



Terms of Reference:

Urban Design Brief

Town of Milton
January 2023

Disclaimer: Terms of Reference documents will be reviewed and updated as necessary to reflect current policies, practices and accepted standards.

1. What is the purpose of this?

An urban design brief is an illustrated explanation of how the overall design concept for an area responds to the physical context of the site and its surroundings, taking into account the intent of the policy context and any supporting urban design guidelines and studies. The urban design brief should not simply be a description of, or argument for, the proposed development scheme. The urban design brief is not intended to replace a Planning Justification Report.

2. Who should prepare this?

The urban design brief for development sites should be prepared by a suitable qualified and certificated urban design professional.

3. When is this required?

Generally, an urban design brief will be required where the submission of a development plan is required for a site. This includes:

- Infill intensification;
- Major redevelopment (i.e. either multiple purpose designed buildings or a single building having a gross floor area exceeding 10,000 square metres);
- Secondary Mixed Use Nodes;
- Development within the Employment designations;
- Areas designated Institutional Area or applications to add new institutional designations;
- Milton Fairgrounds; and,
- Areas designated Hamlet Area.

In addition, urban design briefs will be required to support applications for intensification in the Urban Growth Centre, major transit/intensification corridors, major nodes and minor sub-nodes. In all cases, requirements and scope of an urban design brief will be identified and discussed through the pre-consultation meeting.

4. Why do we need this?

An urban design brief for development sites is required to:

- Understand the design rationale for the development concept;
- Assess how the proposal responds to the surrounding physical context and conforms to relevant policy and guidance;

- Demonstrate how the development concept takes into account distinctive local circumstances and characteristics;
- Promote ‘made for Milton’ design solutions that contribute to a strong sense of place;
- Show how the development will physically and visually integrate with its surroundings;
- Support active transportation and transit use; and,
- Give special attention to potential or existing activity nodes, gateways, edges and linkages.

The urban design brief 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.

5. What should be included in an urban design brief?

An urban design brief should be presented in 3 parts:

- Part 1 - Design Vision, Guiding Principles and Objectives
- Part 2 - Site and Context Analysis
- Part 3 - Design Response and Concept Plan

5.1 Part 1: Design Vision, Guiding Principles, and Objectives

Part 1 should provide an overview of the urban design vision, objectives and principles for the proposed development plan or site including:

- A comprehensive analysis of all relevant design-related policies and direction within applicable Town documents;
- A detailed and fully referenced description of how the development plan will be influenced by Town’s policy expectations and intentions as established in:
- The Vision, Urban Design Strategy, Objectives and Policies of the Town’s Official Plan and any relevant Secondary Plan;
- The key design principles in any relevant Urban Design Guidelines approved by the Town; and,
- Other applicable policies, design standards, by-laws or related studies and documents produced by the Town.

5.2 Part 2: Site and Context Analysis

Part 2 should be based on a thorough process of observation, research and illustration. The Site and Context Analysis will provide a detailed description and illustration(s)

outlining the overall character and configuration of the site and its surrounding context (both existing and planned) including, but not limited to:

- Site features (including topography, vegetation and human activity (e.g. land contamination));
- Lot fabric (including frontage and depth);
- General street/block pattern (including block lengths);
- Spatial analysis and landscape character (character of public realm (streetscapes and Public open spaces), how they work at different times, days and seasons and how they visually and physically interconnect);
- Built form analysis (including boundary treatments, street frontages/ street enclosure, height and massing, roof forms);
- Relationship with surrounding land uses, public streets and open spaces (positive and negative site edges/interfaces, overlooking, shadow, noise, smell and vibration, both around and within site including roads and rail);
- Views and vistas to and from the site (especially views of the escarpment and natural heritage);
- Landmarks, gateways, views and focal points (built and natural features);
- Transportation networks (vehicles, cyclists, pedestrians, barrier-free accessibility, safe routes to school etc., identifying positive/negative aspects, missing links);
- Transit network with local stops/stations and links to them;
- Walkable neighbourhood facilities (stores, medical clinics, churches, schools, parks - defining 5-, 10- and 15-minute pedestrian catchment areas and taking into account physical barriers to access such as rail corridors); and,
- Micro-climatic conditions (paying particular attention to wind and sunpath).

5.3 Part 3: Design Response and Concept Plan

The Design Response and Concept Plan should address all aspects of the Site and Context Analysis indicating how opportunities will be exploited and constraints will be resolved (where possible).

The Design Response is a statement 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 concept plan. The Design Response statement should describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a locally distinctive sense of place through the proposed public realm and built form.

A Concept Plan, in both plan and axonometric model form, should illustrate how the proposal fits within and interfaces with the surrounding context. It should illustrate

through the use of annotated graphics the design responses to the issues identified in the Site and Context Analysis and should address, but not be limited to:

Area	Components
Site Layout and Design	<ul style="list-style-type: none"> • Urban ‘grain’ and appropriately sized block structure; • The location, orientation and spacing of the building(s) in relation to the site, abutting streets, surrounding uses, sunpath and microclimate; • Integration of transit, traffic access, vehicular circulation and pedestrian connections based on network of connected streets and hierarchy of people friendly spaces; and, • Parking, loading and service areas.
Public Realm Framework	<ul style="list-style-type: none"> • Views and vistas of landmarks and natural features; • Linkages to the surrounding open space system; • Streetscapes; • Public open spaces and amenity areas; • The transition space between building façade and the municipal right of way; and, • Natural surveillance (CPTED) and universal design (barrier-free accessibility).
Built Form	<ul style="list-style-type: none"> • Building height and massing, including ratio of building height to right of way width; • Setbacks and stepbacks, including angular planes; • Transition to the municipal right of way, adjacent uses and surrounding built form; • Streetwall and building treatment at grade (the pedestrian experience); • Typical façade treatments, architectural elements and materials; • Corner and/or landmark/gateway building treatment; and, • Location of main building entries.

5.3.1 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 advice of the Town’s Heritage Planner.

5.3.2 Sustainability Features

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

6. What are the submission requirements?

The following are the specific plans and documents that will be submitted as components of the Urban Design Brief:

Parts	Details
Part 1: Design Vision, Guiding Principles and Objectives	<ul style="list-style-type: none"> • A detailed and fully referenced written statement describing how the plan responds to and conforms to relevant design policies, standards and guidelines.
Part 2: Site and Context Analysis	<ul style="list-style-type: none"> • A written description and analysis of the site and its surroundings. • Context mapping, illustrations and photographs depicting the subject site and relationship to its surrounding context. • A plan drawing clearly identifying all opportunities and challenges
Part 3: Design Response	<ul style="list-style-type: none"> • A detailed description of the design direction in response to the opportunities and challenges identified in Part 2 • Precedent photographs of other projects that illustrate the • intended features and attributes of the Concept Plan • Annotated graphics including, but not limited to: <ul style="list-style-type: none"> ○ Sections to illustrate the transition to adjacent uses and the public right of way, setbacks, step- backs, angular plane. ○ Illustrations of the existing and proposed building context along the public street or of other significant views such as corner/gateway locations. • Sun-path analysis
Part 3: Concept Plan	<ul style="list-style-type: none"> • Site Layout Plan • Public Realm Framework Plan • Axonometric (3D) Model Drawing

All documents and drawings will be submitted as paper copies and digital PDFs. The Site Layout Plan will also be submitted as .dwg file format.