

Development application guidelines

Urban Design Brief

What is the purpose of this?	An <i>urban design brief for development sites</i> is a document that describes and illustrates an overall design strategy and principles for proposed development on a site(s).
Who should prepare this?	The <i>urban design brief for development sites</i> should be prepared by an urban designer, licensed architect or full member of the Canadian Institute of Planners (MCIP) with a demonstrated specialization in urban design.
When is this required?	<p>An <i>urban design brief for development sites</i> may be required in support of a planning application for:</p> <ul style="list-style-type: none">▪ Official Plan Amendment▪ Zoning By-law Amendment▪ Plan of Subdivision (proposals for tall and/or midrise buildings)▪ Site Plan Control <p>Requirements and scope of an urban design brief will be identified and discussed through the mandatory pre-consultation process.</p>
Why do we need this?	An <i>urban design brief for development sites</i> is used by Town staff to evaluate how the design concept was devised and to assess how the proposal responds to the surrounding physical context and conforms to the policy context and urban design direction.
How should this be prepared?	<p>An <i>urban design brief for development sites</i> should contain, but not limited to:</p> <p>Design Vision, Guiding Principles, and Objectives Provide an overview of the urban design vision, objectives and principles for the proposed development. 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.</p> <p>Context Analysis Provide a description and detailed analysis of the site and surrounding existing and planned context noting the attributes and considerations including, but not limited to:</p> <ul style="list-style-type: none">• existing natural features, topography and vegetation• lot fabric (including frontage and depth)• general street/block pattern (including block lengths)• built form character of surrounding area• 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

Description and analysis must incorporate context mapping and photographs depicting the subject site and relationship to its surrounding context.

Policy Context

Provide a comprehensive analysis of all relevant design-related policies and direction within applicable Town documents. Incorporate descriptions of how the design of the proposal implements the Town's expectations as established in:

- *Livable Oakville Plan* and Secondary Plan policies
- Guiding Design Principals (outlined in Section 1.4 of the *Livable by Design Manual – Urban Design Direction for Oakville*)
- Town-wide Urban Design Guidelines (*Livable by Design Manual – Urban Design Direction for Oakville* and *North Oakville Urban Design and Open Space Guidelines*)
- Relevant policy, design studies and/or design directions documents for specific areas or land uses in Oakville

Development Plan

Provide a detailed description and illustration(s) outlining the overall character and configuration of the proposed development site. The plan should illustrate how the proposal fits within and interfaces with the surrounding context.

Detailed Design Direction

Provide detailed design direction that describes how the development plan will be realized. The design direction should be clearly expressed through text, detailed sketches representing proposed development and precedent images illustrating intended features and attributes of the proposal. The design direction should address, but not be limited to:

Site Design

- master planning (for large sites)
- positioning of the building(s) in relation to the site, abutting streets and surroundings
- vehicular and pedestrian access and circulation
- streetscape
- public open spaces
- landscaping and amenity areas
- parking, loading and service areas
- lighting

Built Form

- height and massing
- setbacks
- building to street ratio
- transition to adjacent uses and built form
- streetwall and building treatment at grade (the pedestrian experience)
- façade treatments, architectural elements and materials
- corner and/or landmark/gateway building treatment

Heritage resources

Where heritage properties and buildings exist as part of a development site, describe how the heritage resource will be protected, conserved, enhanced and integrated as part of the development in accordance with the requirements of the Heritage Planning section.

Sustainability features

Describe the low impact development, stormwater facilities, energy efficiency measures and green building technologies that will be incorporated.

What else should we know?

The *urban design brief for development sites* that is prepared in support of the proposal will be reviewed, modified and approved by staff and will form part of the approvals package for the proposal.

Depending on the complexity, scale and/or location of the proposed development, the approved brief may form Part B of the *Livable by Design Manual* and the detailed design direction referenced in the review of planning applications associated with the site/development area.

What other resources are available?

Town of Oakville - Livable by Design Manual:

<http://www.oakville.ca/business/urban-design-manual.html>

Town of Oakville - North Oakville Urban Design and Open Space Guidelines:

<http://www.oakville.ca/assets/2011%20planning/nco-urbdesguidelines-09nov09.pdf>

Town of Oakville - Urban Design Documents and Studies:

<http://www.oakville.ca/business/urban-design.html>

Town of Oakville – Planning Documents and Studies:

<http://www.oakville.ca/business/planning-studies.html>