

Architectural Design Review Committee – Extension of Terms

ISSUE

As part of the Comprehensive Review of the Zoning Bylaw, Administration is undertaking a review of the structure of the Architectural Design Review Committee (Committee) and the review process for development applications in Architectural Control Districts. This report requests the terms of the current Committee members be extended to allow Administration time to complete the review.

RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the terms of the members of the Architectural Review Committee identified in Appendix 1 be extended for a period of no more than one year, ending on March 1, 2022, or until such time as the new Committee structure and process is in place.

BACKGROUND

Bylaw No. 9700, The Official Community Plan, 2020 (OCP) states City Council may appoint a Committee to assist with the design review process in an Architectural Control District. Section 4.10 of Bylaw No 8770, The Zoning Bylaw, 2009 (Zoning Bylaw) includes provisions regarding the membership of the Committee and the review process for development applications in Architectural Control Districts.

The Committee was first established in 2005. As outlined in the Zoning Bylaw, City Council appoints a pool of advisors to the Committee from which three are selected, on a rotational basis, by a Development Officer to review development proposals in established Architectural Control Districts as the need arises. At its February 12, 2018 meeting, City Council approved the appointment of individuals to the pool of advisors to the Committee for a three-year term ending on March 1, 2021.

DISCUSSION/ANALYSIS

Administration is undertaking a review of the structure of the Committee and the review process for development applications in Architectural Control Districts based on feedback from the Committee members and stakeholders. Administration completed a scan of other municipalities in Canada and also considered whether this Committee was consistent with other similar Committees at the City of Saskatoon. Feedback from existing Committee members also identified areas of improvement that are being considered.

Based on these inputs, Administration is developing a proposed structure, revised application review process, formalized standard processes for the Committee and proposed terms of reference to provide additional guidance. These materials will be shared and discussed with the existing Committee members and stakeholders for feedback prior to bringing proposed amendments for City Council's consideration.

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If necessary, recommended amendments to the OCP and Zoning Bylaw will be brought forward in a future report.

Engagement

The Planning and Development Department will work with Communications and Public Engagement Department to develop an engagement plan for the proposed structure and review process and to advise stakeholders of the recommended changes. Feedback received during engagement will be included in a future report.

Term Extension for Committee Members

The review of the structure of the Committee and process for development applications in Architectural Control Districts is to be completed this year. To ensure Committee members are in place, should a development application be submitted prior to the new structure being in place, it is recommended the terms of the existing Committee members contained in Appendix 1 be extended for no more than a one-year term ending March 1, 2022, or until such time as the new structure for the Committee is in place. These individuals have been contacted and have agreed to the extension of their term to the Committee.

FINANCIAL IMPLICATIONS

There are no financial implications.

OTHER IMPLICATIONS

There are no legal, social or environmental implications identified.

NEXT STEPS

Engagement on the proposed Committee structure and review process will be undertaken. Any amendments required to the OCP and Zoning Bylaw will be drafted and will be brought forward in a future report to be considered at a public hearing.

APPENDICES

1. Appointment List for the Architectural Design Review Committee

REPORT APPROVAL

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