (MPV)
2. Nodes/Local Centres
3. Gateways
4. Corridors
 - 4A Major External
 - 4B Internal Spine
5. Natural Heritage Areas (Open Space)
6. Neighbourhoods

Appendix 3 (cont.): Structuring Elements of a Proposed Plan

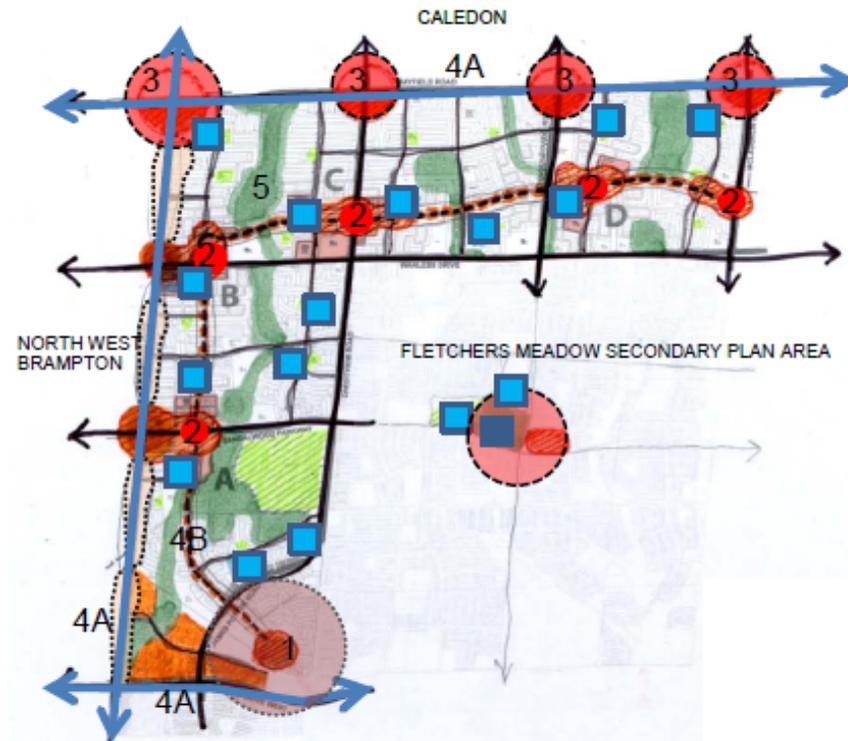


Explanation: A Block Plan has been used for reference in these sketches but could equally apply to SP area.

Appendix # 5:

Sample Sketches of 'Special Character Areas

Community Design Framework – Special Character Areas



1. Centre (MPV)
2. Nodes/Local Centres
3. Gateways
4. Corridors
4A Major External
4B Internal Spine
5. Natural Heritage Areas (Open Space)

-  School
-  Rec. Centres

Note: Character elements will be focused & discussed at Block Plan Stage (In CDG's)

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Recommendations:

- Clear vision for the development of the major arterials as character areas, their role and image
- Delineate major and minor gateways (City & Community) particularly at the access to the area from the North
- Outlining the Open Space System elements - their hierarchy including man-made and natural elements
- Identify facilities system including recreation centres, schools and their placement
- Mixed-Use Nodes should be major character element at neighbourhood level
- Provision of a 5th Node at the termination of the Spine at McLaughlin Road

Appendix # 5:

Sample Sketches of 'Special Character Areas (cont.)



Fig. 20 – Potential to integrate roundabouts at Village or Neighbourhood Gateways



Fig. 21 – Neighbourhood gateway example

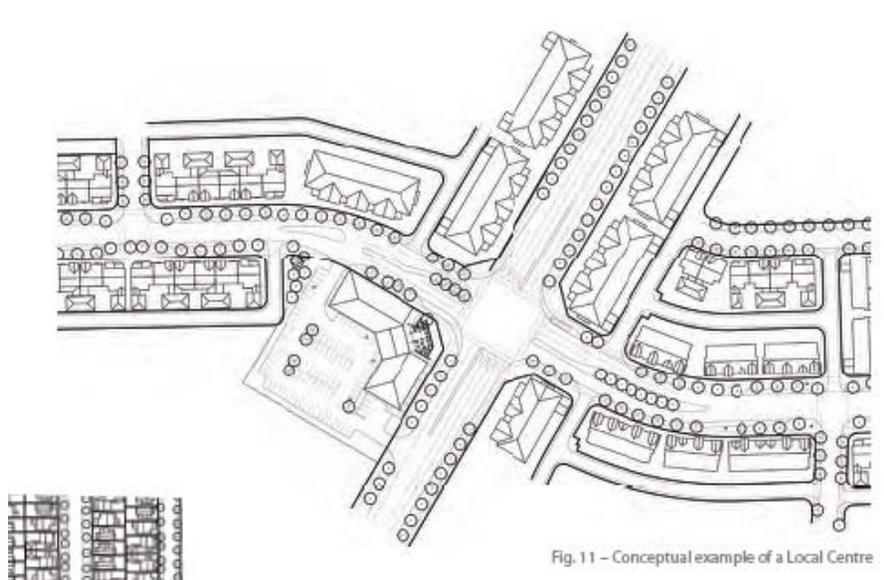


Fig. 11 – Conceptual example of a Local Centre



Explanation: Elaborate on proposed Special Character Areas with illustrative sketches.

