

The agenda for the **Special Meeting of Council** to be held in the **Conference Room** of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia on Tuesday, February 15, 2011 commencing at 3:30 p.m.

1. TOPIC FOR DISCUSSION

(a) Direction to Planning Staff Regarding Council's Expectations

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1. Delegation of Authority for Development Permits
2. Infill Development Permit Expectations and Direction
3. File Closure Policy
4. OCP Designation
5. Secondary Suites Expectation and Direction
6. Other

2. ADJOURNMENT



Planning Department
Memorandum

FILE: PRO.PLA.VAG
Community Department Process Reviews

To: Chief Administrative Officer
From: Director of Planning
Date: February 15, 2011
Subject: Direction to staff regarding Council's expectations

At the October 18, 2010 regular meeting of council, resolution RC10/574 was passed, which stated:

"Moved by Mayor Atebe, and

RECOMMENDED: That consideration of file closure and extension policy revisions be deferred pending:

(a) receipt of a report from staff listing all options for streamlining the development application process,
and

(b) completion of a special council meeting to discuss those options and to provide direction to staff.

OPPOSED: Councillor Horn
Councillor Stewart

CARRIED"

Items for discussion that staff have determined necessary to garner Council direction on include:

1. Delegation of Authority for Development Permits
2. Infill Development Permit Expectations and Direction
3. File Closure Policy
4. OCP Designation
5. Secondary Suites Expectation and Direction

Since staff are unsure about Council's expectations for this meeting and based on the above resolution, other items not listed here, may be added to the list for discussion.

1. Delegation of Authority for Development Permits

Recently, as Council has adopted new development permit guidelines for intensive residential development, geotechnical reports and introduced new Industrial development guidelines, in order to streamline development application, a delegation of authority bylaw was passed.

Discussion regarding feedback to this approach is warranted.

2. Infill Development Permit Expectations and Direction

Inclusive of the intensive residential development permit guides are guidelines for infill

development. Clear direction from Council is needed to understand expectations regarding infill AND intensive residential development.

As defined in the Official Community Plan,

An **Intensive Residential Development Permit** is required for all residential development proposing *urban compact*, *urban cluster compact* and *urban infill*, including all *coach house*, *garden cottage* and *duplex* buildings, within the urban area.

3. File Closure Policy

A file closure policy was introduced to Council in an attempt to clearly outline expectations for developers as they begin the application process. This report is attached for discussion.

4. OCP Designation

Recent Council decisions bring into question the strength of the Official Community Plan. Discussion is needed on this item in order for staff to provide clear feedback for inquiries and moving forward on applications.

5. Secondary Suites Expectation and Direction

Staff will be bringing forward a report outlining options for addressing secondary suites. As this issue is complex, this will be brought forward at a separate meeting.



Sharon Fletcher
Director of Planning

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FILE: ADM.POL.PRO.LAN
File Closure and Extension Policy Revision

Planning Department
Memorandum

To: Chief Administrative Officer
From: Planner
Date: October 18, 2010
Subject: File Closure and Extension Policy Revision

Recommendation

1. That Council direct staff to delete LAN 13 and 25 in their entirety and insert a revised LAN 13 (Development File Closure and Extension Policy).

Background

Current District of Mission development file closure policies require a resolution from Council to close or extend development application files. As stipulated in *resolution no. 08/750*, Council directed planning staff to explore internal departmental processes that may result in increased efficiencies and streamlining of all processes. Therefore, planning staff has proposed revisions to file closure policies.

Planning Analysis

Current procedure to close or extend development files requires planning staff to write a memo to Council which outlines the reasons for file closure or alternatively outlining the applicant's rationale for an extension. This procedure is not efficient for both planning staff and Council alike. Planning staff propose to delete both LAN. 13 and LAN. 25 in their entirety and introduce a single "Development File Closure and Extension Policy – LAN.13" in order to simplify all file closures and extensions. The proposed changes have been introduced to:

- 1) Streamline the file closure and extension procedures;
- 2) Decrease the number of 'minor' memos that are sent to Council by planning staff;
- 3) Decrease the prevalence of files that are kept open by multiple file extensions.

This revised LAN. encompasses all development applications and does not limit itself to only rezoning and subdivision applications (**Appendix I**). The primary changes within the proposed "Development File Closure and Extension Policy – LAN.13" include:

- Planning Director is given the authority to close or extend files in accordance with the policy;
- Applicants are only given one file extension (for a period of one year for rezoning and subdivision files);
- The policy does not allow applicants to stall their application prior to initial staff or Council consideration; and
- Provides overall clarity and streamlining of two LANs into one unified LAN.

Fundamentally, the File Closure and Extension Process for Development Applications would involve the following single process:

- Staff, under the direction of the Director of Planning, close or extend files as stipulated within a revised LAN. 13 that incorporate file closure and extension policies for Rezoning, Subdivision, Development Variance Permits, Development Permits, Temporary Use Permits and Agricultural Land Commission Applications.

Summary

The proposed changes to file closure and extension policies will provide clarity for applicants and staff during the development process and offer a more streamlined approach to file closure.



Erik Wilhelm
Planner

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APPENDIX I

LAND USE

DEVELOPMENT FILE CLOSURE AND EXTENSION

LAN.13

POLICY

The following policies affect Rezoning, Subdivision, Development Variance Permit (DVP), Development Permit, Temporary Use Permit and ALC applications.

13.1 General File Closure and File Extension Policies:

- All outstanding or required development application materials must be submitted by the applicant within 3 months from the date of application or within 6 months after initial consideration by Council. The file will be closed if the applicant fails to provide all outstanding or required development application materials within those timeframes.
- Written notification of an impending file closure will be mailed to the applicant prior to the scheduled file closure date.
- Once a development application file has been closed, a new application and full application fees will be required prior to any further consideration of the development proposal.
- If the policies herein cannot be met by the applicant, the file shall be considered inactive and closed. The applicant shall be notified, by mail, upon file closure.

13.2 Rezoning Files:

- Rezoning files will be closed 1 year following the date of 3rd reading of the zone amending bylaw. Accordingly, if the applicant fails to satisfy rezoning requirements and obtain 4th and final reading of the zone amending bylaw, the Director of Planning (or designate) may grant a one time only extension for 1 year. The request for extension must be made in writing by the applicant in association with payment of the applicable extension fee. All file extensions granted are subject to bylaw and policy amendments that may affect development application requirements and fees.

13.3 Subdivision Files:

- Subdivision files will be closed 1 year from the issue date of a "Preliminary Layout Approval" (PLA) letter. Accordingly, if the applicant fails to satisfy PLA requirements within that 1 year period, the Director of Planning (or designate) may grant a one time extension for a period no longer than 1 year. The request for extension must be made in writing by the applicant in association with payment of the applicable extension fee. In accordance with the *Local Government Act*, Section 943 (as amended from time to time), all subdivision applications are subject to bylaw and policy amendments that may affect development application requirements and fees. (i.e. development cost charges)