
URBAN DESIGN BRIEF TERMS OF REFERENCE

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1.0 INTRODUCTION

Urban design briefs communicate the overarching design vision for a proposed development and its public realm, and describes how the proposal responds to the context of the project site while reflecting best practice in urban design and site planning.

This Terms of Reference document provides guidance to identify when an Urban Design Brief is required within the context of Edmonton's Land Development Application (LDA) and Development Permitting Application (DPA) processes. Images included are for illustrative purposes only.

1.1 APPLICABILITY

An Urban Design Brief will generally be required as part of Rezoning submissions for transit oriented development (nodes), development along major arterials (corridors), large-site infill projects, and new greenfield development. All projects requiring Edmonton Design Committee review (including Development Permit submissions) shall also require an Urban Design Brief.

Urban Design Briefs are to be submitted in conjunction with other technical studies (eg. shadow studies, wind studies).

The Urban Design Brief shall be prepared by a qualified design professional such as a Registered Architect, Registered Landscape Architect, Accredited Planner or Professional Engineer.

2.0 SUBMISSION REQUIREMENTS

An Urban Design Brief will generally include the following four elements:

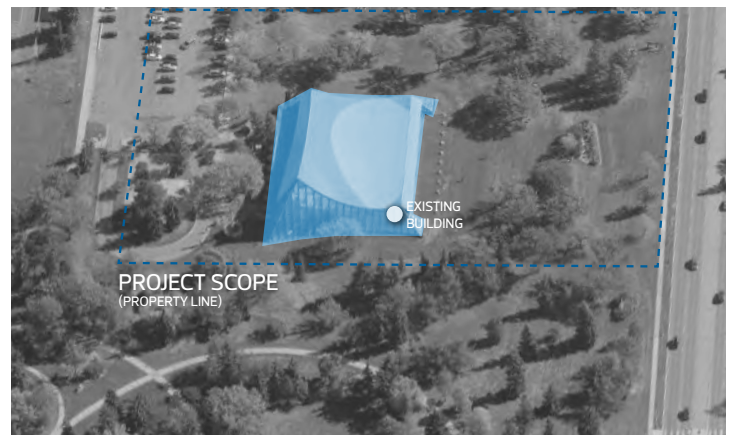
- Project Overview
- Neighbourhood Analysis
- Site Analysis
- Design Intent

2.1 PROJECT OVERVIEW

The intent of this overview is to provide a high level overview of the planning and design for the proposed development to ensure it benefits and is compatible with the surrounding area and contributes to the economic, social and environmental vitality of the city.

The overview should include at a minimum:

- ❑ Description of the proposal and major statistics (including but limited to height, density, parking)
- ❑ Basic site data including address, size, current zoning, applicable statutory plans, planning history (e.g. previous approvals) – with copies of relevant documents
- ❑ Location map, aerial views and site photos
- ❑ Compliance with relevant statutory plans and / or zoning; clearly identify areas of non-compliance and rationale
- ❑ Summary and conclusion: analysis and opinion as to why the proposal is good planning, and how it reflects the policy directions of The City Plan



Sample project overview diagram

2.2 NEIGHBOURHOOD ANALYSIS

The focus of this analysis is the relationship of the subject site to the larger neighbourhood context. The analysis should include +/- 400m beyond the subject site and be captured in plan (minimum recommended scale of 1:2000 metric), with photos as appropriate.

