

MINUTES
DEVELOPMENT PROCESS REVIEW COMMITTEE
TUESDAY, 2012-NOV-27 AT 11:30 A.M.
BOARD ROOM, CITY HALL, 455 WALLACE STREET



PRESENT:

Committee Members:

Councillor Bill Bestwick, Chair (12:07 p.m.)
Councillor Bill McKay
Councillor Jim Kipp
Greg Constable, Island West Coast Developments
Ian Niamath, Ian Niamath Architects
Maureen Pilcher, Maureen Pilcher & Assoc.
Rod Smith, Newcastle Engineering
Bob Wall, RW Wall Ltd.
Byron Gallant, Canadian Home Builders' Assoc - CVI

Councillors:

Diana Johnstone

City Staff:

Ted Swabey, GM, Community Safety & Development
Toby Seward, Director of Development
Andrew Tucker, Director of Planning
Dale Lindsay, Manager, Building Inspections
Nelda Richardson, Manager, Development Support Services &
Business Licencing
Holly Pirozzini, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 11:30 a.m.

2. ADOPTION OF MINUTES

It was MOVED and SECONDED that the minutes of 2012-OCT-23 be adopted.

CARRIED

3. Developers Forum to be held 2012-Dec-11

Ted Swabey reviewed the draft ppt presentation for the Developers Forum on Tuesday, 2012-Dec-11 and he requested comments from the Committee.

Bill Bestwick arrived at 12:07 p.m.

The following DPRC recommendations were discussed:

Customer Service:

- ▶ If possible, have one contact staff throughout the development process
- ▶ Ensure experienced front end counter staff
- ▶ Eliminate redundant information requests

Actions Related to Development Processing:

- ▶ Single-family permit processing timeframes established at 3 weeks
- ▶ Creation of Citizens Guide for single-family permit processing
- ▶ Building permit fees revised
- ▶ Development Cost Charges amendment
- ▶ Provincial Solar Hot Water Ready regulation reviewed
- ▶ Amendments to the Public Hearing/Bylaw Readings
- ▶ Amenity Contributions policy development
- ▶ Review of Corridor Zoning

Education:

- ▶ Citizen's Guide to single-family development
- ▶ Upcoming Developers Forum 2012-Dec-11
- ▶ THOUGHTstream survey

Committee's Comments:

- Include the Sign Bylaw issue in the ppt with a comment that DPRC referred it to the 2013 budget.
- Suggested posing a question at the Forum: Is Nanaimo friendly or unfriendly to business?
- Requested staff to provide a copy of the Patrick Ross Report respecting "Enhancing Customer Service" to the Committee.
- Requested staff to provide clarification of Schedule D – *Amenity Requirements for Additional Density* in the new Zoning Bylaw.
- Stated that developers want to decide where the community contribution is made to.

Staff advised that the Housing Legacy Fund is the default fund for community contributions. The Development Amenity Policy (Section 7.3) of the Official Community Plan identifies a range of items to be considered and guidelines for determining project-related public amenities.

Committee Members provided staff with additional names for people to be invited to the Developers Forum.

4. **THOUGHTstream Update:**

96 developers were surveyed, but only 19 responses (19%) were received.

Committee's comments:

- Re-open THOUGHTstream to provide more time for participants to complete the survey.
- Include a message from the DPRC Chair in the email to encourage participation from more developers.

The Committee requested that staff provide a questionnaire at the Developers Forum (the four THOUGHTstream questions) to be completed by those in attendance, and that the questionnaire also be mailed to those who aren't able to attend the Forum.

5. NEW CHARGES FOR DEVELOPERS – CANADA POST

Ted Swabey advised the Committee of correspondence received from Canada Post advising that effective 2013-Jan-01, a \$200 fee will be charged to developers to install and activate all Community Mail boxes and addresses in new developments.

The Committee expressed concerns that no consultation was made from Canada Post to local municipalities about this issue and it is not clear on how charges will be collected. As the new charges are proposed to be implemented 2013-Jan-01, the Committee made the following recommendation for Council's consideration:

It was MOVED and SECONDED that the Development Process Review Committee wishes to send direction to Council to write a letter to Canada Post about the displeasure of this new one-time installation fee and further that this message be distributed to both UBCM and FCM.

CARRIED

Staff was requested to prepare a report from the DPRC Chair for the 2012-Dec-03 Council meeting.

6. BUILDING CODE CHANGES AND RETAINING WALL GUIDELINES

Toby Seward gave a ppt presentation respecting proposed Building Code changes and Retaining Wall Guidelines, which will come into effect 2012-Dec-20. He advised that there will be a workshop and training sessions held to educate staff and members of the construction industry. In past, Building Codes have been in place for "life safety"; now the focus is on "livability".

Examples of changes in the New Building Code:

- Response time for fire trucks;
- smoke detectors required in all bedrooms;
- energy conservation requirements; and
- seismic design for houses

Seismic Regions were identified and it was noted that seismic requirements in the new Building Code will increase design costs significantly, due to specifications for sheer panel walls (bracing).

The City has established Retaining Wall Guidelines because of a number of factors (i.e. lack of engineering standards, increased use of retaining walls and in steeper terrain, a wide array of materials are currently being used, failure of retaining walls, seismic design requirements, the public's concern over safety of retaining walls, etc.).

The Committee requested that attendees at the Developers Forum be advised of the proposed Retaining Wall Guidelines.

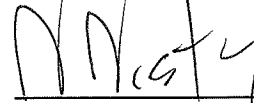
7. NEXT MEETING

The Developers Forum will be held on Tuesday, 2012-Dec-11 at 11:30 a.m. in Room B, Nanaimo Aquatic Centre. The next regular Committee meeting is proposed for Tuesday, 2013-Jan-15.

8. ADJOURNMENT

The meeting adjourned at 1:04 p.m.

APPROVED:

A handwritten signature in black ink, appearing to read 'Bill Bestwick', written over a horizontal line.

Bill Bestwick, Chair