

LYTTELTON DESIGN REVIEW PANEL – TERMS OF REFERENCE
December 2019

1. Name

The Panel will be known as the “Lyttelton Design Review Panel.”

2. Status

The Panel will be a subordinate decision making body of the Banks Peninsula Community Board (Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision making powers.

3. Role

The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Lyttelton.

4. Term

The term of office for the Panel is three years. The Panel will be discharged three months from the coming into office of the members of the Board, following each triennial general election.

5. Composition

The Panel will have six members, including:

- Three design professionals with qualifications in architecture and/or urban design and demonstrated Lyttelton experience;
- Two community representatives with a demonstrated understanding of design and development;
- A representative of Te Hapū o Ngāti Wheke with a demonstrated understanding of design and development.

6. Appointment

Expressions of Interest for community representatives and design professionals will be publicly advertised. Community representatives may include Board members.

The Board will request that Te Hapū o Ngāti Wheke nominate a representative, should they wish to do so.

The Board will appoint the Panel members by resolution at a public meeting.

7. Resignation

Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process set out in Item 6.

8. Administration and Meetings

The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.

The quorum at a meeting will be three members, including two design professionals. At the start of each meeting, the Panel will appoint a Convenor.

The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of Council.

Recommendations will be made by Panellist consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.

Members of the Panel will be bound by the Council's Code of Conduct for elected members, specifically in relation to Part 1: General Principles of Public Life and Part 2: Disclosure of Pecuniary and Other Interests, Contact with the Media regarding Council and Committee Decisions, and Confidential Information.

9. Honorarium

For financial year 2019/20, Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

10. Review Process

The Panel may provide advice on developments that will trigger a restricted discretionary activity status in the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. If requested by the applicant the Panel may consider applications from other zones.

In particular the Panel may provide advice in the following instances:

- When resource consents are referred to the Panel by Council planning and urban design staff;
- When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council, or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Lyttelton.

The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:

- Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building(s), landscaping, car parking and access;
- Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the above zones;
- Protect the heritage values of area, its structures, buildings, places and sites which have architectural, historical or cultural significance;
- Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.

In its considerations the Panel shall have regard to the following documents:

- NZ Urban Design Protocol
- Greater Christchurch Urban Development Strategy
- Christchurch District Plan and associated design guides
- Lyttelton Town Centre Masterplan - and its principles for the recovery of Lyttelton from the 2010/2011 earthquakes.

The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planners' report to the delegated decision-making authority. While staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.