



**DEVELOPMENT PROCESS
IMPROVEMENT ADVISORY
COMMITTEE
DRAFT MEETING MINUTES**

June 10th, 2020 – 3:30-5:00pm
Electronic Meeting – Zoom

1. Call to Order

The meeting was called to Order at 5:02pm. All committee members were in attendance.

2. Previous Meeting Notes

- 2.1 Adoption of Minutes
- 2.2 Review/Update Action Items

3. Agenda

- 3.1 Adoption of Agenda

Recommendation:

THAT the June 10th, 2020 Development Process Improvement Advisory agenda be adopted/amended.

4. Unfinished Business

- 4.1 N/A

5. New Business

- 5.1 Land Use Procedure Bylaw Review

Staff presented the draft Land Use Procedure Bylaw to the committee for their review. The bylaw was presented to Council in mid-2019 and Council directed staff to consult with the development industry before bringing the bylaw back for Council's review. Staff outlined that the bylaw was drafted, likely with a larger municipality in mind and would need to work with the committee to ensure that the most appropriate bylaw was developed for the District of Summerland use. The intention would be to streamline the work completed to date and after receiving advice from the committee, create a bylaw that will best fit the needs of Summerland for the development industry, residents, Council and staff.

The presentation focused on key components of the bylaw – the Scope of the bylaw, Delegated Authority for Development Permits and Public Notification. Comments from the committee included the following, however key themes include ensuring that the bylaw was easy to understand for all users, reduced in size, flexible where needed and once approved, consistently applied for all customers.

- For any delegated authority of Development Permits for staff, ensure that an appeal process to Council is built in to the bylaw, for any proposals that were being recommended for refusal by staff.
- Consideration should be given to increasing the exemption requirement from \$50k to \$250k for Development Permits required for exterior renovations, so that these renovation projects can be provided with an efficient process.
- The requirements in the bylaw for servicing studies are too onerous and should be revised to be a more reasonable standard.
- The bylaw is too prescriptive and should allow more flexibility.
- Clarify when a peer review of a consulting study is required.
- The bylaw needs to ensure that staff have the appropriate rationale for requiring technical studies.
- Delegating more Development permit applications to staff is reasonable, as long as the design guidelines are clear for the customer and staff can process in an efficient manner.
- The increase in notification area from 30m to 60m in the proposed bylaw was considered appropriate to ensure adequate notification of surrounding neighbors.
- Can the bylaw clearly outline the responsibilities of staff related to acknowledgement letters once an application is submitted and keeping the customer informed during the process.
- With regards to the ALC process, ensure that both the District's and ALC's role in this process is consistent and outlined clearly in the bylaw.

Staff will be updating the bylaw over the coming weeks and bring back to the Committee for review before moving ahead to Council.

5.2 Development Services Process Improvement

Staff provided an update to the Committee on two key process improvement documents that have been developed over recent months. These included the Technical Planning Committee Terms of Reference and a new Pre-Application Assessment form. These two documents are intended to assist in coordinating staff reviews of applications and ensuring that prior to submission of a formal application, staff work with customers during the pre-application process to provide all relevant information so that a complete application can be submitted.

5.3 Zoning Bylaw – Development Variance Review

Staff provided an overview of all DVP's received by the District over the past 3 years, summarizing variances into the type of variance submitted. Retaining walls and setback variances were the main type of Variances received. The information provided will assist in bringing forward Zoning Bylaw amendments to update zoning regulations where appropriate, in order to reduce the amount of DVPs coming forward – streamlining the process for customers, staff and Council.

6. For Information

- 6.1 Development Statistics
- Planning Applications
 - Building Permit Applications

7. Adjournment

7.1 Adjourn Meeting

Recommendation:

THAT June 10th, 2020 Development Process Improvement Advisory agenda was adjourned at 5:08pm.