

URBAN DESIGN PANELS FOR THE QUEENSTOWN LAKES DISTRICT

THE QUEENSTOWN URBAN DESIGN PANEL

THE WANAKA URBAN DESIGN PANEL

TERMS OF REFERENCE NOVEMBER 2008

BACKGROUND

In June 2004, the Strategy Committee recommended to the full Council that two Urban Design Panels were formed, one for Queenstown and the Wakatipu ward (known as the Queenstown Urban Design Panel) and one for the Wanaka ward. The panels have been operational since the second half of 2004. The role of the panels was initially to provide urban design advice on Council capital and policy projects however in 2005 this was extended to enable the Panels to review private development proposals. This includes private proposals for which an application for resource consent has been made and private proposals that are at concept or working drawing stage.

CONTEXT

This initiative is one way in which the council is working toward the following community outcome:

“High quality urban environments respectful of the character of individual communities”.

Source: Council Community Plan 2004

The Urban Design Panel will also contribute to the Council’s achievement of the other community outcomes relating to sustainable growth management, a safe and healthy community that is strong, diverse and inclusive, a strong and diverse economy, and the preservation and celebration of the district’s local cultural heritage.

THE ROLE OF THE PANELS

The role of the Urban Design Panels is to provide independent and professional urban design advice and evaluation on key developments including Council capital and policy projects and private development proposals.

The panels do not have statutory decision making powers rather they play an advisory role. This means that the panels provide a report and recommendations on the applications reviewed and this report is provided to the applicant as advice. If a resource consent application has been lodged for the proposal the recommendations from the panel are also provided to the processing planner and will be incorporated into officers' recommendation for an application, and referred to the appropriate decision making body. In this context, the panel’s report carries similar weight to that given to technical assessments (such as an engineering report) provided for an application.

The panels also have a role in proposing wider initiatives on good design in the District.

THE FUNCTION OF THE PANELS

The primary functions of the Urban Design Panel are:

- Providing independent urban design advice on development proposals prior to an application for resource consent being lodged where individual applicants have voluntarily requested this service and where the development has the potential to significantly affect the quality of urban design in the area.
- Providing independent urban design advice on Resource Consent applications where the processing Resource Consent Planner is of the view that an urban design assessment of the application is required.
- Providing independent urban design advice on any resource consent applications or capital projects being lodged by the Council, wherever urban design is a relevant issue and where the council, as the applicant or developer, seeks Panel input. This advice will be made available to the relevant Council Managers, project managers, Committees and Councillors.
- Providing independent urban design advice to the Council for Council initiated and privately-initiated proposed Plan Changes, wherever urban design is a relevant issue.

The above services will primarily be offered for proposals or resource consent applications for discretionary and non-complying development in the town centres; for discretionary or non-complying high density and comprehensive residential developments; and for urban subdivisions which have the potential to significantly affect the quality of the urban amenity.

Applications that do not fall into these categories will be only be considered by the panel where it is the view of the processing planner and/or Council policy planning staff member that the proposal has significant urban design effects. The decision making process for determining whether an application is suitable for review by the panel is outlined at Appendix A of this document.

Additional functions of the panels include:

- Providing advice to the Council's property sub-committee in regard to:
 - a) Council's willingness to agree to "sign off" as an affected party to a private Resource Consent application, and
 - b) Applications for licences to occupy Council land.

In respect to both, such matters will only be brought to the urban design panels where they are of a significant, strategic, and/ or precedent-setting nature.

- Providing representation (through one member of the Panel at a time) on the Jacks Point Review Board, on behalf of the Council.
- Providing representation on the Arrowtown Heritage Trust when required.
- Providing urban design advice on strategic issues or on non-statutory documents (such as design guidelines) where there are significant urban design issues and where advice is requested by the Council.

REPORTING REQUIREMENTS, REPORT CIRCULATION AND CONFIDENTIALITY

Following each Urban Design Panel meeting a report will be prepared by a designated Council officer¹ and signed off by the panel Chair. The report will provide recommendations from the panel to improve the urban design outcome of the proposal or project. The recommendations of the panel will be prepared through consensus, whereby discussion will result in a set of recommendations and reasons for them, which all panel members generally agree should be included in the report.

This advice will feed into the Council process through:

- Formal inclusion of the panels' advice on all reports to the relevant committee of Council or commissioner. For example; it will be referred to in planner's reports on resource consent applications.
- Periodic reporting to the Strategy Committee on the number and type of applications considered by the panels during the previous period.

