



To: Development Permit Panel **Date:** November 28, 2003
From: Joe Erceg, MCIP **File:** 4105-20
Manager, Development Applications Department
Re: **Discussion regarding the requirement of 'Models' for
Development Permit Applications**

This brief memo is intended as a 'heads-up' to the Development Permit Panel regarding an additional agenda item under 'New Business' for the meeting of December 10, 2003.

Background:

1. At present, according to "Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273":
"1.1.3 An applicant for a development permit must provide ... a model illustrating the proposed development and its relationship to the surrounding area, for the analysis by staff and inspection by the public, unless the applicant has received written notification from the Manager of Development Applications varying this requirement."
2. Some Richmond Advisory Design Panel members have questioned the need for a model as part of the submission requirements for smaller projects.
3. It is the proposal of the Manager of Development Applications, that models not be required on residential multi-family projects of 4 or less units and has requested the input from the Richmond Advisory Design Panel regarding this issue. Exemption from the provision of models is intended to remain at the discretion of the Manager of Development Applications. Comment from the Panel was then requested on the acceptance of digital models.
4. This issue was discussed at the Design Panel meeting of October 22nd 2003. The Design Panel members general support the provision of physical models for larger, complex projects and have mixed opinions regarding the utility of digital models.

Objective:

Solicit input and direction from the Development Permit Panel regarding the following questions.

- a) Does the Development Permit Panel prefer to see models for all projects or exempt small projects?
- b) If small projects are to be exempt, what is the appropriate threshold for the requirement of models?
- c) What other comments or input does the Development Permit Panel have regarding this issue?

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