



MINUTES
NANAIMO ADVISORY PLANNING COMMITTEE
TUESDAY, 2014-SEP-16 AT 5:00 PM
BOARD ROOM, SARC, 411 DUNSMUIR STREET

MEMBERS PRESENT:

Councillor Fred Pattje, Chair
Brian Anderson
Jim Goldsack
Sandra Larocque

Councillor Ted Greves
Carey Avender
Ellen Ross
Paula Waatainen

MEMBERS ABSENT:

Councillor Jim Kipp
Darwin Mahlum

Randall Taylor
Chris Cross

STAFF PRESENT:

Deborah Jensen, Community Development Planner Penny Masse, Recording Secretary

OTHERS PRESENT: None

Members of the Public: None

1. Call to Order

The meeting was called to order at 5:01 pm.

2. Adoption of Minutes

It was moved and seconded that the Minutes from 2014-JUN-17 be adopted.
The motion was carried.

3. Approval of Agenda and Late Items

The agenda was approved as presented.

4. Correspondence

5. Information Items

- a. APC Representatives
- b. RA000278 – 4125 Jingle Pot Road
D. Jensen advised that the APC recommended approval of the application to permit a light industrial development on 2011-JUN-21. A Public Hearing was held on 2014-FEB-06, and Council adopted the bylaw on 2014-JUL-14.
- c. RA000316 – 5661 Christina Crescent
D. Jensen advised that the APC recommended approval of the application to permit a multi-family residential development on 2013-SEP-17. A Public Hearing was held on 2013-NOV-07, and Council adopted the bylaw on 2014-JUL-14.

- d. RA000328 – 5220 Hammond Bay Road
D. Jensen advised that the APC recommended approval of the application to permit a multi-family residential development on 2013-NOV-19. A Public Hearing was held on 2014-JUN-06, and Council adopted the bylaw on 2014-SEP-08.
- e. RA000330 – 2875 Departure Bay Road
D. Jensen advised that the APC recommended approval of the application to permit a site specific liquor retail store on 2014-JAN-21. A Public Hearing was held on 2014-JUN-05, and Council adopted the bylaw on 2014-JUL-14.
- f. RA000333 – 839 Old Victoria Road
D. Jensen advised that the APC recommended approval of the application to amend the I1 zone to permit a 'Recycling Drop Off Centre' on 2014-JUN-17. A Public Hearing was held on 2014-AUG-07, and Council adopted the bylaw on 2014-SEP-08.

6. Old Business

None

7. New Business

Councillor Pattje welcomed the representatives appointed to the APC by Council.

- a. Official Community Plan (OCP) Five-Year Review - General Amendments
D. Jensen introduced the general amendments, which are being brought forward as part of the OCP five year review process.
 - Update the OCP to include *A Cultural Plan for a Creative Nanaimo*.
 - Update demographic information to reflect 2011 census; this includes total land area, total population, and percentages reflecting school age children.
 - Include small lot policy within the Neighbourhood designation to provide guidance when considering proposals for small, single family housing lots.
 - Update greenhouse gas emissions targets to reflect the Sustainability Action Plan.
 - Update references to the Nanaimo Advisory Planning Committee.
 - Update DPA9 exemptions to amend 'duplex' to 'two unit development on one lot', and increase \$100,000 exemption to \$150,000.
 - Update Implementation Strategy to add completion dates for the University Urban Node, the Sustainability Action Plan, the Regional Context Statement, and the Transportation Master Plan.
 - Add the RDN Growth Containment Boundary to the OCP Map 1 – Future Land Use Plan.
 - Update Parks and Open Space mapping layer to include parkland acquired through development, subdivision, or purchase.

Committee Comments

A committee member asked if the Cultural Plan includes street art and budget information to undertake actions.

D. Jensen confirmed street art is included in the Cultural Plan; however, no budget information is included.

A committee member asked for clarification on what is considered a small lot and whether parking would be included on the lot.

D. Jensen noted this proposed policy is to address R2 zones, and includes policy to review proposals such as the presence of adjacent lanes, sites within walking distance of local service centres or commercial nodes, contributing to a mix of housing types, and encouraging attractive, pedestrian oriented housing; the parking bylaw sets standards for required parking spaces dependant upon the use.

The Committee requested Rob Lawrance, Environmental Planner, attend a future meeting to discuss greenhouse gas emissions and the Sustainability Action Plan.

It was moved and seconded to recommend that Council approve the general amendments to the OCP as presented. The motion was carried

b. Public Notification

D. Jensen provided an overview of the existing public notification process for various forms of development proposals, which was recently brought forward to the Development Process Review Committee. Staff will be reviewing the Notification Bylaw to determine required updates for addressing adequate notification standards and public expectations, including greater clarification on public consultation process and procedures for concurrent OCP / rezoning applications.

Committee Comments

A committee member asked what the timeframe is for an applicant to erect signage prior to the APC meeting, and noted the timeframe should be increased to the same 10 day standard required for public hearing signage.

D. Jensen noted that signage is to be erected by an applicant seven days prior to the APC meeting.

Committee members stated that the more notice given to a neighbourhood, the more likely the public would attend the meetings, and noted that Council repeatedly hears that the public did not receive enough notification regarding development applications.

Committee members asked how an applicant proves they sufficiently notified the neighbours of a development proposal, and noted neighbourhood associations should keep up to date on any development applications that may affect them (such as through "What's Building").

D. Jensen stated OCP policy is clear that neighbourhood associations will be notified of development proposals. Neighbourhood consultation involving an OCP amendment will have City staff in attendance. Applicants of rezoning applications are advised to meet with neighbourhood associations, but it is not a requirement. To go above and beyond the policy requirements is at the discretion of the applicant.

D. Jensen noted that staff will be researching best practices for public notification, including a review of other municipalities.

8. Next Meeting

The next regular meeting of the APC is scheduled for 2014-OCT-21.

9. Adjournment

The meeting adjourned at 6:05 pm.

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