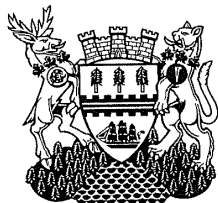


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Council Agenda Information
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City of Port Moody Report/Recommendation to Council

Date: September 9, 2019 File No. 13-6630-05
Submitted by: Planning and Development Department
Subject: Development Review Process – Early Input Options for Council

Purpose / Introduction

This report provides a number of options which could give Council the opportunity to be informed of development applications early in the review process and provide general comments.

Recommended Resolution

THAT 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.

Background

Given the changes made on January 8, 2019 to the Terms of Reference for the Community Planning Advisory Committee (CPAC), Council is no longer officially made aware of development applications at an early stage in the development review process. This report outlines potential options for providing an opportunity for Council to receive information regarding development applications and to provide early input.

Discussion

Development and re-development of sites in the city are a key aspect of the City's evolution towards the community vision. The development approval process is a complex multi-department review which assesses a development application against current policy and regulations (such as the Official Community Plan and the Zoning Bylaw). Staff work together with the applicant towards a development proposal that is presented to Council for consideration. The typical development approval process is outlined in **Attachment 1**.

As part of the process, there are also opportunities for public input from community members and from the Community Planning Advisory Committee. Ultimately, the development proposal undergoes numerous changes before Council has the opportunity to consider the application. While Council can be confident that an application has been reviewed under the City's current policy framework and has reached a level of satisfaction to staff by the time of Council consideration, introduction to the application to Council comes after significant discussion has already occurred with staff and the community.

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Council has expressed an interest in providing input earlier in the review process. In 2018, the timing of the Community Planning Advisory Committee (CPAC) review was changed to take place at the start of the application process. At that time, all Council members were part of CPAC and this offered a new and early input option for Council to comment. In January 2019, Council expanded the community membership of CPAC and removed most Councillors from the Committee, eliminating Council's early input opportunity.

Early Council input can be very important and worthwhile for applicants as it provides an early indication of priorities, strengths, or weaknesses of the proposal. Applicants are also interested in knowing whether their project would be generally supported by Council. This helps to prioritize the different elements of proposals, for example, regarding transportation, affordable housing, and community amenities.

Staff are not always in a position to provide specific clarity on behalf of Council, since staff rely on existing policies and requirements in the Official Community Plan (OCP) and other bylaws. The OCP offers a wide range of policies and priorities and, ultimately, only Council can indicate which elements of the project or which policies and priorities will affect support for the project. With that in mind, it is common for applicants to ask whether they can seek Council input early on, particularly when the proposal is offering a new approach not contained in the City's current policies.

The staff review process would also benefit from an option to receive early Council input. It would provide staff with an opportunity to focus the review on those aspects of the project that matter most to Council. It would also give staff an opportunity to flag and receive direction on any competing priorities in the City's policies. This would support a more efficient review process.

Staff have identified a number of early input options for Council's consideration (**Attachment 2**); the text below discusses each option and outlines important pros and cons. A key consideration is whether Council receives the application with or without a staff review with professional advice.

The first two options would involve a developer presentation to Council at a Committee of the Whole meeting, without accompanying staff recommendations given that a review of the proposal would not yet have been completed. These options are the earliest options for early input:

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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.

- Pro: earliest input opportunity;
- Con: lack of information on the details of the proposal is typical at this stage;
- Con: not every idea at this stage may proceed to the application process so it may be premature to gather Council input; and
- Con: at this stage, no staff review and recommendations would be available.

2. *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 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.

- Pro: Council comments support and inform the initial review; and
- Con: at this stage, no staff review and recommendations would be available.

The second set of input options would take place after the staff review has been completed. A staff report with review results and recommendations to Council would be provided. Although the options are available later in the process, the staff report would provide Council with additional background and analysis that could be helpful in the review of the proposal.

3. *Staff report following the completion of the first staff review*

In this option, the developer could present the proposal and staff could present the results of the first review. This would provide Council with a briefing of the application, both from the developer and staff perspectives, including recommendations from staff. It would also allow Council to provide comments that would inform staff and the applicant about priorities for any revisions to the project.