All panel reports will be circulated to the applicant; to all urban design panel members for their information; to relevant Council managers and staff; to Lakes Environment for their information; and to the processing (resource consent) planner² (where applicable).

Reports may also be informally circulated to interested Councillors or Council Committees for information only where an application is not confidential in status.

The confidentiality status of applications will apply to:

- Applications made prior to lodgement of resource consent, and Where the applicant has requested confidentiality and provided reasons to support this request.

In general private applications that have been made prior to resource consent being lodged will be treated as confidential unless the applicant has given permission for the report to be circulated.

Private applications that have been lodged post resource consent will be treated as public however the panel's report shall be kept confidential until the decision relating to notification has been made.

Public projects will not be treated as confidential unless a specific request for confidentiality has been made.

If any applicant requests confidentiality of their proposal this should be supported by the designated Council officer and the panel Chair where appropriate reasons for public exclusion are given. Where confidentiality is granted the circulation list will be limited to the applicant; the sitting Urban Design Panel members; and the processing planner (where an application for resource consent has been made).

¹ The 'designated Council officer' refers to the Council employed policy planner or urban designer who is responsible for the management of the Urban Design Panels.

² The 'processing planner' or 'resource consent planner' refers to the planner responsible for processing an application for resource consent that has been made in relation to the project being considered by the panel.

MEMBERSHIP OF THE PANELS

The members of each panel will be drawn from a pool of suitably qualified professionals. The pool for each of the Queenstown and Wanaka Panels will include members of the following professions:

- Urban Design
- Architecture
- Landscape Architecture
- Planning
- Property Development

It is noted that the makeup of members for a panel should include those professions most relevant to the application..

At least 2 community representatives will also be appointed as part of the pool for each panel.

The panel will be able to co-opt a heritage advisor if required for the review of a specific application if there are no professional panel members available with sufficient heritage expertise.

A quorum of 4 members from the pool will be required for any one panel meeting. The 4 panel members will be selected from the pool to make up a panel on an application by application basis with panellists selected according to the expertise required to assess the applications being considered.

If, due to unforeseen circumstances, only 3 panel members can attend a meeting the applicant will be given the discretion to decide whether the meeting should proceed. However a meeting can not proceed if there are less than 3 panel members present.

SELECTION OF PANEL MEMBERS

The appointment of panel members to the pool in each ward is based on nominations and expressions of interest sought from the general public and from the Property Council of New Zealand; the New Zealand Institute of Architects; the New Zealand Institute of Landscape Architects; and the Planning Institute of New Zealand. Expressions of Interest will also be sought from suitably qualified candidates through advertising in local media and through direct invitation to local professionals.

The selection of the pool will be a transparent process involving a panel including at least 2 Councillors appointed by the Full Council to undertake this process, plus the designated Council officer and the Chair of the relevant panel. An applicant's suitability to be part of the pool of panel members will be assessed using the Selection Criteria listed at Appendix B of this document.

A Chair for each of the Queenstown and Wanaka panels will be selected and appointed from the pool of members by the Chief Executive Officer.

A review of panel membership shall occur at two yearly intervals. Existing panel members will be asked if they wish to remain panel members, and expressions of interest will be sought for new panel members. The selection panel will then select a pool of panel members based on attaining an appropriate mix of professions identified above and a balance of experience and renewal to the pool.

CODE OF CONDUCT

All members of the pool for each panel will be required to sign an Urban Design Panel Code of Conduct. The Code of Conduct will outline the responsibilities of Panel members in regards to attendance at meetings; professional conduct; confidentiality; and conflict of interest. The Urban Design Panel Code of Conduct is provided as Appendix C of this document.

ROLE OF COUNCILLORS

Councillors and/or Community Board members can attend panel meetings as ex-officio members, noting that only one need attend each meeting. Ex-officio members of the Panel are able to attend Urban Design Panel meetings as observers only and can not ask questions of the applicant or provide input into the panel's recommendations.

If an ex-officio member does not observe this requirement and has input into a panel meeting they will be required to abstain from involvement in any other decision making processes relating to the application or an associated project in their role as a Queenstown Lakes District Councillor or a Commissioner.

ATTENDANCE OF CONSENT PLANNER

Where Urban Design Panel meetings occur after resource consent application has been lodged, the processing planner shall attend the meeting.

