

MINUTES
DEVELOPMENT PROCESS REVIEW COMMITTEE
TUESDAY, 2012-OCT-23 AT 11:30 A.M.
BOARD ROOM, CITY HALL, 455 WALLACE STREET



PRESENT:

Committee Members:

Councillor Bill Bestwick, Chair
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.

Absent:

Byron Gallant, Canadian Home Builders' Assoc - CVI

City Staff:

Ted Swabey, GM, Community Safety & Development
Toby Seward, Director of Development
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 11:35 a.m.

2. ADOPTION OF MINUTES

The Committee received the 2012-JUL-10 notes.

It was MOVED and SECONDED that the minutes of 2012-OCT-09 be adopted.

CARRIED

3. Item deferred from the last meeting

Councillor Kipp was unable to attend the last meeting, so the Committee deferred his inquiry to today's meeting. He asked if the Committee would like to review any of the issues previously dealt with in the Workplan?

It was MOVED and SECONDED that the Committee review the action items in the Workplan, after further consultation with the community.

CARRIED

4. 2011/2012 DPRC Accomplishments

Ted Swabey distributed copies of a draft report to Council for the Committee's review, which provided an update of work completed by the Development Process Review Committee (DPRC) in 2012. He reviewed the three main areas that the Committee has focused its efforts: customer service delivery/communication; education; and development process streamlining.

Committee's Comments:

- Council Members may require further clarification of the issues contained in the draft report and a ppt presentation would be beneficial.
- Invite Council Members to the November DPRC meeting so that they have a better understanding of what the Committee is accomplishing.
- Council Members could rotate their attendance at DPRC meetings (the consensus was that this is a question for Council to discuss).
- A Developers Forum is proposed for December 2012 and after the Forum there may be more issues to add to the Workplan.

It was MOVED and SECONDED that the report be received and brought forward to Council in early 2013, including a ppt presentation and after consultation with the community.

CARRIED

5. Development Industry Information Forum

Ted Swabey distributed a draft *Notice of Developers Forum* to be hosted by the DPRC on Tuesday, 2012-Dec-11, from 11:30 a.m. to 1:30 p.m. in Room B of the Nanaimo Aquatic Centre (741 Third Street) - RSVP to Holly Pirozzini by 2012-Nov-30.

Committee's comments:

- Reviewed and approved the draft Notice.
- Requested that all Council Members be invited to the Forum.
- Committee members to email Holly Pirozzini at holly.pirozzini@nanaimo.ca with the names and contact information for invitees.

Discussion occurred respecting options for surveying the development community to receive anonymous input for suggestions to "cut red tape". There was agreement to proceed with a survey using THOUGHTstream.

6. Re-use of Existing Buildings/Challenges – Dale Lindsay

Dale Lindsay provided a ppt presentation respecting considerations for renovation and change of use of an existing building. He advised that the "Big 5" (development permits, works & services, fire sprinklers, Building Code upgrades, and seismic upgrading) are the key factors in undertaking renovation of an existing building. He added that the need for development cost charges and parking may also be triggered in a renovation.

Greg Constable left the meeting at 12:45 p.m.

Committee's Comments:

- The cost of works & services is a major deterrent in a renovation, but at what point does the City attain infrastructure upgrades?
- Developers attempt to stay under the \$100,000 threshold for the construction value in a renovation to avoid triggering the need for a development permit or works & services.
- Invite Public Works department staff to attend a DPRC meeting to assist them in understanding the impact and costs of infrastructure upgrades.

- Renovation of an older building may involve Heritage Alteration Permits and compliance with "Big 5" factors which make renovations extremely complicated (i.e. 223 Commercial Street - formerly the Free Press building).

Staff comments:

- Staff use Marshall & Swift program to estimate the construction cost of a building for residential or commercial construction to determine the building permit fee, although renovation costs remain difficult to value.
- Developers attempt to keep the total construction value below 50% of the assessed value of the building to avoid the requirement for sprinklering because the cost to sprinkler may make the project cost prohibitive.
- The intent over time is for all existing buildings to be upgraded with sprinklers and all new buildings to be constructed with sprinklers.
- Seismic upgrading is triggered by a change in the use.
- The Building Inspection Section staff will work with the applicant and their structural engineer to determine seismic upgrading requirements.
- The new Building Code comes into effect December 20 and will include requirements for seismic restraint for new houses.

It was MOVED and SECONDED that the presentation be received.

CARRIED

It was MOVED and SECONDED that staff review and report back to the Committee on:

- the merits of increasing the bylaw thresholds that trigger development permits, works & services and sprinklers; and
- whether seismic and sprinkler upgrade costs can be deleted when considering monetary thresholds identified in bylaws.

CARRIED


The Chair requested that staff email a copy of the ppt presentation, *Re-use of Existing Buildings*, to Committee members for discussion at the next meeting.

7. NEXT MEETING

The consensus of the Committee was to have one meeting in November on Tuesday, 2012-Nov-27.

8. ADJOURNMENT

The meeting adjourned at 1:25 p.m.

APPROVED: 

Bill Bestwick, Chair