- Pro: Council can provide input before the proposal is updated; and
- Pro: staff review results are available and staff can provide recommendations.

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4. *Staff report following the completion of the second staff review*

The developer in this option would present to Council once a response has been provided as a result of the first staff review. More information would be available at this time and this would inform the applicant and staff as part of the second review, which would follow after the presentations were made.

- Pro: staff review results of the first review are available; and
- Con: although earlier than in the current process, Council does not see the proposal until substantial efforts have been made to update and finalize the proposal.

Other Options

THAT staff be directed to draft the necessary policy and bylaw changes to support the following Council early input option regarding development proposals: (add preferred option)

1. Developer pre-application presentation;
2. Developer application presentation during first review;
3. Developer presentation and staff report following first review; and
4. Developer presentation and staff report during second review.

Financial Implications

Depending on the level of staff resources needed to support the early input option, Council may want to consider increasing 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

To be determined at a later date, following selection of Council's preferred option.

Council Strategic Plan Objectives

Providing informative early Council input options on development applications supports the current 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. Rezoning and Development Permit, Typical Multi-Family and Mixed-Use Review Process and RS1-S Rezoning and Small Lot Subdivision Process.
2. Options for Early Council Input in the Application Review Process.

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Development Review Process – Early Input Options for Council
September 9, 2019

Prepared by:



André Boel, MCIP, RPP
General Manager of Planning and Development

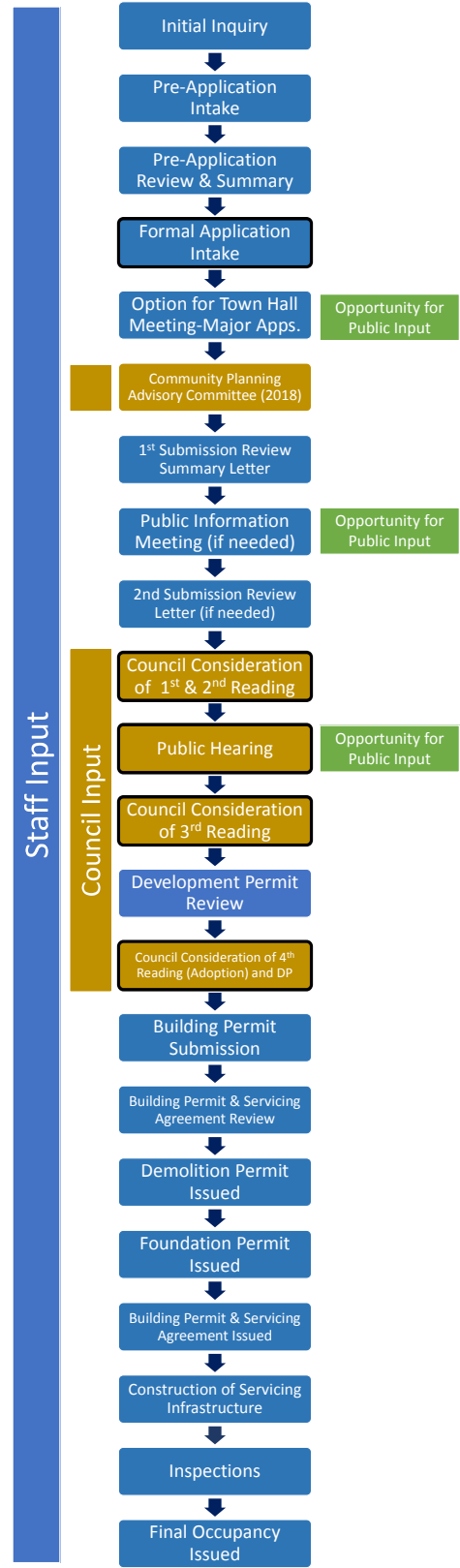
Reviewed for Form and Content / Approved for Submission to Council:

City Manager's Comments



Tim Savoie, MCIP, RPP
City Manager

Rezoning and Development Permit Typical Multi-Family and Mixed-Use Review Process



Options for Early Council Input in the Application Review Process

- Options for Providing Information**
1. Monthly, quarterly or semi annually reporting on inquiries and active applications.
 2. Notification of applications received.

Options for Early Council Involvement in Typical Review Process