Where Urban Design Panel meetings occur prior to a resource consent application being lodged, the designated Council Officer may invite a consent planner from Lakes Environment to attend the meeting.

When in attendance, the consent planner's function is to inform the panel as to the scope given to urban design by the District Plan in relation to assessing the proposal, and to more fully understand the rationale behind the Panel's recommendations.

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HONORARIUM

Panel members will receive an honorarium of \$150.00 per meeting attended if meeting is no more than 2 ½ hours in length (i.e. 2 regular items). If the meeting is longer than 2 ½ hours in length panellists can request additional payment of \$75 per hour. Panellists who reside in Dunedin or an area that is more than 2 ½ hours travel time from the location of the panel meeting will receive an honorarium of \$250 per meeting.

In addition, mileage will be paid to those panellists who reside in Wanaka; Dunedin or another area more than 1 hour from the meeting venue and have to travel to the meeting destination for the sole purpose of attending the urban design meeting.

When a site visit prior to a meeting has been requested by an applicant and agreed to by Council, time spent at the site meeting will also be considered part of the meeting time.

APPLICATION FEE

Where private applicants have submitted a project at the concept stage (pre-working drawings) the council will cover the cost.

However, where private applicants have submitted a proposal which is at a working drawing or advanced design stage (in a form that could form part of a resource consent application); or after an application for resource consent has been lodged; then the applicant will be required to pay a fixed fee of \$500 to have their project considered and recommendations made.

INFORMATION REQUIRED AS PART OF AN APPLICATION

Applicants are required to provide the following information as part of an application to the panel:

- A completed application form.
- A3 copy of context analysis showing relevant relationships to surrounding urban and landscape environment, including pedestrian and vehicle flow paths to, and through, the property
- A3 copy of site plans (showing contour lines).
- Elevations (complete set showing all relevant details such as proposed signage).
- Perspective drawing showing buildings, forms and setting (and excluding landscaping that obscures any part of the building).
- Cross sections (including land gradients of abutting properties).
- Landscaping plans.
- Plan showing pedestrian or vehicle flow paths through the property and to and from nearby destinations.
- Photos of the site, neighbouring properties and street elevation photos showing all properties within approx. 75 metres of the project site.
- A list of the urban design related objectives, policies and assessment matters criteria from the District Plan that apply to the project (if any).
- A list of the main materials, colours and textures to be used.
- A copy of the District Plan zoning map with the site marked.
- A cheque for \$500 if an application fee is required.

Note: Application detail shall be tailored to the scale of the application

All information must be provided to the Council SIX working days prior to the Urban Design Panel meeting. If the information is not provided on time, or if the information provided is not complete, the meeting may be cancelled.

SPECIFIC INFORMATION REQUIREMENTS FOR APPLICATIONS WHERE A RESOURCE CONSENT APPLICATION HAS BEEN LODGED

If a resource consent application for the proposal has been lodged and an urban design review has been requested at the discretion of the processing planner, then there is a requirement for the applicant to provide the following information:

- A description of the activity status of the application and the reasons why the application falls within the described status.
- A short report from the processing planner identifying the key issues on which they are requesting the guidance of the panel. This report should be presented by the processing planner to the panel at the beginning of the panel meeting. It is noted however that this will not limit the panel to considering only the issues identified in this report.
- A full copy of the consent application is NOT required.

KEY URBAN DESIGN PRINCIPLES

When assessing proposals, panellists (and those presenting to the panels) should refer to the key design principles outlined at Appendix D of this document or to design principles outlined in documents such as the Urban Design Compendium for guidance. The Urban Design Panel has the authority to update Appendix D the 'Key Urban Design Principles' as required without requiring the approval of the Strategy Committee or Full Council.

