



To: Planning Committee **Date:** August 29, 2022
From: Claudia Jesson **File:** 01-0105-06-01/2019-
Director, City Clerk's Office Vol 01
Re: **Implementation of Increased Development Notification Radius and Early
Notification Process**



Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9842, to increase the notification area for a public hearing from 50 to 100 metres from the proposed development, be introduced and given first reading;
2. That the following bylaws be introduced and given first, second and third readings:
 - a. Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 9843, to increase the notification area from 50 to 100 metres from the proposed development permit or development variance permit;
 - b. Board of Variance Bylaw No. 9259, Amendment Bylaw No. 10080, to add a fee requirement for Board of Variance Notifications, as specified in Consolidated Fees Bylaw No. 8636, and to increase the notification area from 50 to 100 metres from the proposed variance;
 - c. Development Application Fees Bylaw No. 8951, Amendment Bylaw No. 10083, to add fee requirements for public hearing notifications and early notifications for development applications, as specified in Consolidated Fees Bylaw No. 8636;
 - d. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084, to add new early notification fees for zoning amendments, official community plan amendments, development applications, heritage alteration permits, and heritage revitalization agreements, and to add new notification fees for public hearings, Development Permit Panel meetings, and Board of Variance meetings; and
 - e. Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 10236, to add notification requirements for heritage revitalization agreement applications.
3. That the proposed Council Policy titled “Early Public Notification – Development Applications”, which provides additional early opportunities for public input on various applications, be approved with an effective date corresponding with the date of adoption of

Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9842, and that the policy be applicable only to new applications received after its effective date.



Claudia Jesson
Director, City Clerk's Office
(604-276-4006)
Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
		

Staff Report

Origin

At the May 13, 2019 Regular Council meeting, Council directed staff to implement an increase to the notification area for development notices from 50 to 100 metres from the subject property. Council further directed that an additional early notification process be established in order to improve awareness among residents and land owners of upcoming development applications in a neighbourhood. The implementation of these changes requires amendments to several bylaws and the adoption of a new Council policy, which is the subject of this report.

This report supports Council's Strategic Plan 2018-2022 Strategy #8, An Engaged and Informed Citizenry:

- 8.1 *Increased opportunities for public engagement; and*
- 8.2 *Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.*

Analysis

In order to implement the change in notification radius from 50 to 100 metres from a subject property, amendments are required to the Zoning Bylaw, the Development Permit Procedure Bylaw, the Board of Variance Bylaw, and the Heritage Procedures Bylaw. In addition, in order to establish an early public notice for development, a new Council Policy is proposed (Attachment 1). The early notification will be completed prior to the issuance of a regular notice for a Public Hearing or Development Permit Panel meeting, or Planning Committee meeting, in the case of a Heritage Alteration Permit that cannot be delegated to the Director of Development and has no associated Development Permit, or . The date of the early notification will be determined by the City Clerk.

Finally, in order to establish that fees for the notices will be covered through development based on actual costs, and on a per application basis, amendments are required to the Development Application Fees Bylaw and the Consolidated Fees Bylaw to add the new notification fees.

In line with the bylaw and policy changes, in March 2020 Council approved a new, more user-friendly postcard format for the notices as well as improving the format for the newspaper advertisements. Staff have also recently included development notices with the City's email notification system – members of the public can now individually subscribe to receive notices within a given Planning area.

Should Council grant first reading to proposed Zoning Amendment Bylaw No. 9842 it would proceed to the next available Public Hearing for consideration, followed by third reading and adoption at a subsequent Council meeting. The associated bylaws would also be brought forward for adoption at this time.

In accordance with Recommendation #3, the draft Early Public Notification Policy would be implemented in conjunction with the adoption of the bylaws. The proposed policy is consistent

with several other Lower Mainland municipalities where early notification is currently provided. For clarity, the policy would apply only to new applications received after its effective date.

The format of early notifications would be consistent with standard notices currently being issued, although the wording would speak only to receipt of the application, rather than consideration at an upcoming meeting. Samples of early notifications are attached to this report.

The proposed early notification framework does not include Temporary Use Permits or Board of Variance Applications, as City bylaws defer to the *Local Government Act* where applicable, with separate processes for these applications.

Where applicable, the associated bylaws have also been updated with current legislative references to the appropriate sections in the *Local Government Act*.

