

Design Review Panel Meeting Procedures

1. Meeting Procedures

The following design review meeting procedures have been developed to ensure consistency and effectiveness of the process. The procedure follows the template of the Western Australian Planning Commission/ Department of Planning, Lands and Heritage Office of the Government Architect “Design Review Guide”. In addition please refer to the City of Cockburn’s Design Review Panel Local Planning Policy No. 5.16 “Design Review Panel”. Together these documents provide guidance for proponents through the City of Cockburn’s DRP process.

1.1 Quorum and attendance

It is recommended that all members review the proposed agenda and advise the City of Cockburn as soon as possible of any interest to be declared in any matter listed on the agenda. Please refer to part (2) of LPP 5.16 in regards to quorum details.

1.2 Observers

Councillors who may later be required to consider and determine an application that is undergoing design review should not attend panel meetings in order to preserve transparency and integrity of the planning decision-making process. Design review meetings are closed to the members of the public as information discussed can be commercially confidential.

1.3 Site inspection

A site visit may be arranged if considered necessary by the local government.

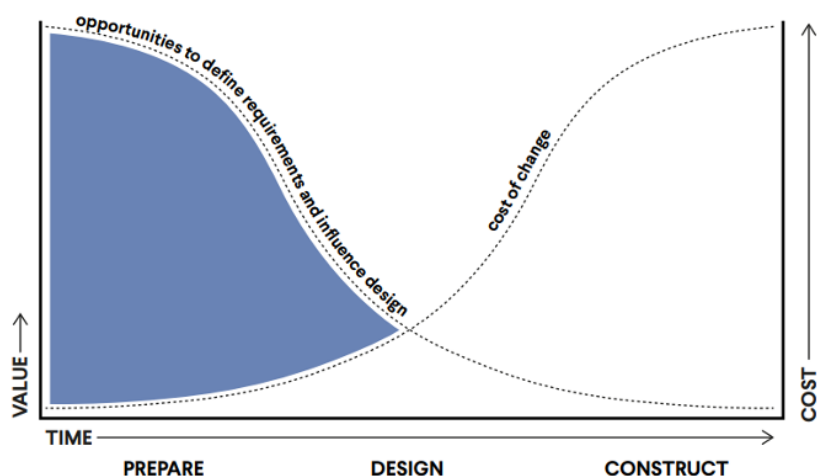
1.4 Panel member preparation

Panel members should be familiar with each site on the agenda prior to the meeting. If additional information is required prior to the meeting, a request should be submitted to the City of Cockburn in accordance with the procedures advised during the induction.

2. Drawing requirements for design review

It is recommended that initial design reviews occur early, prior to the submission of a formal application, to ensure better design outcomes. Well-run design review processes that promote early design review have been shown to improve the design quality of built outcomes and reduce project costs by identifying risks early, providing support for design concepts before investment in detailed design and expedited development application approvals following panel endorsement.

The material required for design review should sufficiently reflect the stage of development of the proposal and illustrate site analysis, site design response and the intended design proposal. For early design reviews, drawings may be conceptual and diagrammatic.



Opportunity to increase value [source: CABE, *Creating Excellent Buildings: A Guide for Clients*, 2003]

2.1 Site analysis

The key elements of a site analysis include:

- Site location/wider context plan
- Aerial photograph
- Local context plan
- Site context and survey plan
- Streetscape elevations and sections.

2.2 Site Design response

A thorough site design response demonstrates a balanced consideration of a proposals context, site, building configuration and opportunities to optimise building performance. Site design response drawings, 3D studies and diagrams identify site and context opportunities and constraints that generate design parameters. These drawings should clearly articulate the considerations that have informed the broader site design approach.

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

2.3 Design proposal

Sufficient drawing material should be presented to outline the intended design proposal; however, the emphasis should be on having enough information rather than having fully-resolved drawings of every aspect of the proposal.

The key elements of a pre-development application design proposal include:

- Development details
- Precedents and context that have informed the design proposal
- Site plan
- Floor plans
- Elevations of the proposal in context (where applicable)
- Sections of the proposal in context (where applicable)
- Draft design quality statement outlining how the proposal responds to the SPP7.0 Design Principles
- 3D images or visualisations if available.

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

2.4 Meeting format

Please refer to section (6) of the City of Cockburn LPP 5.16 for details.

2.5 Design review threshold

Please refer to section (3) of the City of Cockburn LPP 5.16 for details. In addition the State design review guide provides the following table for guidance;

INDICATIVE DESIGN REVIEW THRESHOLD TABLE											
	Projects of State significance	Public works of State significance	Public works of regional significance	Commercial development – DAP threshold	Commercial development – under DAP threshold	Apartment development DAP threshold or more than 10 dwellings	Apartment development less than 10 dwellings	Activity centre plans and structure plans	Commercial development low threshold	Detached and grouped dwellings	Other proposal as determined by local govt.
State Design Review Panel (SDRP)	◆	◆	◆◆	◇		◇					
Local Design Review Panel (LDRP)			◆◆	◆	◆◆	◆	◆◆	◆	◆◆	◆◆	◆◆
Local govt. 'city/town architect'					◆		◆	◆◆	◆◆	◆◆	◆◆
Local Govt. 'as-required' design review consultant					◆◆	◇	◇	◇	◆◆	◆◆	◆◆

◆ Recommended design review process ◆◆ Discretionary design review process ◇ Interim design review process

2.6 Additional details

In addition to this guide please note the following City of Cockburn documents;

- DR1 – Design review panel meeting agenda;
- DR 2 – Development assessment overview; and
- DR 3 – Design review report and recommendations.