



**City of Richmond**

**Report to Committee**

**To:** Planning Committee

**Date:** May 7, 2002

**From:** David Weber  
Manager, Legislative Services

**File:** 0105-06-03

**Re:** Advertising of Development Permit Panel Meetings

**Staff Recommendation**

That the report dated May 7, 2002 from the Manager, Legislative Services, regarding the advertising of Development Permit Panel meetings and other minimal or no-cost customer service improvements, be received for information.

David Weber  
Manager, Legislative Services

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
City Clerk.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Development Applications.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

## Staff Report

### Origin

At the April 8, 2002 Regular Council Meeting, Council made a referral to staff requesting that more modest options be explored with regard to advertising Development Permit Panel Meetings. Direction was given that a simple notice in the *City Notice Board* might be a more appropriate option in light of the costs associated with a full "public hearing-style" advertisement.

### Findings Of Fact

The current forms of notification for items considered at the Development Permit Panel are on-site signage and notices mailed to owners and residents of property within 50 metres of a subject site. Unlike Public Hearings, there are no advertising *requirements* associated with meetings of the Development Permit Panel, however, a broader notification to the general public through the newspaper would provide an excellent service to the customer.

### Other proposed minimal and no-cost customer service improvements

During the writing of this report and during the writing and consideration of the previous report on statutory notification (considered by Planning Committee on April 3, 2002), a number of minimal or no-cost suggestions were made to improve the notification process and provide better public access to information. These proposed improvements are:

- **An "Early" Public Hearing agenda will be made available on the web site** at the beginning of the notice period. This will allow people who receive the notice in the mail or see the Public Hearing newspaper ad to easily access the full staff report without having to come to City Hall. On the Friday afternoon prior to the Public Hearing, the "regular" Public Hearing agenda, including the written submissions received during the notice period, will be posted to the web site and delivered to Council as usual.
- **Agendas, minutes and related staff reports for the Development Permit Panel will be made available on the City website starting in July** of this year in accordance with the City Clerk's Office 2002 work plan (DPP was not included with the initial launch of Council, Standing Committee and Public Hearing on-line agendas and minutes). As with the Public Hearing agenda, an "Early" DPP agenda will be made available on-line at the beginning of the notice period to allow on-line public access to the staff reports as soon as the written notices are received by the public.
- In order to **provide greater public awareness regarding the availability of agendas and staff reports on the City web site**, the *City Notice Board* title will be accompanied in future by a brief statement, at no additional cost, indicating that "City Council and Committee agendas and reports are available on the City web site" (see Attachment 1). In addition, the **Public Hearing notice and the Development Permit Panel notice will be updated to include information regarding the availability of agendas and staff reports on the web site** (see Attachments 2 and 3).

## Analysis

A simple notice in the *City Notice Board* providing a brief outline of the upcoming DPP agenda (as shown in Attachment 1) could be placed for a modest cost. The benefit in terms of promoting public consultation and community input would more than likely outweigh the costs involved.

An important point to bear in mind with regard to this proposal is that, unlike the Public Hearing advertising, DPP advertising is not *required* by statute or bylaw. As Council is aware, errors or omissions in statutory advertising results in automatic delays and referrals to future meetings or Public Hearings. It is not the intention with this proposal to add new legally-required advertising obligations, but simply to provide public awareness and to promote public participation in the development permit process. While staff will, of course, make every effort to ensure the accuracy and completeness of DPP advertising, it is not recommended that inadvertent errors or omissions in the DPP ads carry the same consequences (delay and referral) as statutorily-required advertising.

## Financial Impact

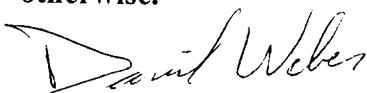
The estimated cost for notices in the City Notice Board as shown in Attachment 1 is approximately \$3,000.00 per year for a simple listing of the DPP agenda items or, alternatively, \$4,400.00 per year for a notice which also provides a brief description of the intent of the Development Permit.

This calculation is based on an average of 3 agenda items per meeting and a single publication of the ad in advance of 24 DPP meetings. The cost of Option A, a simple one-line description for each agenda item, would be \$122 per notice or approximately \$3,000 per year. The cost of Option B, a three-line description including the general intent of the permit, would be \$183 per notice or approximately \$4,400 per year.

This cost is *significantly* less than the estimated \$28,000 cost of placing "public hearing-style" ads for Development Permit Panel meetings. The cost difference can be attributed to the fact that the proposed ad would only use a one-line or three-line description per agenda item and would appear in only one issue of a newspaper whereas the "public hearing-style" ad would require approximately 4 inches of space per agenda item and would appear in two issues of a newspaper. In addition, the "public hearing-style" ads require far more staff time to prepare due to the preparation and inclusion of maps and the need to apply a higher degree of attention and scrutiny with regard to the content since errors or omissions result in great inconvenience and a minimum one-month delay in the process as the item(s) must be referred to a future meeting.