The neighbourhood analysis should include as a minimum:

- ❑ Development Context, including but not limited to:
 - ❑ Land uses, zoning, community destinations, heritage resources, natural areas
 - ❑ Development proposals (of a similar or greater impact)
- ❑ Circulation, including but not limited to:
 - ❑ Transit and LRT routes
 - ❑ Transit stops and stations
- ❑ Urban Form and Pattern – Including but not limited to:
 - ❑ Figure-ground diagram
 - ❑ Paths, edges, districts, nodes and landmarks



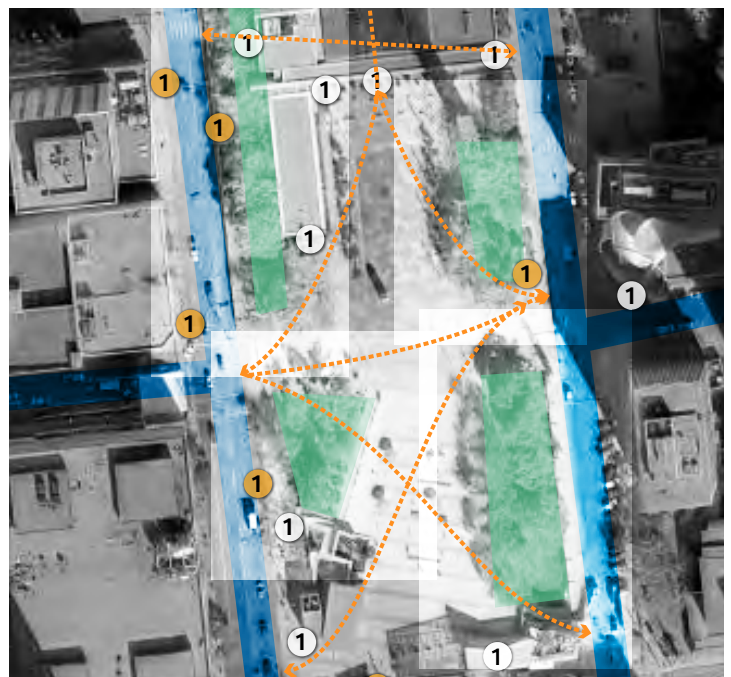
Sample neighbourhood analysis diagram

2.3 SITE ANALYSIS

The focus of this analysis is on the opportunities and constraints of the subject site relative to its immediate context. Unless noted, the analysis should include +/- 100m beyond the subject site and be captured in plan (minimum recommended scale of 1:1000 metric), with photos as appropriate.

The site analysis should identify development opportunities and constraints including:

- ❑ Circulation – Including but not limited to:
 - ❑ Pedestrian, vehicular and active transportation linkages (including universal design)
 - ❑ Transit / LRT routes and transit stops / stations
 - ❑ Potential site accesses, circulation and servicing
- ❑ Buildings + open spaces – Including but not limited to:
 - ❑ Existing buildings (including heights in storeys) and structures to be retained / removed
 - ❑ Land use compatibility
 - ❑ Potential safety concerns
 - ❑ Potential building locations / heights
 - ❑ Potential off-site improvements that are administered through Servicing Agreements or Municipal Improvement Agreements at DP stage
 - ❑ Impact of the public realm interface transition from privately owned land to public ROW to be incorporated in off-site improvement agreements
- ❑ Legal – Including but not limited to:
 - ❑ Easements, caveats and other restrictions (subject site only)
 - ❑ Archeological / historical resources
- ❑ Natural features – Including but not limited to:
 - ❑ Existing trees to be retained (subject site only)
 - ❑ Significant slopes / topography
 - ❑ Environmental hazards and environmentally sensitive



Sample site analysis diagram

2.4 DESIGN INTENT

Describe, through illustrations, diagrams and text, key aspects of the design and the intended urban experience. Clearly communicate the design concept and building program, and how the design reflects key statutory plan and / or zoning requirements, and responds to its architectural, historical, cultural and social context.

