

Terms of Reference: Urban Design Brief

Purpose:

- To 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 Community Design and/or Architectural Control Guidelines
 - Demonstrate compliance with the Comprehensive Town Wide Design Guidelines, Area Specific Guidelines and other applicable design guidelines specific to the type of development.
- Using plans, elevations, sections, (3D models if necessary), and accompanying explanatory text and diagrams, the Design Brief should provide a detailed analysis of the proposed design. The design direction should address the following objectives:
 - Project summary
 - Policy compliance
 - Contextual compatibility
 - Design excellence

Required in Support of:

- Urban Design Briefs will apply to both infill and greenfield applications for developments with 10 or more residential units, multi-unit residential buildings and all non-residential developments.
- Through a Preliminary Meeting or Pre-Consultation (PARC) Meeting, Town staff will confirm if an Urban Design Brief is required in support of:
 - Official Plan Amendment Applications
 - Zoning By-Law Amendment Applications
 - Draft Plan of Subdivision and Condominium Applications
 - Site Plan Applications
 - DART



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- The Brief may be scoped from the requirements below at the discretion of the Town. Where the Brief is to be scoped, Town Urban Design staff will indicate this and describe the requirements at the Inquiry Meeting or Preliminary (PARC) Meeting.
- Note: The Green Development Standards Checklist must be submitted for any development comprising 10 or more units, as per the requirement.

Prepared By:

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

Peer Review and Scoping:

- The Town will require a peer review of this document at the sole cost of the owner/applicant submitting the development application.
- On a project-by-project basis, the Town will identify any possible scoping of the assessment, or alternatively, other considerations to be incorporated into the assessment.

Content:

An urban design brief for development sites should use the following structure (and a sample can be found in Appendix 1):

1. **Project Summary** - Provide a description of the proposed development's approach to fulfilling the urban design vision, principles, and priorities recommended in the Town-Wide Urban Design Guidelines, including:
 - Owner and consultant contact information
 - A brief description of the proposed development
 - An overview of the approach to the urban design response
2. **Policy Compliance** - Provide a comprehensive analysis of all relevant design-related policies and direction within applicable Town documents. Specifically, this section should reflect on how the vision, principles, and objectives of the proposal implement the Town's expectations as established in:
 - Design direction from the Town Official Plan
 - Design direction from the Town's Secondary Plans where applicable
 - Town-wide Design Guidelines



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- Relevant Community Design and Architectural Control Guidelines.
- Area-specific studies

It is expected that in responding to the policy context, the applicant will provide a detailed response to each applicable guideline, linking the response to the proposal in the application in its specific context, demonstrating compliance. For clarity, repetition of responses from a Planning Justification Report is not appropriate. An example response is provided for ease of reference in Appendix 2.

Best practices approach or context-specific situations will be considered on an application-by-application basis where compliance cannot be met.

3. **Contextual Compatibility** - Describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a unique sense of place through the proposed public realm and built form. Provide a description and detailed analysis of the following, with responses that incorporate context mapping and photographs depicting the subject site and its relationship to its surrounding context:

- Site
- Surrounding existing and planned context noting the attributes and considerations
- A character analysis that includes but is not limited to:
 - Existing natural features, topography and vegetation
 - Lot fabric (including frontage and depth)
 - General street/block pattern (including block lengths)
 - Built form character of the surrounding area (height, setbacks, building-to-street ratio, transition to adjacent uses, street wall and building treatment at grade (the pedestrian experience), façade treatment and materials, and prominent corner or gateway treatments)
 - Surrounding land uses
 - Views and vistas to and from the site
 - Landmarks or gateways
 - Transportation networks (vehicular, cycling, pedestrian, transit, etc.)
 - Relationships and linkages to public open spaces
- An assessment of Opportunities and Constraints



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- Conclusion

4. Design Excellence

In this section, the text should address each component, consisting of two parts: a narrative or description of the urban design concept. Description and analysis must incorporate diagrams, photographs, sections, and sketches to contribute to understanding what is being accomplished through urban design, for each of the sub-sections.

