

MINUTES

DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2013-NOV-12 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET



PRESENT:

Committee Members:

Councillor Jim Kipp, Acting Chair
Councillor Bill McKay
Maureen Pilcher, Maureen Pilcher & Assoc.
Byron Gallant, Canadian Home Builders' Assoc – CVI
Rod Smith, Newcastle Engineering
Greg Constable, Island West Coast Developments (11:50 a.m.)

Absent:

Councillor Bill Bestwick
Bob Wall, RW Wall Ltd.
Ian Niamath, Ian Niamath Architects

City Staff:

Toby Seward, Acting General Manager, Community Safety & Development
Andrew Tucker, Director of Planning
Dale Lindsay, Acting Director of Development
Bruce Anderson, Manager, Planning & Design
Chris Jackson, Manager, Community Planning
Rob Lawrance, Environmental Planner
Holly Pirozzini, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 11:35 a.m.

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2013-Oct-15 be adopted.

CARRIED

3. Riparian Area Regulations

Chris Jackson and Rob Lawrance provided a ppt presentation and advised that Committee Members were emailed the following documents for their review, prior to today's meeting:

- Watercourse Recommendations Table;
- Revised Development Permit Areas 7.4 – Area 1 and Area 2 (provides a broader site assessment beyond what's required to sustain fish habitat);
- New Development Approval Information Areas 7.6 (for watercourses – DPA1); and
- Revised Development Permit Area (for Environmentally Sensitive Areas – DPA2).

Staff advised that fish bearing watercourses under provincial RAR requirements will be within the Watercourse DPA. Isolated wetlands, streams and marine foreshore areas will be within the Environmentally Sensitive Area (ESA) DP. Mapping for both DPAs

will be revised and updated. An updated Habitat Atlas will provide more information on habitat restoration done as part of a broader education component.

Greg Constable arrived at the meeting at 11:50 a.m.

Committee's comments:

- Minimize the use of acronyms from the Riparian Area Regulations document (e.g. ESA, DAI, QEP, LIDAR, etc.)
- If a property is not within a Development Permit area then the City has no authority to stop development of it.
- The revised Development Permit process will require Qualified Environmental Professionals (QEPs) more often in future which is an added cost to the developer.
- Will the Riparian Area Regulations information that comes from a QEP be available to the public? *Staff responded that Riparian Area Regulations will be able to be viewed through the updated habitat atlas map.*
- Who is the staff member responsible for vetting QEP reports? *Staff responded that Rob Lawrance develops the policy and relies on the QEP's professional advice.*
- Suggested that the rationale be included in the Notice that is sent to the public; to advise the public of what the developer has already provided in the Development Permit process.
- Staff may go too far in the Development Permit process before public involvement, which then doesn't leave enough room for negotiation.
- Don't add more items to the Development Permit checklist for developers to contend with.

Staff explained that the Qualified Environmental Professional provides a report which is summarized as rationale for the report to Council. Council's checklist is the Development Permit Area Guidelines and if all requirements are met, then Council may provide approval.

Providing an executive summary (written by the biologist) that highlights the reason for the variance and the measures to mitigate or compensate for any variance will provide greater clarity for Council when variance reports are presented.

Staff advised that bylaws are proposed to go to Council in April, 2014, including high resolution mapping of watercourses using LIDAR technology.

The Committee requested that prior to the Comprehensive Review going to Council, this issue be reviewed again at the January, 2014, meeting and that Lynn deVries, Manager of Geographic Information Systems, be invited to attend that meeting to explain LIDAR technology.

4. Small Lot Subdivision

Bruce Anderson made reference to the discussion from the last DPRC meeting held 2013-OCT-15 and the report that was provided regarding small lot development. He stated that staff was directed to work on a draft policy for small lot development, and subsequently to look at preparing design guidelines for small lot development following the policy preparation.

Committee's comments:

- Small lot subdivisions require services nearby.
- Is a policy needed to determine if there should be a small lot subdivision designation?
- All subdivisions should have a mix of various types of housing, from small lot homes to monstrosity homes.

Staff advised that a policy could be added for small lot subdivision in the existing Neighbourhood designation in the Official Community Plan (OCP). Staff will research other municipalities respecting small lot subdivision policies/regulations and report back to the Committee.

The consensus of the Committee was to discuss this issue at the next regular meeting in January, 2014, and invite other Councillors to attend.

5. Proposed Format for Forum December 4th
(Lunch 11:30 a.m. – noon; Forum noon – 2:00 p.m.)

- One Committee Member to lead the discussion at each table and report on the key issues identified at the end of the Forum.
- Round tables for 10 people; with a note-taker at each table.
- Generate discussion on three key questions:
 - (1) What's your experience with City development approval processes?
 - (2) What are your company's challenges in developing/building in Nanaimo?
 - (3) Where can the City improve?

A list of last year's invitees to the Forum was distributed for the Committee to review and provide changes/additions to staff.

Staff was directed to email the "Notice of Developers Forum" with a message from the Chair of the Development Process Review Committee to all those on the list of invitees.

6. Committee Participants from Financial/Real Estate Industry

At the last meeting, it was suggested that Committee Members provide names of an additional member, specifically with a financial background, as well as any other suggestions for changes to the Committee's composition.

It was MOVED and SECONDED that staff request that the terms of reference for the Development Process Review Committee be amended to include a member at-large from the public who will represent the financial community.

CARRIED

7. Development Process Review Committee (DPRC) Accomplishments 2012/2013

Staff provided a two-sided colourful pamphlet of the Committee's accomplishments to be emailed to all invitees and for distribution at the Developers Forum.

As requested by the Committee, staff will make the following changes:

- add a short explanation of who and what the DPRC is;
- add contact information for the DPRC;
- replace "Improved Process and Transparency" with "Continuing to Improve Process and Transparency";
- add review of residential, commercial and industrial development; and
- change wording (under "Produced Citizen's Guide to Residential Construction") helps first-time buyers through process to "helps "Homeowners" through process.

8. NEXT MEETING

Developer's Forum on Wednesday, 2013-DEC-04, at 11:30 a.m. at Lounge C, Beban Park.

Next regular meeting will be Tuesday, 2014-JAN-14. at 11:30 a.m., Board Room, Service & Resource Centre.

9. ADJOURNMENT

The meeting adjourned at 1:20 p.m.

APPROVED:



Chair