

MINUTES

DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2012-FEB-28 AT 11:30 A.M.

BOARD ROOM, CITY HALL, 455 WALLACE STREET



PRESENT:

Committee Members:

Councillor Bill Bestwick, Chair

Councillor Jim Kipp

Councilor Bill McKay

Greg Constable, Island West Coast Developments

Ian Niamath, Ian Niamath Architects

Rod Smith, Newcastle Engineering

Bob Wall, RW Wall Ltd.

Maureen Pilcher, Maureen Pilcher & Assoc.

Guest Speakers

Rick Jones & Eric Ching, Urban Design Group

City Staff:

Ted Swabey, General Manager, Community Safety & Development

Andrew Tucker, Director of Planning

Toby Seward, Director of Development

Dale Lindsay, Manager, Building Inspections

Dean Mousseau, Manager, Engineering & Subdivision

Bruce Anderson, Manager, Community Planning

Thomas Knight, Manager, Current Planning

Susan Clift, Director, Engineering & Public Works

Bob Prokopenko, Senior Manager, Engineering Services, Eng & Public Works

John Elliot, Manager of Utilities, Eng & Public Works

Dave Stewart, Planner, Current Planning

Holly Pirozzini, Administrative Assistant

Absent:

Byron Gallant, President, Canadian Homebuilders' Association - CVI

1. CALL TO ORDER

The meeting was called to order at 11:40 a.m.

2. The Chair asked the Committee to consider relocating all future meetings to another location that is more accessible for wheelchairs. The consensus of the Committee was to continue to meet in the Board Room.

3. ADOPTION OF MINUTES (2012-FEB-14)

It was MOVED and SECONDED that the minutes of 2012-Feb-14 be adopted.

CARRIED

4. ENGINEERING REFERRALS - COMMERCIAL BUILDING PERMIT PROCESS

Toby Seward introduced staff from the Engineering and Public Works Groups and from the Engineering & Subdivision Section, who were invited to discuss the Commercial Building Permit process. He displayed organizational charts to explain the two separate departments (Engineering and Public Works, and Development) that work closely together on engineering issues and also a chart that showed the design process prior to a Builder/Owner submitting design drawings to the City.

Staff's presentation:

- The Engineering and Public Works department (Community Services Division) handles planning for infrastructure, transportation, roads, traffic signals and street lighting, water, sewer and drainage services, and design.
- The Engineering Section (Community Safety & Development Division) reviews designs undertaken by civil engineers in support of complex commercial building permit applications.
- Specifically, the Engineering Section:
 - ✓ reviews development proposals (Subdivision, Rezoning, Official Community Plan, Building Permits, Development Permits);
 - ✓ reviews detailed Design Drawings (for City-owned works, private works, and City servicing & access and refers proposal to internal staff and external agencies;
 - ✓ determines security deposits and permitting requirements;
 - ✓ reviews as-constructed works for compliance and acceptability; and
 - ✓ completes security reductions/releases and process Development cost charge credits.
- The Engineering Section staff often has a pre-application meeting with the applicant to discuss as many issues as possible that may need to be addressed and the review should be a 6 – 8 week process.
- Not all applications are equal; how quickly an application is reviewed, depends on the quality of the submission.
- In 1996, the City restructured to create a “one stop shop” to facilitate development applications through the various permitting processes.

Committee's comments:

- Have a much better understanding of the engineering process and where the application goes after it is submitted.
- Streamline less complex applications
- Assign a Level (1, 2 or 3) to a project after the pre-application meeting.
- Why are as-builts required for on-site works?
- Formalize the works and services application, so that applicants are aware that this application can occur before the building permit application (for off-site road works, sidewalks, etc.) and tie this in with the foundation permit, where applicable.
- Have a more in-depth pre-application meeting with the applicant's engineers.
- City staff shouldn't need to check everything again when dealing with experienced applicants because the applicant has already done a thorough review before purchasing the property.
- City staff should not have to review drawings received from an accredited Ministry of Environment engineer.

Staff comments

- Will revisit the requirement for as-builts of on-site privately owned works.
- Design drawings are required in order for staff to provide a thorough review.

It was MOVED and SECONDED that the engineering referral process for commercial building permits be referred to staff for review and bring to back a report on how to integrate or separate the various application processes (define the process for foundation, building and civil engineering permits).

CARRIED

It was MOVED and SECONDED that the presentation by Engineering staff be received.

CARRIED

5. Presentation from Rick Jones and Eric Ching, Urban Design Group re: Corridor Zoning

Concerns about Corridor Zoning in the Zoning Bylaw (parking and height restrictions):

- Requirement for a two-storey building eliminates numerous types of businesses being located along a corridor.
- Smaller type, one-storey, freestanding buildings (i.e. Starbucks) 5,000 – 6,000 sq. ft., are not allowed in the Corridor Zoning.
- Restrictions in the Corridor Zoning are driving developers and tenants away from Nanaimo.
- Showed diagrams of several examples where no parking or inconvenient parking areas are only permitted.
- The tenant determines how much parking is required for the project to be viable and the Corridor Zoning is restricting this.

Suggestions:

- Have one facilitator assigned to the applicant to move his/her development through all the processes which will improve the turn-around time.
- Developers will pay overtime to staff to enable an application to be processed more quickly.
- Reduce the amount of design information required for a rezoning issue.
- Include developers in the process to review bylaws (i.e. new Zoning Bylaw) because specific wording in the Zoning Bylaw can greatly impact how a project is able to be designed.
- Amend the COR3 Zone to increase the gross floor area limit to more than 5,000 sq.ft. to attract development, such as family-oriented restaurants (i.e. Applebees).
- Consider offering developers “something” to encourage them to take a second look instead of walking away from the project.

It was MOVED and SECONDED that the presentation by Urban Design Group be received.

CARRIED

It was MOVED and SECONDED that Planning staff review the Corridor Zoning section in the Zoning Bylaw to determine if it can be re-worded so that it is not “one size fits all”.

It was MOVED and SECONDED that the motion be deferred until after staff's presentation.
CARRIED

It was MOVED and SECONDED that a concierge service be provided for developments other than single family, to represent the developer or owner's project within the City's process to walk it through, at the developer's cost.

The motion was amended to add "and that contracting out for the concierge service be included".

There was no seconder for the amendment to the motion.

The question was called on the motion. The motion was defeated.

6. Item 5 on the agenda: Presentation from staff re: Corridor Zoning - was deferred to a future meeting. Rick Jones and Eric Ching were invited to attend that meeting.
7. Item 6 on the agenda: Development Cost Charges Policy – was deferred to a future meeting.

Ted Swabey reported that staff is working on a system to identify where projects are at specific times in the process (tracking system) and which staff member is responsible for a file.

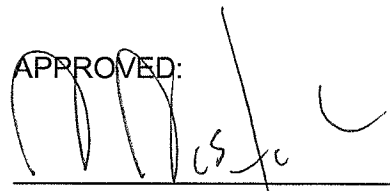
8. NEXT MEETING

The next meeting will be held on Tuesday, 2012-Mar-13 at 11:30 a.m.

9. ADJOURNMENT

The meeting adjourned at 1:40 p.m.

APPROVED:



Bill Bestwick, Chair

Date: 2012-Mar-13

/hp

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