

Terms of Reference (ToR): Urban Design Brief (UDB)

Purpose:

An Urban Design Brief is intended to demonstrate the compatibility of a development proposal with the surrounding context and to address the Town's planning and urban design principles and objectives. Specifically, an Urban Design Brief is intended to:

- Provide a vision and objective for the overall design concept and principles of a development proposal,
- Illustrate the proposed development's compliance with the Town's vision, policies and guidelines as well as Town approved Area Specific Design Guidelines,
- Demonstrate compliance with the Town's Comprehensive Town Wide Design Guidelines (TWDG), and other applicable design guidelines specific to the type of development.
- Use plans, elevations, sections, and 3D models (as necessary), and accompanying explanatory guidelines and diagrams, to provide a detailed analysis of the proposed design.

Extensive guidance has been provided in the Town's TWDG for all types of development. The UDB should be concise, provide compliance to the relevant sections of the TWDG and ONLY address special criteria and design issues that are not discussed in the TWDG. The UDB shall not replicate guidance provided in the TWDG and instead only offer supplementary details specific to the development.

The UDB should include maps, precedent images and sketches supporting the guidelines extensively. The use of action verbs is recommended for the UDB.

In summary, the purpose of this document is to illustrate the proposed development's compliance with the Future Caledon Official Plan (FCOP), and TWDG as well as Town's approved area specific Community Design and/or Architectural Control Guidelines.

Required in Support of:

Town Urban Design staff will confirm if an Urban Design Brief (UDB) is required in support of:

- Official Plan and Zoning By-Law Amendment
- Condominium Applications
- Draft Plan of Subdivision for an Industrial development
- Site Plan applications



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Prepared By:

An Urban Designer, Architect, Landscape Architect or Registered Professional Planner (RPP) with a demonstrated specialization in urban design.

Submission Requirements:

- Digital report in PDF format (File size not to exceed 4 GB).
- Document should be concise and be a maximum of 15 pages.
- The title page will include the Town File number, name/location of the development, the name(s) of the consultants, the name of Company/Site, Submission number and date the document was produced. Please see attached for reference.
- Every section of the UDB should be supported by relevant images and sketches

Policy Reference:

- Future Caledon Official Plan (FCOP)
- Town of Caledon Comprehensive Town-Wide Design Guidelines (TWDG), 2025
- Town of Caledon Landscape Guidelines
- Green Development Standards (GDS)
- Healthy Development Assessment (HDA)
- Active Transportation Master Plan
- Area Specific Design Guidelines
- Special Policies

Table of Content:

Urban Design Brief (UDB) shall be prepared following the below structure using both text and imagery.

1. Proposed Development

- 1.1 Location and Context
- 1.2 Project Summary
- 1.3 Policy Compliance
- 1.4 Opportunities and Constraints Analysis
- 1.5 Contextual Compatibility (*Describe how the development will integrate with the existing and planned surrounding context and create a unique sense of place through the proposed public realm and built form*)
- 1.6 Development Vision and Site Plan
- 1.7 Phasing Plan (*if applicable*)

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2. Public/Private Realm

- 2.1 Linkage, Connections and Circulation
 - 2.1.1 Pedestrian Circulation within the Site
 - 2.1.2 Vehicular Circulation
 - 2.1.3 Parking and Servicing Circulation
 - 2.1.4 Connections to adjacent Sites and Neighborhoods (*Trails, Pedestrian and Cyclist options*)
 - 2.1.5 Transit Connections to Site (*if any*)
- 2.2 Landscape Plan
 - 2.2.1 Streetscape, streetscape elements (*street furniture, lighting, paving materials*)
 - 2.2.2 Outdoor Amenity, Gateway/Corner design, POPS (*if any*)
 - 2.2.3 Landscaped Medians
 - 2.2.4 Screening of Service Areas
- 2.3 Signage (*conformance with section 10.1.7, 10.2.2.7 TWDG*)
- 2.4 Lighting
- 2.5 Community Design safety (*how the site and building design, landscape and lighting respond to CPTED principles*)

3. Built Form

- 3.1 Built Form Principles
- 3.2 Compliance with relevant sections of TWDG (*depending on built form typology*)
- 3.3 Plans, elevations and perspective renderings/3D views, material palette
- 3.4 Corner, Gateway and or flankage building treatment

4. Cultural Heritage Consideration (*if applicable*)

- 4.1 Landscapes (*to preserve or enhance the heritage character*)
- 4.2 Listed or designated buildings (*Urban Design guidelines for restoration including relocation, and or retrofit*)

5. Sustainable Design (*Highlight the initiatives that comply with the Town approved Green Development Standards and the Region's Healthy Development Assessment using text, imagery and proposed tool*)

6. Accessibility and Universal Design (*Demonstrate regard for the Ontarians with Disabilities Act, Ontario Building Code, and any Town policies and guidelines regarding universal, accessible and barrier-free design*)

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7. Sun/Shadow Study *(for developments that are 5 storeys or more, and at the discretion of Town's UD Staff, provide visual models and written descriptions)*

- 7.1 The shadow impacts will be recorded on the following dates and times, using the NAD_1983_UTM_Zone_17N geodetic reference system:
March 21, June 21, September 21 - 9:00, 11:00, 13:00, 15:00, 17:00, & 19:00
December 21 - 11:00, 13:00, & 15:00
- 7.2 The shadow impact statement must demonstrate that:
 - 7.2.1 There are 5 consecutive hours of full sunlight between the test hours in March, June and September,
 - 7.2.2 Shadows are not cast on more than 50% of outdoor amenities, including school yards, parks, children's play areas and amenities associated with commercial and employment areas (throughout the seasons); and,
 - 7.2.3 Shadows are not cast on the opposite sidewalk during the spring and fall.
- 7.3 The visual model should include the subject site boundary, proposed massing, surrounding streets and public realm, public open space and parks, any significant natural features and the massing of adjacent buildings.

8. Implementation

- 8.1 Architectural Compliance (compliance with section 13.1.2.2 of TWDG).
- 8.2 Rationale for non-compliance with TWDG-refer to section 13.1.1.1 of TWDG.

Approval Date:

Submission Title Location

Secondary Plan Area (Name)

File Number

Submission #

Submission Date-mm/dd/yyyy

Conceptual Image of the Area

Prepared By:

ABC UD Consultants

Prepared For:

XXX Developers Group

