

MINUTES

DEVELOPMENT PROCESS REVIEW COMMITTEE

TUESDAY, 2012-FEB-14 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.

Byron Gallant, President, Canadian Homebuilders' Association - CVI

City Staff:

Ted Swabey, General Manager, Community Safety & Development

Andrew Tucker, Director of Planning

Toby Seward, Director of Development

Dale Lindsay, Manager, Building Inspections

Holly Pirozzini, Administrative Assistant

Absent:

Maureen Pilcher, Maureen Pilcher & Assoc.

1. CALL TO ORDER

The meeting was called to order at 11:37 a.m.

2. ADOPTION OF MINUTES (2012-JAN-30)

It was MOVED and SECONDED that the minutes of 2012-Jan-30 be adopted.

CARRIED

3. COMMERCIAL BUILDING PERMIT PROCESS

The Committee made the following comments/suggestions:

- The Commercial Building Permit process is too long because of the time taken for referrals/review on civil engineering issues.
- Engineering Department staff scrutinizes the Professional Engineer's drawings and they are then referred back and forth to the engineer several times for revisions.
- Engineering Department staff appears to be handling these applications similar to a subdivision Design Stage Review (DSA), which then may take two months to process.
- Could the Commercial Building Permit process begin with issuance of a foundation permit first or be applied for in advance of a building permit?
- A trial two-step system could be implemented to separate the building permit process from the engineering permit process.

It was MOVED and SECONDED that:

- (1) Engineering and Public Works Department staff be invited to attend the next Development Process Review Committee meeting on February 28 to discuss the Commercial Building Permit process; and

- (2) staff review separate permitting processes for building and engineering permits running concurrently.

CARRIED

3. ACTION ITEMS – SETTING PRIORITIES AND FUTURE GUEST SPEAKERS

Ted Swabey provided a list of Action Items and Guest Speakers/Presenters (attached).

The Committee agreed to:

- Add *Downtown Zoning and Sustainability Design Guidelines* to the Action Items list.
- Add *Corridor Zoning* to be discussed by Guest Speaker Rick Jones, Urban Design Group.
- Request Staff to prioritize the Action Items and email to Committee Members for review.

4. FEES AND CHARGES FOR BUILDING INSPECTION

Dale Lindsay gave a PowerPoint presentation respecting Building Inspection current fees and charges. He provided the following two options and recommendations:

Option1		Option 2
Value		
\$1,000	\$100	≤ \$1,000 - \$100
\$1,000 .01 - \$100,000	\$10/1,000	≤ \$100,000 = 1% + \$100 to max \$1,000
\$100,000.01 - \$500,000	\$8.5/1,000	> \$100,000 = 1% on first \$3m, .5% on balance
\$500,000.01 – Greater	\$6.5/1,000	
Plumbing		
\$50 min.		No plumbing, sprinkler or service pipe fees
10/fixtures		
Service Pipe Fees		
Water - \$25		
Lawn - \$35		
Foundation Drain - \$20		
Storm Drain - \$25		
Sanitary - \$25		

Recommendations:

A. Option 2 (“1%all-in fee”)

- ≤ \$1,000 - \$100
- ≤ \$100,000 = 1% + \$100 to max \$1,000
- > \$100,000 = 1% on first \$3m, .5% on balance

B. Secondary Suite

\$500 permit for authorization of an illegal Secondary Suite

C. Minor Adjustments

Special Inspection: \$100 → \$250
Demolition: \$40 SFD → no change
\$40 Commercial < 200 m² → \$100
\$60 Commercial ≥ 200 m² → \$100

D. Implementation – 2012-Sep-01

It was MOVED and SECONDED that the permit fee options be referred to the Canadian Homebuilders' Association - CVI and to the construction industry as presented, with the Development Process Review Committee's recommendation to proceed with Option 2 (including A – D above).

CARRIED

5. SOLAR HEATING

Dale Lindsay distributed an Information Bulletin from the Provincial Government respecting the Solar Hot Water Ready Regulation and Associated Issues, and a Guide to the Province of BC Solar Hot Water Ready Regulation (attached) which is only applicable to single family development and homes with suites.

It was MOVED and SECONDED that the information be received and the Committee declines the invitation from the Province to participate in the Solar Hot Water Ready Regulations.

CARRIED

6. INFORMATION REPORT TO COUNCIL FROM DPRC - UPDATE ON ISSUES

Ted Swabey reviewed a draft Information Report to Council from the Chair respecting the Committee's proceedings to date.

The Committee directed staff to revise the Report, adding issues from today's meeting and to email it to the Chair for his review.

Copies of the draft *Enhancing Customer Service* Report from Dr. Pat Ross were provided to the Committee.

7. NEXT MEETING

The next meeting will be held on Tuesday, 2012-Feb-28 at 11:30 a.m.

8. ADJOURNMENT

The meeting adjourned at 1:15 p.m.

APPROVED


Bill Bestwick, Chair
Date: 2012-Feb-28

DEVELOPMENT PROCESS REVIEW COMMITTEE

ACTION ITEMS

	ITEM	STATUS	COMPLETION DATE	RECOMMENDATIONS
1	Single Family BP Process	Review plan check procedure and processing times.	2011-Oct-13	<ul style="list-style-type: none"> Place experienced/senior staff at counter whenever possible. Review referral process and processing times.
2	Commercial BP Process	Review plan check procedure and processing times.	2011-Nov-15	<ul style="list-style-type: none"> Place experienced/senior staff at counter whenever possible. Review referral process and processing times.
3	Citizens Guide	Develop brochure as guide for permit process for houses.	2012-Feb-28	Develop brochure in partnership with CHBA-CVI.
4	Development Cost Charges			
5	Sign Bylaw			
6	Building Permit Fees Review			
7	Streamlining of Referrals			
8	Public Hearing Process			
9	Corridor Zoning			
10	Amenities/ Community Contributions			
11	Development Permit Process			
12	Requirement for Solar Hot Water rough-in in Houses			
13	Aquatic Regulations			
14	Subdivision Process			

GUEST SPEAKERS/PRESENTERS

NAME	SUBJECT	DATE	OUTCOME
Dr. Patrick Ross, Patrick Ross Consulting	Customer Service Initiative	2012-Jan-12	"Enhancing Customer Service" Report
Rick Jones, Urban Design Group	Zoning Bylaw	2012-Feb-28	
Keith Brown, Keith Brown Associates Ltd.	Amenities/ Community Contributions	2012-Mar-13	

G:2012 Files/DPRC(0360-20)/Action Items -- Guest Speakers

2012 - FEB -14