

MINUTES

DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2013-APR-23 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET



PRESENT:

Committee Members:

Councillor Bill McKay, Acting Chair

Councillor Jim Kipp

Byron Gallant, Canadian Home Builders' Assoc – CVI

Ian Niamath, Ian Niamath Architects (11:40 a.m.)

Maureen Pilcher, Maureen Pilcher & Assoc.

Rod Smith, Newcastle Engineering

Bob Wall, RW Wall Ltd.

Absent:

Bill Bestwick, Chair

Greg Constable, Island West Coast Developments

City Staff:

Ted Swabey, GM, Community Safety & Development

Andrew Tucker, Director of Planning

Toby Seward, Director of Development

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-Apr-09 be adopted.

CARRIED

3. Development Process Review Committee – Frequency & Format of Meetings/Work Plan

Ted Swabey advised that, subject to the Committee's approval, the intention is to alternate having the greater staff present the processes at one meeting, followed by a more detailed discussion about proposed changes at the next meeting, with just he and the two Directors present.

The Committee discussed frequency of meetings and agreed to meet once per month in June and July, have no meetings in August, then resume with two meetings per month in September.

Ian Niamath arrived at the meeting.

Ted Swabey advised that Councillor Anderson has requested that the Committee discuss Development Permits for duplexes and triplexes (Form & Character). The Committee agreed to discuss this issue at a future meeting with Councillor Anderson in attendance.

4. Development Process Review – Focus on Development Community Priorities

Toby Seward provided a ppt presentation (attached) explaining a proposed process for future Committee meetings and stated the development community priorities as follows:

- defining/improving timelines;
- decreasing perceived movement of goal posts; and
- striving to have experienced staff deal with enquiries and pre-application meetings.

Discussion followed respecting the types of enquiries staff receive (e.g. potential development, foreclosure, various types of development permits, and development site searches).

Committee's comments/suggestions:

- Moving of goal posts occurs when the application is referred to other City departments and more issues may then be identified. The fact that more issues may be identified needs to be communicated in the pre-application meeting and then followed-up with an email to the applicant.
- Counter staff need to provide consistent information and should place notes on file to ensure consistency for future inquiries.
- Staff may need to have a defined cut-off point for how much information will be provided at the counter (a checklist), prior to suggesting that a professional needs to be hired for the application to proceed or implement a fee if information is required in writing.
- The checklist could include a definition of why each item is required, so that the applicant understands the complexity of each requirement.

Staff's comments:

- Will provide a critical path for single-family permits to assist applicants with an anticipated timeline.
- When residential Plan Checkers are not checking plans, they handle the secondary suites backlog, cross-train with Building Inspectors, and learn commercial plan checking.
- Staff are currently working on the next guide for *Commercial Construction* and have recently completed a guide for *Secondary Suites*.

The Committee reviewed its mandate and objectives and agreed that they have been meeting them. The consensus was to focus on the development community priorities (timelines, changing requirements and experienced staff).

Staff will review the Subdivision Process at the next meeting, outlining improvements that focus on timelines, changing requirements and experienced staff.


5. NEXT MEETING

The next meeting will be held on Tuesday, 2013-May-14, 11:30 a.m., Service & Resource Centre, Board Room.

