

DATE OF MEETING November 28, 2024

AUTHORED BY LAINYA ROWETT, MANAGER, CURRENT PLANNING
LISA BRIINKMAN, MANAGER COMMUNITY PLANNING

**SUBJECT DRAFT FORM AND CHARACTER DEVELOPMENT PERMIT
GUIDELINES FOR REVIEW AND COMMENT**

OVERVIEW

Purpose of Report:

To present proposed draft DPA8 Form and Character Development Permit Guidelines for Design Advisory Panel (DAP) members to review and provide comment.

BACKGROUND

In early 2024, Staff retained consultants to create new design guidelines for 'Development Permit Area 8 (DPA8) Form and Character' for commercial, industrial, mixed-use, and multi-family development. *City Plan* provides the policy guidance for the draft DPA8 form and character design guidelines. In addition, the design guidelines in *City Plan*'s associated Area Plans, and the design guidelines in the Neighbourhood Plans, have informed the draft design guidelines. The phase one engagement process for this project was completed in June and July 2024, and the input received also informed the draft design guidelines.

In June 2024, Staff and consultants presented the project at the DAP meeting as part of the phase one engagement process, and a motion was passed to accept the presentation. Highlights from the DAP discussion included:

- Developments being informed by their neighbourhood context;
- The importance of form and character design features for multi-family residential, mixed-use, commercial, and industrial buildings and design guidelines supporting new projects; and,
- The integration of energy-efficiency solutions to new buildings and sites.

For more background information about the project, visit the Form and Character Development Permit Guidelines Get Involved webpage (see the link in Attachment A).

DISCUSSION

At the 2024-NOV-28 DAP meeting, Staff will lead a discussion to obtain input from DAP members on the proposed draft Form and Character Development Permit Guidelines. The questions that will be asked are:

1. Do you have comments about the overall useability of the document? Any suggestions for improvements? What do you like about the document?
2. Do you have comments to improve the General Design Guidelines (sections 2.1 to 2.9)?
3. Do you have comments to improve the Primary and Secondary Urban Centre guidelines (section 3.1 to 3.3)?

4. Do you have comments to improve the Neighbourhood Centre guidelines (section 4.1 to 4.3)?
5. Do you have comments to improve the Corridor guidelines (section 5.1 to 5.3)?
6. Do you have comments to improve the Neighbourhood and Suburban Neighbourhood guidelines (section 6.1 to 6.3)?
7. Do you have comments to improve the Old City Neighbourhood guidelines (section 7.1 to 7.3)?
8. Do you have comments to improve the Industrial and Light Industrial guidelines (section 8.1 to 8.3)?
9. Do you have comments to improve the Waterfront guidelines (section 9.1 to 9.3)?
10. Is there any other feedback that you would like to share about the draft Form and Character Development Permit guideline document?

Next Steps

The next steps in the project are expected to be as follows:

- i) The phase two engagement process will be from 2024-NOV-20 to 2024-DEC-13. The general public, and all who participated in the phase one engagement events, will have an opportunity to review and provide comments on the draft Form and Character Development Permit Guidelines until 2024-DEC-13.
- ii) Once the phase two input is reviewed and considered, the Form and Character Development Permit Guidelines will be finalized and presented at a Governance and Priorities Committee meeting in early 2025 for Council's consideration of endorsement.

CONCLUSION

At the 2024-NOV-28 DAP meeting, Staff will lead a discussion to obtain input from DAP members on the proposed draft Form and Character Development Permit Guidelines. DAP members and the public are also able to learn more about the project online, and submit their comments until 2024-DEC-13 (see link in Attachment A).

SUMMARY POINTS

- Council has directed that the City of Nanaimo's DPA8 Form and Character Development Permit Design Guidelines be updated for commercial, industrial, mixed-use, and multi-family development. DPA8 also promotes energy and water conservation, and the reduction of greenhouse gas emissions.
- The proposed draft Form and Character Development Permit Guidelines are informed by *City Plan* policies, and by phase one engagement input.
- The phase two engagement process is taking place from 2024-NOV-20 to 2024-DEC-13.
- At the 2024-NOV-28 meeting Staff will lead a discussion to obtain input from DAP members on the draft Form and Character Development Permit Design Guidelines.

ATTACHMENTS

ATTACHMENT A: Link to “Form and Character Development Permit Guidelines Get Involved Webpage”

ATTACHMENT B: Draft Form and Character Development Permit Guidelines |

Submitted by:

Lisa Brinkman
Manager, Community Planning

Lainya Rowett
Manager, Current Planning |

Concurrence by:

Jeremy Holm
Director, Planning & Development |