Financial Impact

As outlined in a previous report on this subject to the Planning Committee in April, 2019, costs associated with an expanded notification process would be covered through development as a direct charge to the developer on a cost-recovery basis. The protocol for fee collection will be established by the Legislative Services and Finance Departments.

Conclusion

Together these notification improvements support Council's strategic goals to develop an engaged and informed citizenry. Specifically, this initiative brings efficiency to the administrative process and provides expanded opportunities for the public to be informed and aware of potential changes in the community.



Matt O'Halloran
Manager, Legislative Services
(604-276-4098)

CJ: mo

Att. 1: Proposed Council Policy: Early Public Notification – Development Applications

Att. 2: Sample Early Notification – Rezoning Application

Att. 3: Sample Early Notification – Development Permit Application

Att. 4: Sample Early Notification – Heritage Alteration / Heritage Revitalization



Page 1 of 1	Early Public Notification – Development and Heritage Applications	Policy <policy no.>
Adopted by Council:		

POLICY XXXX:

It is Council policy that:

1. PURPOSE

To provide enhanced, early opportunities for public input on various development applications in addition to statutory obligations for notification under the *Local Government Act* and City of Richmond Bylaws. Specifically, this policy provides direction on early notification opportunities for Zoning Amendments, Official Community Plan (OCP) Amendments, Development Permits, Development Variance Permits, Heritage Alteration Permits, and Heritage Revitalization Agreements.

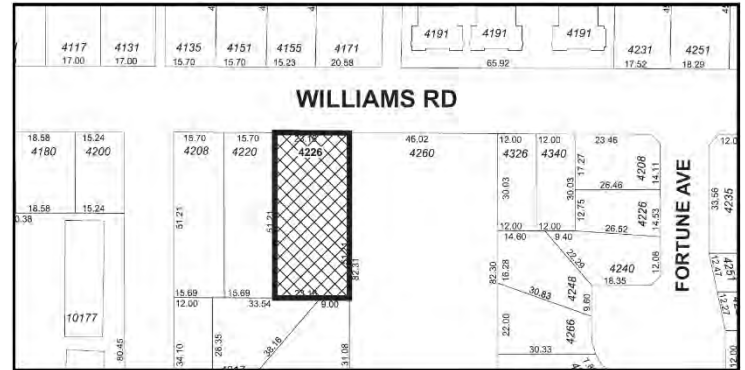
2. CONSULTATION CONSIDERATIONS

It is Council policy that, where a complete application has been submitted to the City for a Zoning Amendment, OCP Amendment, Development Permit, Development Variance Permit, Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance, or Heritage Revitalization Agreement the City Clerk must mail or otherwise deliver written early notification of the application to residents and property owners within 100 metres of the subject site. The notice must include confirmation that an application has been made, a general description, including the property address and City file number of the application, and details on how members of the public may obtain additional information. The early notification will be completed prior to the issuance of a regular notice for a Public Hearing, Development Permit Panel meeting, or Planning Committee meeting in the case of a Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance and has no associated Development Permit, and in the case of a Heritage Revitalization Agreement that does not require a Public Hearing. The date of the early notification will be determined by the City Clerk in consultation with Planning and Development staff.

FRONT

NOTICE OF REZONING APPLICATION

Location: [Property Address]



Applicant: [Applicant name]

File: [File number]

City Contact: [Staff contact]

As a resident of the neighbourhood, you are receiving this notice to advise that “x” has applied to the City of Richmond for permission to rezone the subject property from [general summary of application].

richmond.ca

To receive future notices by email, subscribe here:

richmond.ca/subscribe



City of
Richmond

BACK

NOTICE OF REZONING APPLICATION

For more information please contact:

Planning and Development Division
Richmond City Hall, 6911 No. 3 Road
Phone: 604-276-4395
Email: DevApps@richmond.ca

NOTE: Further notification regarding the date of the Public Hearing will follow as the application progresses.

THIS IS AN IMPORTANT NOTICE. PLEASE
HAVE SOMEONE TRANSLATE IT FOR YOU.

INFORMATION IMPORTANTE:
TRADUISEZ S'IL VOUS PLAÎT.