4.1 Character

- Provide a detailed description and illustration(s) outlining the overall character and configuration of the proposed development site.
- Identify appropriate locations for different building types and provide general direction for building siting, organization, and heights on development blocks. The design should illustrate how the proposal fits within and interfaces with the surrounding context.

4.2 Circulation

- In discussing the Site Design, the brief should also outline how it fits into and responds to the following development framework:
 - Public Realm Design: Including the street layout, special streetscapes, open space network (public and private), possible building edges, special built form (i.e., built form for noise attenuation), heritage, landmark and civic building sites including community services, important views and vistas and gateway sites
 - Circulation Design: A plan that describes pedestrian, transit and different types of vehicular linkages through the site and to adjacent areas (private and public), pedestrian connectivity
- The location of private open space on the block should be identified, as well as the relationships of buildings to each other on a block and to adjacent streets and parks.
- Parking and servicing circulation intent

4.3 Design Considerations

The design approach should encompass, without confining itself to, a thoughtful exploration of the pertinent design themes listed below. It should be presented in a narrative style, supported by diagrams and imagery. The narratives should effectively illustrate how these themes align with the Town's goals and objectives:

- Master planning
- Positioning of the building(s) in relation to the site, abutting streets and surroundings
- Vehicular and pedestrian access and circulation



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- Streetscape
- Public open spaces
- Landscaping and amenity areas
- Parking, loading and service areas
- Lighting
- Built Form
- Height and massing
- Transition to adjacent uses and built form
- Shadows
- Setbacks
- Building-to-street ratio
- Streetwall and building treatment at grade (the pedestrian experience)
- Façade treatments, architectural elements and materials
- Corner and/or landmark/gateway building treatment

4.4 Heritage Character & Considerations

This section should be prepared having considered the work undertaken by a qualified Heritage Consultant or a professional with a demonstrated experience in Heritage Cultural Design. This section is required only under the following conditions:

- Within or adjacent to a Heritage Conservation District
- Within an identified Cultural Heritage Landscape
- When a listed or designated property is on Site
- When a listed or designated property is adjacent to the Site

When the above conditions exist, describe how the proposed development will be designed to conserve, enhance and integrate with the heritage resource(s) will be protected, conserved, enhanced, and integrated as part of the development, and in accordance with the requirements recommendations of any required Heritage Impact Assessment. Responses should have consideration for the applicable policies and



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guidelines in the Town OP, applicable secondary plans, applicable Heritage Conservation District Plan policies and guidelines, applicable Community Design and Architecture Control Guidelines, and the Comprehensive Town-Wide Urban Design Guidelines.

4.5 Sustainability features

Describe the low-impact development, stormwater facilities, energy efficiency measures, and green building technologies that will be incorporated. Responses should have consideration for the applicable policies and guidelines in the Town OP, applicable secondary plans, applicable Community Design and Architecture Control Guidelines, the Comprehensive Town-Wide Urban Design Guidelines and the Town's Green Development Standards, and other applicable design standards.

4.6 Accessibility & 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.
- Demonstrate how design choices relating to circulation and building access for pedestrians and vehicles should conform to barrier-free access requirements as set out in the Ontario Building Code are implemented
- Include text, graphics, and visual examples to demonstrate the above

4.7 Safe Community Design

An analysis of Crime Prevention Through Environmental Design (CPTED) guidelines and how the site and building design, landscape and lighting respond to CPTED principles

4.8 Construction Phasing

In the event that projects need to be phased, confirmation that each phase continues to represent good design, having consideration for interim function and operation until the final phase is complete. Phasing should include:

- The number in order of phasing across the Site
- Outline any interim measures taken to ensure the community's smooth transitions (i.e. underground parking, parks and outdoor amenities, emergency access, etc.)

5. Conclusions

Conclude on how the proposal creates a design that integrates land use and transportation, prioritizing complete streets, connectivity, sustainability, and community engagement while respecting the existing urban fabric and adhering to the design guidelines.



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Policy Reference:

- Town of Caledon's Official Plan
- Town-wide Design Guidelines
- Green Development Standards

Submission Requirements:

- Digital report in PDF format
- File size not to exceed 4 GB

