



Staff Report to Council

DATE: Monday, June 16, 2025

DEPARTMENT: Planning

SUBJECT: Development Permit Areas Design Guideline Update – Scope of Work

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council's endorsement on the general scope of work for Updated Design Guidelines, prior to issuing a Request for Proposal (RFP) to retain professional consulting services.

Updating the Design Guidelines is a strategic priority of Council, identified in the 2023-2027 Council Strategic Plan. The targeted completion date is quarter 2, 2026, with an approved budget of \$150,000.

The scope of work includes background research and analysis, the development of an Advisory Design Panel Feasibility Report, public and key partner engagement, and the creation of Updated Design Guidelines.

COMMENTARY:

As directed by the 2023-2027 Strategic Plan, staff wish to proceed with a Request for Proposals (RFP) to update the existing design guidelines appended to Zoning Bylaw No. 300, which provide direction on the site layout, architectural design, and landscaping elements of new development. These guidelines apply to a range of land uses including, multi-family, commercial, business park/industrial, intensive residential (small lot), two-family dwellings, and carriage houses/garden suites. Specific guidelines also apply to defined areas that have special considerations, such as the City Centre and Sooke Rd areas.

The RFP is proposed to include the following general scope of work:

- Review and evaluate the City's current policies and plans, including the OCP, Zoning Bylaw, Early Guidance to the Development Community (May 18, 2023, Council Report), and all background materials available in relation to the OCP Refresh project.
- Review and assess the existing Development Permit Area Design Guidelines to identify gaps, key issues, and opportunities for improvements.

- Review recent Provincial projects, policies and legislation as it relates to this project, including the [B.C. Standardized Housing Design Catalogue](#) and Provincial policy manuals/guidance related to Proactive Planning.
- Prepare a communications and engagement plan in accordance with the City of Langford Public Engagement Strategy that will identify issues and barriers to the Design Guidelines, inform the draft and final Updated Design Guidelines, ensure the Guidelines are achievable through our development approval process, and test implementation, interpretation and application of the draft Design Guidelines before finalization.
- Prepare an Advisory Design Panel Feasibility Report, to assess and provide a recommendation as to whether Langford should establish an Advisory Design Panel (ADP). If an ADP is recommended, timing dependent, this panel could support both the review and the implementation of the updated guidelines.
- Create new Design Guidelines for different DPA types (e.g., multi-family, commercial) that:
 - Are clear, concise and visually compelling, to ensure that the Design Guidelines are easy to understand for staff, Council, industry and the public.
 - Meet best practices for planning, urban design, architecture, and landscape architecture.
 - Implement the High Quality City-Building desired outcomes of the Proposed OCP.
 - Address key planning considerations such as site design and layout, relationship to the street, scale and massing, landscape design and open spaces, site servicing, access and parking, building articulation, features, and materials.

FINANCIAL IMPLICATIONS:

The approved budget for updating the DPA Design Guidelines is \$150,000.

LEGAL IMPLICATIONS:

None noted.

STRATEGIC PLAN ALIGNMENT:

1d – Update Design Guidelines and Consider an Advisory Design Panel

OPTIONS:

Option 1

THAT Council endorse the Development Permit Area Design Guideline Update RFP Scope of Work as presented.

OR Option 2

THAT Council endorse the Development Permit Area Design Guideline Update RFP Scope of Work with the follow modifications:

- a. _____;
- b. _____;
- c. _____.

SUBMITTED BY: Matt Notley, Planner II, Community Planning and Climate Change

Concurrence: Melisa Miles, Manager of Legislative Services

Concurrence: Donna Petrie, Senior Manager of Communications & Economic Development

Concurrence: Yari Nielsen, Director of Parks, Recreation and Facilities

Concurrence: Matthew Baldwin, RPP, MCIP, Director of Development Services

Concurrence: Leah Stohmann, RPP, MCIP, Director of Community Planning and Climate Change

Concurrence: Katelyn Balzer, P.Eng., Director of Engineering and Public Works

Concurrence: Michael Dillabaugh, CPA, CA, Director of Finance

Concurrence: Braden Hutchins, Deputy Chief Administrative Officer

Concurrence: Darren Kiedyk, Chief Administrative Officer