Appendix # 5:

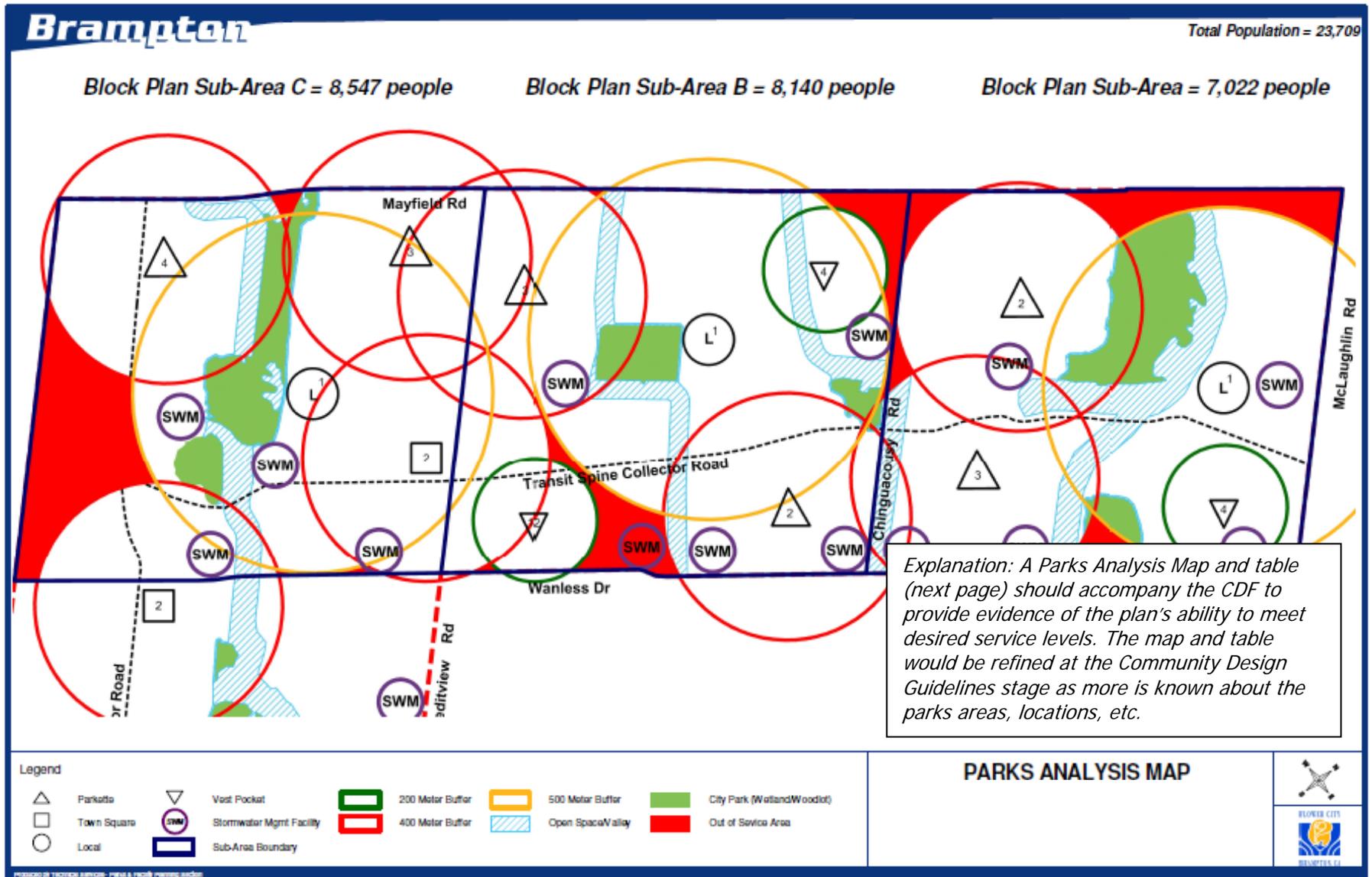
Sample Sketches of 'Special Character Areas



Explanation: Where special feature such as a Community Park is featured, representation of what the parcel might look like, in context, is helpful at the SP stage to illustrate feasibility of development and assist in prescribing suitable surrounding uses.

Appendix # 6:

Park Analysis Map (sample)⁶



⁶ Image depicted is for a representative 'Block' plan area, but equivalent concept can be prepared for a Secondary Plan area

Appendix # 6:

Park Analysis table (sample)

Parks Infrastructure Plan - Secondary Plan X			
Park Number	Type	Landowner	Projected Area (ac.)
1	Parkette	Developer A	2.98
2	Local	Developer B	5.23
3	Parkette	Developer E	2.80
4	Town Square	Developer C	2.90
5	Town Square	Developer D	3.30
6	Parkette	Developer E	1.60
7	Vest Pocket	Developer F	1.00
8	Local	Developer G	4.42
9	Town Square	Developer H	2.80
10	Parkette	Developer I	1.89
11	Local	Developer D	4.98
12	Town Square	Developer E	3.10
13	Parkette	Developer A	2.40
14	Vest Pocket	Developer B	0.90
15	Parkette	Developer A	2.40
16	Vest Pocket	Developer B	0.90
17	Parkette	Developer A	2.40
18	Parkette	Developer A	2.40
19	Local	Developer D	4.98
Total - Neighbourhood Parks			53.38
20	Community	Developer J/G	28.00
Total - Community Parks			28.00
Grand Totals			81.38
Total Population			50,000
Total Nbhd Dedicated			53.38
Total Nbhd Credited			53.38
Total Nbhd Required (ac.) <i>(@0.5 ha/1000)</i>			61.78
Nbhd Balance (ac.)			-8.40
Total Community Required (ac.) <i>(@0.35 ha/1000)</i>			43.24
Community Balance (ac.)			-15.24



Deficit in Nbhd Parks would need to be addressed before CDF could be approved.



Deficit in Community Parks could be considered acceptable if alternatives available near by . Would also need to be addressed before CDF could be