這通告很重要，請找人為您翻譯解說。
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ਇਹ ਇਕ ਜ਼ਰੂਰੀ ਸੂਚਨਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ
ਤੋਂ ਇਸ ਦਾ ਆਪਣੇ ਲਈ ਅਨੁਵਾਦ ਕਰਵਾਓ।

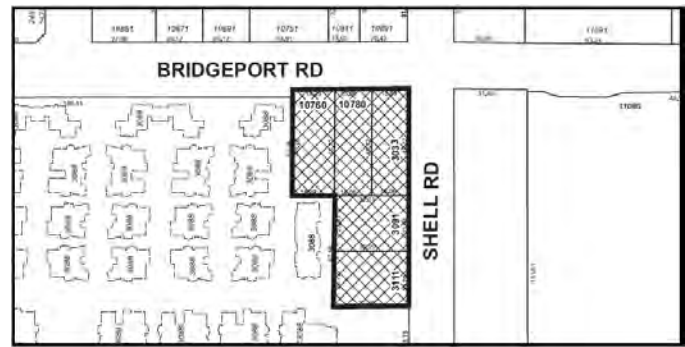
[Addressee Information.]

PLN - 207

FRONT

NOTICE OF DEVELOPMENT PERMIT APPLICATION

Location: *[Property Address]*



Applicant: *[Applicant name]*

File: *[File number]*

City Contact: *[Staff contact]*

As a resident of the neighbourhood, you are receiving this notice to advise that "x" has applied to the City of Richmond for a Development Permit to *[general summary of application]*.

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To receive future notices by email, subscribe here:

richmond.ca/subscribe



City of
Richmond

BACK

NOTICE OF DEVELOPMENT PERMIT

For more information please contact:

Planning and Development Division
Richmond City Hall, 6911 No. 3 Road
Phone: 604-276-4395
Email: DevApps@richmond.ca

NOTE: Further notification regarding the date of the Development Permit Panel Meeting will follow as the application progresses.

[Addressee Information]

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INFORMATION IMPORTANTE:
TRADUISEZ S'IL VOUS PLAÎT.

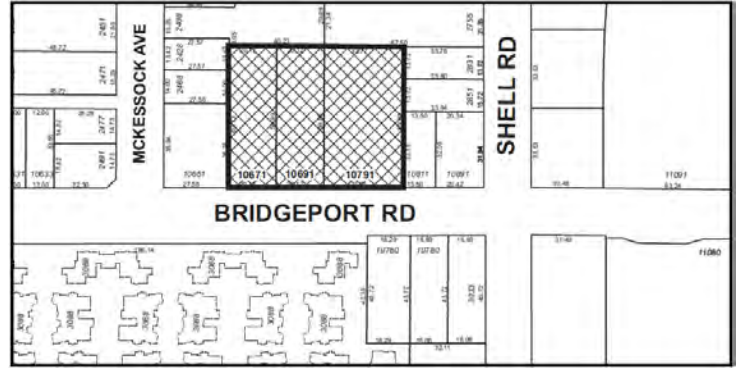
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ਇਹ ਇਕ ਜ਼ਰੂਰੀ ਸੂਚਨਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ
ਤੋਂ ਇਸ ਦਾ ਆਪਣੇ ਲਈ ਅਨੁਵਾਦ ਕਰਵਾਉ।

FRONT

NOTICE OF HERITAGE ALTERATION PERMIT APPLICATION / HERITAGE REVITALIZATION AGREEMENT APPLICATION

Location: [Property Address]



Applicant: *[Applicant name]*

File: *[File number]*

City Contact: *[Staff contact]*

As a resident of the neighbourhood, you are receiving this notice to advise that “x” has applied to the City of Richmond for a *[Heritage Alteration Permit / Heritage Revitalization Agreement]* to *[general summary of application]*.

richmond.ca

To receive future notices by email, subscribe here:

richmond.ca/subscribe



City of Richmond



BACK

NOTICE OF HERITAGE ALTERATION PERMIT APPLICATION / HERITAGE REVITALIZATION AGREEMENT APPLICATION

For more information please contact:

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 Richmond City Hall, 6911 No. 3 Road
 Phone: 604-276-4395
 Email: DevApps@richmond.ca

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[Addressee Information]



**Richmond Zoning Bylaw 8500
Amendment Bylaw No. 9842**

The Council of the City of Richmond enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 2.6 by amending Sections 2.6.3 and 2.6.4 by deleting all references to “50.0 m” and replacing them with “100.0 m”.
2. This Bylaw is cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9842”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>W</i>
APPROVED for legality by Solicitor <i>J.A.</i>

MAYOR

CORPORATE OFFICER



Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Development Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 9843

The Council of the City of Richmond enacts as follows:

1. Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Development Permit Procedure Bylaw No. 7273, as amended, is further amended at Section 3.1.1 (b)(ii) by deleting the reference to “50 metres” and replacing it with “100 metres”.
2. This Bylaw is cited as “**Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 9843**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>UO</i>
APPROVED for legality by Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER



Board of Variance Bylaw No. 9259, Amendment Bylaw No.10080

The Council of the City of Richmond enacts as follows:

1. Board of Variance Bylaw No. 9259, as amended, is further amended as follows:
 - a) In Section 3.1 Completion of Application by inserting a new subsection 3.1.6 as follows:

“3.1.6 The person or owner making an **application** shall submit:

 - (a) the applicable fee for the Board of Variance meeting notifications, as specified in the *Consolidated Fees Bylaw No. 8636*, which fee is non-refundable except in accordance with Section 3.2.2 of this Bylaw.”;
 - b) In Section 3.1.1 by deleting the reference “section 901” and replacing it with “section 540”, deleting “section 901.1” and replacing it with “section 543”, and deleting “section 902” and replacing it with “section 544”;
 - c) In Section 3.1.5 by deleting “section 914.2” and replacing it with “section 548”;
 - d) In Section 4.1.2(c) by deleting the reference to “50 metres” and replacing it with “100 metres”; and
 - e) In Section 5.1 by deleting “RSBC 1996, c. 323” from the definition of *Local Government Act* and replacing it with “RSBC 2015, c.1”.
2. This Bylaw is cited as “**Board of Variance Bylaw No. 9259, Amendment Bylaw No. 10080**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>UO</i>
APPROVED for legality by Solicitor <i>DA</i>

MAYOR

CORPORATE OFFICER



**Development Application Fees Bylaw No. 8951,
Amendment Bylaw No. 10083**

The Council of the City of Richmond enacts as follows:

1. Development Application Fees Bylaw No. 8951, as amended, is further amended in Part One – Establishment of Fees as follows:

a) After sub-section 1.2.5, by inserting new sub-sections 1.2.6 and 1.2.7 as follows:

“1.2.6 In addition to the fees required pursuant to the other subsections of Section 1.2 (Zoning Amendments), every **applicant** for an amendment under Section 1.2 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.

1.2.7 In addition to the fees required pursuant to the other subsections of Section 1.2 (Zoning Amendments), every **applicant** for an amendment under Section 1.2 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.”;

b) After sub-section 1.3.3, by inserting new sub-sections 1.3.4 and 1.3.5 as follows:

“1.3.4 In addition to the fees required pursuant to the other subsections of Section 1.3 (Official Community Plan Amendments), every **applicant** for an amendment under Section 1.3 must submit the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.

1.3.5 In addition to the fees required pursuant to the other subsections of Section 1.3 (Official Community Plan Amendments), every **applicant** for an amendment under Section 1.3 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.”;

c) After sub-section 1.4.5, by inserting new sub-sections 1.4.6 and 1.4.7 as follows:

“1.4.6 In addition to the fees required pursuant to the other subsections of Section 1.4 (Development Permits), every **applicant** for a Development Permit under Section 1.4 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.

1.4.7 In addition to the fees required pursuant to the other subsections of Section 1.4 (Development Permits), every **applicant** for a Development Permit under Section 1.4 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed Development Permit Panel meeting notices.”;

d) After sub-section 1.5.1, by inserting new sub-sections 1.5.2 and 1.5.3 as follows:

“1.5.2 In addition to the fees required pursuant to the other subsections of Section 1.5 (Development Variance Permits), every **applicant** for a Development Variance Permit under Section 1.5 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.

1.5.3 In addition to the fees required pursuant to the other subsections of Section 1.5 (Development Variance Permits), every **applicant** for a Development Variance Permit under Section 1.5 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed Development Permit Panel meeting notices.”;

e) After sub-section 1.15.2, by inserting new sub-sections 1.15.3 and 1.15.4 as follows:

“1.15.3 In addition to the fees required pursuant to the other subsections of Section 1.15 (Heritage Alteration Permits and Heritage Revitalization Agreements), every **applicant** for a Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance and has no associated Development Permit, or a Heritage Revitalization Agreement, under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the early public notices as described in the Council Policy titled “Early Public Notification – Land Use Applications.