- ❑ Built form and massing - in relation to the surrounding context
- ❑ Site development*
- ❑ Public realm / **public realm interface**
- ❑ Amenity areas

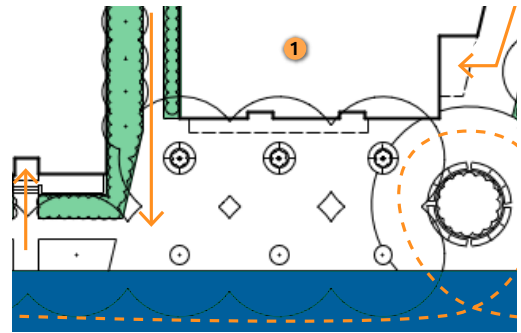
In addition, development permit submissions must include the following:

- ❑ Building materials, cladding, finishes and colours
- ❑ **Conceptual lighting plan**
- ❑ **Conceptual signage plan**

The above information should be communicated through a combination of annotated plans, elevations, and/ or 3-dimensional views (in colour).

Notes:

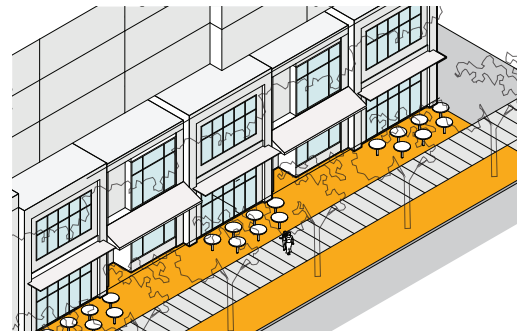
** For rezonings, provide a **conceptual site development plan***



Sample site development plan



Sample built form/massing



Sample public realm interface diagram

2.5 URBAN DESIGN BRIEF DELIVERABLE

The Urban Design Brief shall be prepared in 11 x 17" landscape format and provided in PDF format.

For projects requiring Edmonton Design Committee review, the Urban Design Brief fulfills the requirement for a formal submission package.

2.6 EVALUATION

The Urban Design Brief will form part of the application submission and be reviewed by the Development Officer or Rezoning Planner to determine conformance with statutory plans and / or zoning requirements. For Direct Control Rezoning applications, the Urban Design Brief will inform the ongoing refinement of the proposed Direct Control prior to review by City Council.

For projects requiring Edmonton Design Committee review, the Urban Design Brief will be reviewed by the Committee to determine conformance with the EDC Principles of Urban Design.

3.0 DEFINITIONS

Conceptual site plans illustrate the general design intent relating to site development, including retained natural areas, water features and general site grading and drainage concepts, the general location and configuration of site accesses and circulation, parking, loading and servicing areas, hardscape and amenity areas, as well as the general location of trees and other plant materials intended to provide screening, separation and / or environmental comfort (eg. shade, wind mitigation). Specific locations and exact species of plant materials should be avoided.

Public Realm Interface is defined as the transition between the public realm (eg. streetscapes and open spaces) and private property, typically characterized by a building frontage and / or a setback. The characteristics and considerations of the public realm interface vary depending on uses; for example, in commercial settings building frontages should maximize accessibility and promote activity through extensive glazing, multiple building entrances at grade, weather protection, etc., whereas in residential settings ground floor activity (eg. patios) are desired but require an appropriate transition from the adjacent public realm.

Conceptual lighting plans illustrate the general design intent relating to building and site lighting, with a focus on the public realm and the public realm interface. The conceptual lighting plan typically utilizes a combination of annotated site plans and building elevations, product cut sheets and evening renderings.

Conceptual signage plans illustrate the general design intent relating to building and site signage, with a focus on the public realm and the public realm interface. The conceptual signage plan typically utilizes a combination of annotated site plans and building elevations which illustrate the general location, size, type and construction (eg. materials, illumination) of signage. Common signage types which should be identified on the conceptual signage plan include:

- **Identification signage** identifying spaces, trails, neighbourhoods and buildings, and providing valuable information or promotion of these locations, institutions and businesses (including directory signs)
- **Site information / advertising** promoting goods and services or information on sales or events within a particular building or site (including changeable signs)
- **Third-party advertising** which often promotes local, regional, national and even international events, campaigns, goods and services, but may not necessarily relate to the specific location where they are placed