

# MINUTES

## DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2013-JAN-15 AT 11:30 A.M.

BOARD ROOM, SERVICE & RESOURCE CENTRE, 411 DUNSMUIR STREET

---



### PRESENT:

#### Committee Members:

Councillor Bill Bestwick, Chair

Councillor Jim Kipp

Councillor Bill McKay

Greg Constable, Island West Coast Developments

Ian Niamath, Ian Niamath Architects

Maureen Pilcher, Maureen Pilcher & Assoc.

Rod Smith, Newcastle Engineering

Byron Gallant, Canadian Home Builders' Assoc - CVI

#### Absent:

Bob Wall, RW Wall Ltd.

#### City Staff:

Ted Swabey, GM, Community Safety & Development

Andrew Tucker, Director of Planning

Toby Seward, Director of Development

Bruce Anderson, Manager, Community Planning

Dean Mousseau, Manager, Engineering & Subdivision

Dale Lindsay, Dale Lindsay, Manager, Building Inspections

Bob Prokopenko, Sr. Manager, Engineering Services

Doris Fournier, Municipal Infrastructure Engineer

Shawna Drinnan, Engineering Services Technologist

Rob Lawrance, Environmental Planner

Nelda Richardson, Manager, Dev Support Services & Business Licencing

Holly Pirozzini, Administrative Assistant

Guest: Adam Compton, Environmental Dynamics Inc.

### 1. CALL TO ORDER

The meeting was called to order at 11:39 a.m.

Councillor McKay introduced Adam Compton, a qualified environmental professional from Environmental Dynamics Inc. (EDI) who has been invited to observe and may assist with the review of the riparian area regulations that Council has directed.

### 2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2012-Nov-27 and from the Developers' Forum 2012-Dec-11 be adopted.

CARRIED

3. Issues Arising from Developers' Forum

Ted Swabey stated that the Developers' Forum was the first time that most of the key individuals involved with development in the city had gathered together in one room. He added that he was surprised by the lack of comments from the group.

Committee's comments:

- Forum was very successful and well attended.
- Appeared to be a lot fewer concerns than might have been expressed a year ago.
- The development community is now more aware that the Development Process Review Committee exists, which may encourage developers to open up more in future because they know who DPRC is and what they are trying to accomplish.
- Suggested sending advisories from DPRC/staff frequently, so that it is constantly top of mind with the development community.
- Suggested asking for feedback half way throughout the year instead of at the end of the year.

4. THOUGHTstream Update

Nelda Richardson stated that there had only been 19 responses initially to the THOUGHTstream survey. A decision was made to re-send the invitation to participate, which yielded 5 more responses. Two written surveys were also received from distribution at the Developers' Forum. The total number of responses received by the end of December was 24. The results will now be compiled.

It was noted that this is not a large % of feedback from the development community and it was suggested that one-on-one discussions may be more effective in encouraging discussion/feedback. The comment "Nanaimo is the most difficult place to develop in, bar none" has been heard from the development community.

Committee's comments:

- The comment heard from the development community was "Nanaimo is the hardest place to make a buck".
- Have also heard from the development community that it is easier to develop in Nanaimo in 2012 than in past years.
- If you develop in other communities and compare, Nanaimo's processes are much smoother.
- Sometimes there is a lack of education on the developer's end for a project.
- Lack of the applicant understanding the process may explain why they're not getting information from staff; they may not be asking the right questions.
- Communication is key between staff and the client.
- Community needs to know sooner than later about development changes in processes, etc. (i.e. a handout); dialogue is necessary.
- Staff in various departments should deal with a project's issues concurrently.
- Suggested doing a forensic on a project from start to finish (i.e. VIU student housing project on Wakesiah Avenue).

The consensus of the Committee was to review a development permit process at the next meeting.

5. City Engineering Standards

Bob Prokopenko gave a powerpoint presentation respecting the City's Manual of Engineering Standards and Specifications (MoESS). He distributed copies of Appendix A (proposed amendments considered major changes affecting development); and Appendix B (all proposed changes). Feedback was requested from the Committee by February to identify any sections of Appendices A or B that require additional review. After final comments are received from the Committee in March, staff will proceed to Council with an Information Report in conjunction with a MoESS Bylaw Amendment.

Committee's comments:

- Advise Council about the proposed changes and distribute the powerpoint to Council for information now.
- Review the approved products process; use multiple distributors/products for City engineering projects.
- Distribute Appendix A to others in the community for their information (Rod Smith volunteered to handle this and provide community feedback at the next meeting).

Staff offered to explain the approved products process in a future meeting.

6. Amenity Requirements for Additional Density (Schedule D, Zoning Bylaw)

Maureen Pilcher stated that when trying to increase density in the early planning stage/rezoning stage, some of the requirements in Schedule D are almost impossible to achieve because they are "unknowns" until the development permit stage. She requested background information for this Schedule.

Staff stated that Section 904 of the *Local Government Act* specifies these requirements for amenity bonussing, so it is necessary to list them in the Zoning Bylaw (Schedule D). Staff will meet with Ms. Pilcher and bring back this topic for the next meeting.

7. 2013 Meeting Schedule

The consensus of the Committee was to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month in the Service & Resource Centre (SARC) Board Room from 11:30 am – 1:30 pm.

8. Ian Niamath advised that Architecture Canada Vancouver Island (ACVI) was recently formed, which is a local chapter of the Royal Architectural Institute of Canada (RAIC). The ACVI's goal is to celebrate good design in communities and advise the public about the value of using an architect. The ACVI consists of RAIC members up and down Vancouver Island. They meet monthly and will use this forum as a sounding board for architectural issues.
9. The Committee discussed Mr. Adam Compton, Dynamic Environmental Inc., becoming a member of the Committee.

Staff advised that Council has directed a review of riparian setbacks be conducted and that a report will be going to Council in future, outlining the process for the review. Mr. Compton expressed interest in participating in the riparian setback review process.

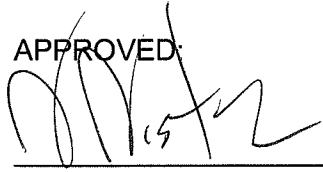
The consensus of the Committee was to invite Adam Compton to attend future meetings on an advisory basis, only when environmental expertise is required.

10. NEXT MEETING

The next meeting will be held on Tuesday, 2013-Feb-12, 11:30 a.m., SARC Board Room.

11. ADJOURNMENT

The meeting adjourned at 1:18 p.m.

APPROVED:  
  
\_\_\_\_\_  
Bill Bestwick, Chair