6. ADJOURNMENT

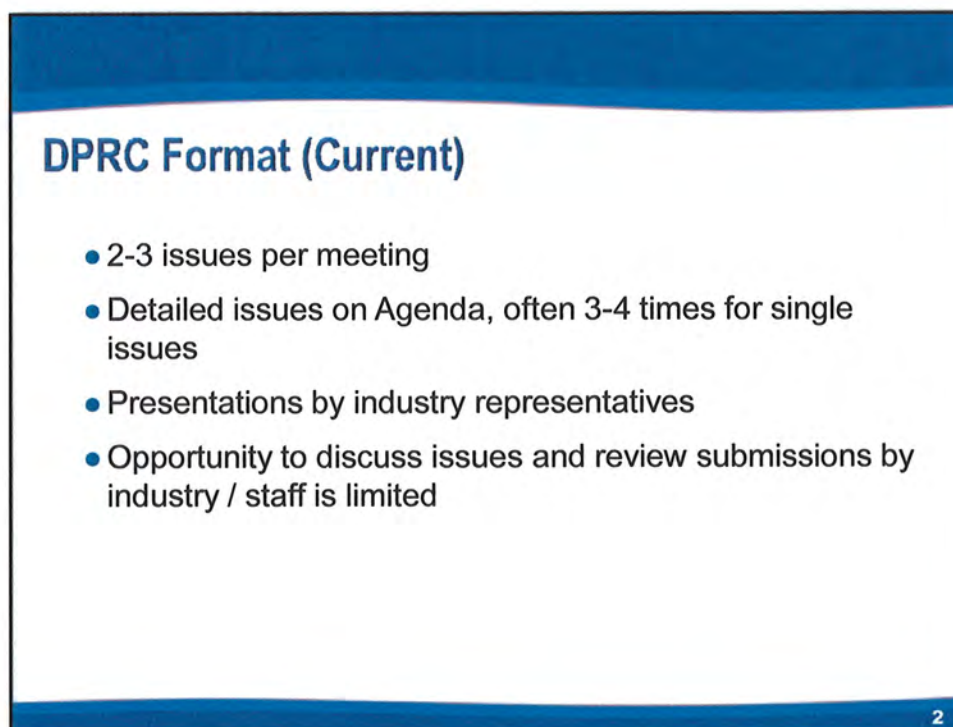
The meeting adjourned at 1:15 p.m.

~~APPROVED:~~

APPROVED: 
Bill McKay, Acting Chair Jim KIPP

/hp

G:\2013 Files\Dev Process Review Committee(0360-20)\Minutes\DPRC130423M



DPRC Format (Proposed)

- One meeting per month involving staff/industry presentations on detailed issues
- Followed by one meeting a month involving discussion on proposed changes
- Focus proposed system changes on:
 - ♦ Defining/improving timelines
 - ♦ Decrease perceived movement of goal posts
 - ♦ Experienced staff dealing with enquiries and pre-application meetings

3

Development Process Review

Focus on development community priorities

- Timelines
 - ♦ cost to wait for approvals
 - ♦ define actual processing time
 - ♦ decrease timelines
- Changing requirements
 - ♦ complete applications
 - ♦ issues identified after application
 - ♦ finding balance between applicant and community needs
- Experienced staff
 - ♦ at counter
 - ♦ at pre-application meetings
 - ♦ giving definitive answers prior to or early in the City review process
- Complexity of approval process
 - ♦ application requirements
- Submission of design drawings/specifications for multiple City processes

4

Examples of Inquiries Staff Receive

- Lambert Street estate sale (development potential)
- Reynolds Road development site (foreclosure)
- Harewood Plains (DP for steep slope, aquatic, Parkway & ESA, subdivision, density transfer)
- Canadian Tire (searching for development site)

5

Subdivision Process

- Pre-application meeting
- Application for Preliminary Layout Acceptance (PLA submitted)
- Application review
 - ♦ application reviewed by internal departments and external agencies
- PLA drafted and approved
 - ♦ approximately 8 to 12 weeks processing time, depending on complexity of application

6

Subdivision Process

- Application to Engineering for Design Stage Acceptance (DSA)
 - ♦ 4 to 6 weeks processing time
- Subdivision construction (bonding/no-build covenants)
- Application for Final Subdivision Approval
 - ♦ Engineering issues Substantial Completion of required works and services
 - ♦ Approving Officer reviews plans, documents, agreements, and charges
 - ♦ 2 to 4 weeks processing time
- Registration of subdivision with Victoria Land Titles Office
 - ♦ 2 weeks processing time

7



End of Presentation



8