MEETING SCHEDULES AND ADMINISTRATION

- The Council will establish a schedule whereby approximately fortnightly panel meeting dates will be set for both Queenstown and Wanaka. Meetings will generally be held on Fridays in Queenstown and on Mondays in Wanaka. The timing of these meetings will be agreed with the panel to ensure that they are as convenient as possible to the members and will be available on the QLDC website.
- The Queenstown Urban Design Panels will normally meet in Queenstown and the Wanaka Urban Design Panel in Wanaka.
- Where access to a site is restricted or the site is secluded, and it is unlikely that the Panel Members would be able to informally visit the site prior to a meeting, the applicant may request a formal site visit prior to a meeting.
- The meetings will be facilitated by the relevant panel Chair. The Chair will also be responsible for - reviewing and signing off on the final panel report.
- Agendas and all other administration will be the responsibility of the Council.
- Whilst formal minutes of the meeting will not be kept, notes from the meeting may be taken to assist in preparing the panel's recommendations. In these instances notes will be kept by the designated Council officer.
- Meetings are not open to the public. The applicant or their nominated person (e.g. the manager or designer of the project) is expected to attend the meeting to present necessary information. It is always advisable that the project designer(s) attend.
- It is anticipated that the meetings will last no more than 2 – 2 ½ hours, and that no more than two applications will be considered at a single meeting. It is expected that each project or application will take approximately 1 hour to consider and determine recommendations unless there has been a prior arrangement made that an item will take longer.
- An agenda will be circulated to the Panel members 4-5 working days in advance of the meeting. Where possible, A3 plans in black and white will be provided.
- The meetings will follow the meeting procedure outlined in Appendix E of this document.
- For very large/complex Council initiated projects, or where the panel is requested to evaluate the provisions of a proposed plan change, the meeting procedure may be expanded into a workshop format.

- For private developments, deliberations will be held after the applicant or their nominee has left the meeting.
- For public projects, deliberations may be held with the council representative and/ or the policy planner dealing with the matter present throughout.
- For all applications:
 - Recommendations are agreed during the deliberation period. A subsequent report shall be prepared by the designated Council officer, or the Chair, and the draft report circulated to the panel members for approval. The final report is then sent out simultaneously to the applicant and to other relevant persons. A standard report template will be used for all panel reports (see Appendix Fa and Fb).
 - A standard letter will be sent out to applicants to accompany the panel report.
 - The standard turn-around for a report to be issued is 5 working days and applicants must be notified within this period if there are delays in issuing the report.
- Council will provide an administration officer to assist in administering the Panel.

MONITORING

The recommendations and outcomes of projects that are reviewed by the panel will be monitored on an ongoing basis in order to determine the key issues associated with urban design in the district; to monitor the effectiveness of the panel in influencing urban design outcomes; and to assist in monitoring the effectiveness of the District Plan from an urban design perspective.

The monitoring process will include the distribution of a standard survey form to all applicants immediately following the panel review (see attached at Appendix G). The survey will be distributed to the applicant with the panel's recommendations and the results will be entered into a database when received. An ongoing process will also be established for the review of major applications whereby the recommendations of the panel are reviewed against the final design of the proposal to determine the extent to which the recommendations of the panel have been taken into consideration in the final design of the project.

REVIEW OF THE TERMS OF REFERENCE

The Council proposes to formally review these Terms of Reference, in consultation with the Urban Design Panels every 2 years.

APPENDIX A

DECISION MAKING PROCESS FOR DETERMINING WHETHER AN APPLICATION IS SUITABLE FOR REVIEW BY THE URBAN DESIGN PANEL

Step 1: Processing (resource consent) planner identifies whether an application falls within the Urban Design Panel Terms of Reference.



Step 2: The processing planner works with a designated Lakes Environment planner to establish whether an urban design review/report is required and whether this should be provided by the Urban Design Panel. The designated Council officer will meet with the designated Lakes Environment planner on a weekly basis to review applications that have been recommended for panel review.



Step 3: The processing planner recommends that the application be reviewed by the Urban Design Panel. If the applicant agrees they are required to submit their panel application at least 6 working days prior to the scheduled design panel meeting.



Step 4: The panel considers the application and provides its report within 5 working days of the review meeting and the panel's recommendations are considered in the preparation of the planners report for the application.

APPENDIX B

CRITERIA FOR THE SELECTION OF THE PANEL MEMBERS

Importantly, every member of the Panel must share a passion for the long term future of the Queenstown Lakes District and have good networks for keeping abreast of developments and community opinion.

Criteria for the members with specific design-related skills will include:

- Recognised qualifications, recognition, and standing in the relevant design related profession, and, preferably, membership of a relevant institute;
- A general understanding of the council's strategies and policies, and the relevant parts of the District Plan.
- Practitioners (and evidence of a local understanding) in the relevant aspects of their profession.
- At least one member must have recognised experience and preferably qualifications in urban design.
- Recognised qualifications and/or expertise in heritage and/or heritage architecture would be an advantage.