## Conclusion

A simple approach to advertising the meetings of the Development Permit Panel (as shown in Option A of Attachment 1) can be achieved at a modest cost without adding any additional legal obligations or constraints to the process. Such ads, along with other minimal or no-cost service improvements, help to promote public awareness and provide better opportunities for informed public participation. **Staff will be proceeding with these improvements, unless directed otherwise.**



David Weber  
Manager, Legislative Services

Option A - Simple Listing of Agenda Items - \$3,000 / year

# City Notice Board

City Council and Committee agendas and reports are available on the City Web Site.

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## **DEVELOPMENT PERMIT PANEL MEETING April 24, 2002, 3:30 pm in Council Chambers**

Agenda items:

1. 8560 Saba Rd – Dockside Developments (DV 02-488619)
2. 6281 No.1 Rd - ABC Construction Ltd. (DP 01-196488)
3. 7721/7741 St. Albans Rd – Albert Watson Architect Inc. (DP 01-158327)

Please call 604-276-4395 for further information or check the City web site for agendas and staff reports

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Option B - Detailed Listing of Agenda Items - \$4,400 / year

# City Notice Board

City Council and Committee agendas and reports are available on the City Web Site.

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## **DEVELOPMENT PERMIT PANEL MEETING April 24, 2002, 3:30 pm in Council Chambers**

Agenda items:

1. 8560 Saba Rd – Dockside Developments (DV 02-488619) – To allow development of a mixed use high-rise on a site zoned Downtown Commercial District (C7); to reduce parking aisle widths from 7.5m to 6.55m; and to increase the allowable building height from 45m to 47m.
2. 6281 No.1 Rd - ABC Construction Ltd. (DP 01-196488) – To permit the construction of a congregate family housing facility on a site zoned Townhouse and Apartment District (R3) and to allow up to 10 small parking stalls on the site and to reduce setbacks to 1m at the rear of the site
3. 7721/7741 St. Albans Rd – Albert Watson Architect Inc. (DP 01-158327) – To permit the development of four separate buildings with a combined maximum building area of 7,205 m<sup>2</sup> on a site which totals 30,450 m<sup>2</sup>.

Please call 604-276-4395 for further information or check the City web site for agendas and staff reports

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City of Richmond

# Notice of Public Hearing

Monday, ★ - 7 pm  
Council Chambers, 1<sup>st</sup> Floor  
Richmond City Hall  
6911 No. 3 Road  
Richmond, BC V6Y 2C1  
www.city.richmond.bc.ca

TAKE NOTICE that the Council of the City of Richmond will hold a Public Hearing as noted above, on the following items:

- 1. ★
- Location/s: ★
- Applicant/s: ★
- Purpose: ★
- City Contact: ★

Insert map labelled Bylaw ★ here

### Information on Procedure

Persons who believe that their interest in property is affected by the proposed bylaw may make an oral presentation, or submit written comments at this Public Hearing. If you are unable to attend, you may send your written submission to the City Clerk's Office by 4 pm on the date of the Public Hearing. All submissions will form part of the record of the hearing.

Further information may be obtained from the CITY CONTACT identified above. A copy of the proposed Bylaw, supporting staff and Committee reports and other background material may be inspected at the Urban Development Division, between the hours of 8:15 am and 5 pm, Monday through Friday, except statutory holidays, commencing ★ and ending ★, or upon the conclusion of the hearing. Staff reports on the matter(s) identified above are available on the City website at <http://www.city.richmond.bc.ca/>.....etc.

New

No further information or submissions can be considered by Council after the conclusion of the Public Hearing.

It should be noted that the rezoned property may be used for any or all of the uses permitted in the "new" zone.

J. Richard McKenna  
City Clerk



**City of Richmond**  
 6911 No. 3 Road  
 Richmond, BC V6Y 2C1  
 Phone (604) 276-4007 Fax (604) 278-5139

**Notice of Application  
 For a Development Permit  
 DP ★**

Applicant: ★

Property Location: ★

Intent of Permit: ★

The Richmond Development Permit Panel will meet to consider oral and written submissions on the proposed development noted above, on:

Date: ★  
 Time: 3:30 p.m.  
 Place: Council Chambers, Richmond City Hall

If you are unable to attend the Development Permit Panel meeting, you may mail or otherwise deliver to the **City Clerk**, at the above address, a written submission, which will be entered into the meeting record if it is received **prior to or at the meeting on the above date.**

New

**To obtain further information** on this application, or to review supporting staff reports, **contact the Urban Development Division**, (276-4395), first floor, City Hall, between 8:15 a.m. and 5:00 p.m., Monday through Friday, except statutory holidays, between ★ and the date of the Development Permit Panel Meeting. **Staff reports on the matter(s) identified above are available on the City website at <http://www.city.richmond.bc.ca/>.....etc.**

J. Richard McKenna  
 City Clerk