



City of Port Moody

Report/Recommendation to Council

Date: November 1, 2019
Submitted by: Planning and Development Department – Development Planning Division
Subject: Early Council Input

Purpose/Introduction

This report presents amendments to the Development Approvals Procedures Bylaw to provide Council the opportunity to be informed of development applications early in the review process and provide general comments.

Recommended Resolution(s)

THAT City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 4, 2019, No. 3219 be read a first time as recommended in the report dated November 1, 2019 from the Planning and Development Department regarding Early Council Input.

THAT Bylaw No. 3219 be read a second time.

THAT Bylaw No. 3219 be read a third time.

Background

Over the past two years, staff and Council have sought improvements to the Development Application Review Process, working together to identify areas for improvement to overall processing times, public consultation, and opportunities for meaningful input from Council earlier in the review process. At the September 17, 2019 Special Council (Committee of the Whole) (COTW) meeting, staff presented a report (**Attachment 1**) outlining a number of options for opportunities for early input from Council with pros and cons to each; Council passed the following resolution:

CW19/139

THAT staff be directed to draft the necessary policy and bylaw changes to support Option 1 – Developer Pre-application Presentation and Option 3 – Developer presentation and staff report following first review as outlined in the report dated September 9, 2019 from the Planning and Development Department regarding Development Review Process – Early Input Options for Council be received for information.

This report presents the required amendments to the Development Approvals Procedures Bylaw, which are discussed further below.

Discussion

As discussed on September 17, 2019, Council's preferred options for early input were options 1 and 3 as follows:

Option 1 – Developer pre-application presentation

Developers could present their proposal to Council prior to a formal application being made. The concept would be presented potentially with sketches showing proposed height, density, and massing. Early input at this stage would assist applicants in adjusting and finalizing their proposals prior to submission of the application based on Council comments.

Option 3 – Developer application presentation concurrently with first review

Developers could present to Council following the submission of a complete application, and concurrently with a first review by staff and the Community Planning Advisory Committee (CPAC). Council could choose to provide input on the proposal at that time, which would inform the applicant and staff about key items that need to be detailed or updated. The presentation would be accompanied with a general staff report that includes policy and bylaw background for Council, similar to current reports to CPAC. All input from Council, CPAC, and staff would be compiled in the staff review letter that concludes the first review.

In order to implement options 1 and 3, amendments to the Development Approval Procedures Bylaw are required. Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 4, No. 3219 (Attachment 2) includes the following:

1. addition of a new definition for pre-application;
2. addition of a new procedures section for pre-application review, which includes a summary by staff at a COTW meeting advising of the results of the pre-application review;
3. addition of the option for developers to present a tentative proposal for an Official Community Plan, Zoning Bylaw Amendment, or Land Use Contract change at a COTW meeting for information; and
4. addition of a step in the OCP, rezoning, and LUC amendment process for staff to prepare a report for Council consideration at a COTW meeting following the first staff review.

Staff note that the inclusion of a staff report as part of the first review will result in extra time needed before the first review letter can be provided to applicants. Typically, instead of 10-12 weeks, this would require 12-15 weeks; however, the benefit of early Council input is expected to save time later in the approval process, because the new process allows for an early indication of any key items that need to be addressed.

Housekeeping amendment public notification

Since May 2018, when the Development Approval Procedures Bylaw was amended to reflect changes to CPAC and the Advisory Design Panel, staff have had an opportunity to work with the process and the Bylaw and are also recommending some housekeeping amendments on development signage and public notification. These include:

1. simplifying signage requirements;
2. additional clarity on signage regarding opportunities for public input; and
3. requirement to remove the sign after the public consultation process has concluded.

These changes have been reviewed with Communications and Engagement Division staff and a revised sign template has been created. This template is attached as **Attachment 3** for Council's information.

Council should note that after the direction received at the September 17, 2019 COTW meeting, the Fees Bylaw update was modified to increase the pre-application review fee from \$540 to \$1,000 to cover the additional cost of providing a staff summary and arrangement of a presentation to Council.

Other Options

THAT staff be directed to prepare alternative options for Council's consideration for opportunities for early input from Council.

Financial Implications

There are no immediate financial implications associated with this report; however, staff will monitor the level of staff resources needed to support the early input processes and may consider recommending an increase to application fees to recover the City's cost. More details would be provided once staff report back on the implementation of Council's direction.

Communications / Civic Engagement

There are no further public notifications required as a result of this report.

Council Strategic Plan Objectives

Providing informative early Council input options on development applications supports the Council Strategic Plan goals under Exceptional Service (ensure our customers are highly satisfied with the quality of our service) and Community Evolution (ensure future community growth is carefully considered and strategically managed).

Attachments:

1. Report considered at September 17, 2019 Committee of the Whole meeting.
2. Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 4, No. 3219.
3. Development Signage Template.

Report Author

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Report Approval Details

Document Title:	Early Council Input.docx
Attachments:	- Attachment 1 - Report Considered at September 17, 2019 Special Council (COTW) Meeting - Development Review Process - Early Input Options - Attachment 2 - Draft City of Port Moody Development Approval Procedures Bylaw, 2011, No. 2918, Amendment Bylaw No. 4, No. 3219 - 96x48 Notification Signage Template 4.pdf
Final Approval Date:	Nov 5, 2019

This report and all of its attachments were approved and signed as outlined below:

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Manager of Communications and Engagement

Paul Rockwood
General Manager of Finance and Technology

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Tracey Takahashi
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