Criteria for the members with property/ development-related skills will include:

- Recognition and standing in the Queenstown Lakes District property field.
- Preferably, membership of a relevant institute.
- Understanding of best practice urban design principles, architecture, and urban design.
- A general understanding of the council's strategies and policies, and the relevant parts of the District Plan.

Criteria for community members to be appointed to the panel will include:

- Strong community linkages either through involvement in community organisations or as an individual.
- Recognition and standing in the community.
- A general understanding of urban design issues (previous experience in a relevant area would be an advantage).
- A general understanding of the council's strategies and policies.

APPENDIX C

CODE OF CONDUCT

1. Introduction

This Code applies to all members of the Queenstown Lakes District Council Urban Design Panel. The purpose of the Code of Conduct is to provide guidance and support to the panel members to ensure that their participation in the panel is conducted with the highest ethical and professional standards and to assist the panel in earning the confidence and respect of the district's community and industry professionals.

2. Professional Standards

Members of the panel shall act in a professional manner when representing the Urban Design Panel. This includes:

- Attending meetings on time and providing apologies in advance if unable to attend a meeting;
- Treating other panel members and applicants with respect; and
- Being adequately prepared for each panel meeting.

Members shall act with professional integrity and in the public interest at all times when serving on or undertaking other duties on behalf of the panel.

3. Conflicts of Interest

Members shall not attend a panel meeting where there is a potential conflict between their own private interest and the interest of the applicant or public interest.

Members acting for any person or client in relation to any land shall declare that interest if the panel is reviewing an application regarding that or adjoining land.

Where any other conflict could exist the panel member shall declare this interest and where appropriate shall not attend the panel for the meeting in question.

Where a potential conflict of interest has been declared by a panel member the panel Chair and applicant will be advised of the conflict and the applicant asked to confirm their acceptance of the member's attendance at the panel meeting. This will occur in advance of the meeting and will be again acknowledged and confirmed by the Chair at the panel meeting itself (see Meeting Procedures attached at Appendix E).

4. Confidentiality and Disclosure

Members shall keep confidential all information provided to them as part of their role on the panel and shall not disclose or use that information for their own benefit, nor disclose it to any third party.

5. Professional Competence

Members shall take all reasonable steps to maintain their professional competence while serving on the panel.

APPENDIX D

URBAN DESIGN PRINCIPLES

When considering an application, the Urban Design Panel shall consider (but should not be limited to) the following key urban design principles:

1. **Town & Neighbourhood Context:** The proposal should contribute and add to the special character and beauty of the local town, neighbourhood or street;
2. **Site Context:** The proposal should adapt to its site & achieves a balance between its function & enhancing its immediate visual surroundings;
3. **Landscape:** The structure/building should integrate & provide a connection to the natural & built environment;
4. **Pedestrian Experience:** The proposal should encourage pedestrian movement & strengthen the experience of pedestrians moving through the neighbourhood or town;
5. **Access:** Ensure that the proposal accommodates vehicle access without compromising other access or urban design goals;
6. **Safety:** The design of the proposal should increase the safety & security of people using the area & assist in preventing crime and/or anti-social behaviour;
7. **Environmental Sustainability:** The design should promote the efficient use of our natural resources (such as energy & water); and
8. **Other:** The proposal should appropriately address or allow for other issues such as the storage and collection of rubbish; signage; and placement of air-conditioning units /satellite dishes etc.

APPENDIX E

MEETING PROCEDURES

1. Pre-meeting

Informal discussion amongst panel members to identify main issues regarding the proposals they are about to review prior to the arrival of the applicant and the applicant's consultants.

2. Quorum

Establish that there is a quorum of four panel members present. If there is not a quorum present, establish that there are at least 3 panel members present (not including ex-officio Councillors) and ensure that the applicant approves the reduced number.

3. Conflict of Interest

Address any conflicts of interest that have been declared and confirm that the applicant is happy for the meeting to continue (note: if there is a potential conflict of interest the applicant will have been advised of this in advance and this procedure is to formally confirm their acceptance only).

4. Confirm Agenda

Confirm the application(s) being reviewed at the meeting and the time provided for consideration of each application. Confirm if any of the applications to be considered are confidential.

5. Introduce Applicant

Introduce the applicant to the panel and invite the applicant to introduce their team to the panel.

6. Hear Processing Planner's summation of issues relating to the District Plan

Invite the processing planner to present their summation to the panel (5 mins).

7. Hear Applicant Presentation

Invite the applicant to make their presentation to the panel (20 mins). Applicants are encouraged to make their presentation as visual as possible, and confine the presentation to matters relating to urban design.

8. Questions and Answers

Invite the panel members to ask questions of the applicant and raise any concerns with regard to the proposal. Panel members should be directed to speak one at a time.

To make sure that all issues are covered during the meeting the panel Chair is encouraged to refer to the key urban design principles outlined at Appendix E of the panel Terms of Reference. (20 mins)

9. Retire to Consider the Application and Prepare Recommendations

Thank the applicant and advise them that a report will be sent to them within 5 working days.

Request that the applicant leaves the room to enable the panel to prepare its recommendations in private.

When preparing the recommendations the Chair should seek a consensus from all panel members in regards to which issues should be addressed in the panel report and seek draft wording for the recommendations. When the draft recommendations are completed, confirm the timing for the report to be completed. The report will be circulated to all panel members for comment prior to completion. (20 mins)

10. Conclude Meeting or Introduce Second Applicant

Additional Rules/Considerations:

- Members of the panel shall not interrupt other members or an applicant while they are speaking.
- Members of the panel shall not speak until invited to do so by the Chair.

- Ex-officio members and consent planners shall observe the meeting proceedings only and shall not ask questions of the applicant or contribute to the drafting of the panel's recommendations.
- Minutes of the meeting will not be kept unless specifically requested by the applicant. The only record of the meeting will therefore be the panel's report.

APPENDIX F (version a)

URBAN DESIGN PANEL REPORT TEMPLATE

**URBAN DESIGN PANEL
REPORT**

Application Name

Meeting Date

Members present:

In attendance: (Applicant representatives, ex-officio observers, processing planner etc)

Overview

Issues and Considerations

- Fundamental Issues
- Significant Issues
- Other Issues

Panel Recommendations

Fundamental Issues

1. Recommendations

Significant Issues

2. Recommendation

Other Issues

3. Recommendation

Issues for Council (where relevant)

Checked and approved by:

Panel Chair

APPENDIX F (version b)

URBAN DESIGN PANEL REPORT TEMPLATE

**URBAN DESIGN PANEL
REPORT**

Application Name

Meeting Date

Members present:

In attendance: (Applicant representatives, Council's urban design representative, ex-officio observers, processing planner etc)

Status (Brief Overview plus prior history of reviews, if any)

Findings Based on NZ Urban Design Protocol as applied to the Queenstown Lakes District under the following headings:

Context

Character

Choice

Connections

Creativity

Custodianship

Collaboration

Summary

Key Issues Raised

Desired Outcomes

Statement of Support or Non Support*

Status of Urban Design Panel Report**

Checked and approved by:

Panel Chair

* Support: The panel is supportive of the project and recommends that it proceeds. Recommendations for improved outcomes can be assessed (where relevant by the processing planner).

Non Support: Either: The panel does not recommend that the project proceed in the form that has been presented at the meeting.

Or: The panel recommends improvements to aspects of the design. Should the applicant wish to gain the support of the panel, the proposal should be re-submitted to the panel for a review of how those recommendations have been incorporated.

Nb/. When a project is reviewed by the panel more than once, every endeavour will made to have the same panel members attend each review.

** Status of Report: The support of the design panel does not constitute Council approval to proceed with a project. The findings of the report sit outside both the statutory processes of the Resource Management Act and other regulatory functions of Council. The report may however influence those processes and functions in regard to matters relating to urban design.

APPENDIX G

URBAN DESIGN PANEL MONITORING SURVEY

1. *Did you submit your application to the panel voluntarily or was it a requirement of the Resource Consent Process?*

2. *Was the process for submitting the application clear?* Yes / No

Comments: _____

3. *Was adequate information available in regards to the types of information required by the panel (as part of the application)?* Yes / No

Comments: _____

4. *Was communication clear in regards to the meetings time, presentation details etc?* Yes / No

Comments: _____

5. *Was the review meeting professionally conducted?* Yes / No

Comments: _____

6. *Did you receive the panel's report in a timely manner?* Yes / No

Comments: _____

7. *Were the recommendations made by the panel useful and do you think that they will add value to your project?* Yes / No

Comments: _____

8. *Do you plan to implement the panel's recommendations?* Yes / No

If not why not?: _____

9. *Do you have any suggestions to improve the Urban Design Panel process?*

Other comments?:-