1.15.4 In addition to the fees required pursuant to the other subsections of Section 1.15 (Heritage Alteration Permits and Heritage Revitalization Agreements), every **applicant** for a Heritage Revitalization Agreement under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed **public hearing** notices.”;

2. This Bylaw is cited as “**Development Application Fees Bylaw No. 8951, Amendment Bylaw No. 10083**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>UO</i>
APPROVED for legality by Solicitor
<i>LSA</i>

MAYOR

CORPORATE OFFICER



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended as follows:
 - a) In the schedule titled “SCHEDULE – DEVELOPMENT APPLICATION FEES”, under the heading “**Zoning Amendments No. 8951**”, after Section 1.2.5, by inserting new Sections 1.2.6 and 1.2.7 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.6	Early Public Notices – Zoning Amendments	\$1.52 per address identified	Not Applicable
Section 1.2.7	Public Hearing Notices – Zoning Amendments	\$1.52 per address identified	Not Applicable

- b) In the schedule titled “SCHEDULE – DEVELOPMENT APPLICATION FEES”, under the heading “**Official Community Plan Amendments No. 8951**”, after Section 1.3.2, by inserting new Sections 1.3.3 and 1.3.4 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.3.3	Early Public Notices – Official Community Plan Amendments	\$1.52 per address identified	Not Applicable
Section 1.3.4	Public Hearing Notices – Official Community Plan Amendments	\$1.52 per address identified	Not Applicable

- c) In the schedule titled “SCHEDULE – DEVELOPMENT APPLICATION FEES”, under the heading “**Development Permits No. 8951**”, after Section 1.4.5, by inserting new Sections 1.4.6 and 1.4.7 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.4.6	Early Public Notices – Development Permits	\$1.52 per address identified	Not Applicable

Section 1.4.7	Development Permit Panel Meeting Notices – Development Permits	\$1.52 per address identified	Not Applicable
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d) In the schedule titled “SCHEDULE – DEVELOPMENT APPLICATION FEES”, under the heading “**Development Variance Permits No. 8951**”, after Section 1.5.1, by inserting new Sections 1.5.2 and 1.5.3 as follows:

Section	Application Type	Base Fee	Incremental Fee
Section 1.5.2	Early Public Notices – Development Variance Permits	\$1.52 per address identified	Not Applicable
Section 1.5.3	Development Permit Panel Meeting Notices – Development Variance Permits	\$1.52 per address identified	Not Applicable

e) In the schedule titled “SCHEDULE – DEVELOPMENT APPLICATION FEES”, under the heading “**Heritage Applications No. 8951**”, by deleting Sections 1.15.1 (a), (b), and (c), and replacing with the following:

Section	Description	Base Fee	Incremental Fee
Section 1.15.1	Heritage Alteration Permit - No Development Permit or Rezoning Application	\$265.00	Not Applicable
	Heritage Alteration Permit - With Development Permit or Rezoning Application	20% of the total applicable Development Permit or Rezoning fee, whichever is greater	Not Applicable
Section 1.15.2	Heritage Alteration Agreement – For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.3	Heritage Revitalization Agreement - No Development Permit or Rezoning Application	\$265.00	Not Applicable
	Heritage Revitalization Agreement - With Development Permit or Rezoning Application	20% of the total applicable development permit or	Not Applicable

		rezoning fee, whichever is greater	
Section 1.15.4	Early Public Notices – Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance and has no associated Development Permit, or Heritage Revitalization Agreement	\$1.52 per address identified	Not Applicable
Section 1.15.5	Public Hearing Notices – Heritage Revitalization Agreement (where use or density is varied)	\$1.52 per address identified	Not Applicable

f) In the schedule titled “SCHEDULE – BOARD OF VARIANCE”, after the last entry, insert new fees as follows:

Description	Fee
Board of Variance Meeting Notices- Board of Variance Applications (Section 3.1.6(a))	\$1.52 per address identified

2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



**Heritage Procedures Bylaw No. 8400
Amendment Bylaw No. 10236**

The Council of the City of Richmond enacts as follows:

1. **Heritage Procedures Bylaw No. 8400**, as amended, is further amended:

- a. by inserting after Section 8.4 the following new heading and new Section 8.5:

“Notification of Public Hearing for a Heritage Revitalization Agreement

- 8.5 Where a Public Hearing is required for a Heritage Revitalization Agreement that would vary use or density of use, the application for the Heritage Revitalization Agreement is subject to the Public Hearing and Notification requirements required by the City for a zoning bylaw amendment in the City’s Zoning Bylaw 8500.”
- b. at Section 3.1 by deleting the reference “Section 972” and replacing it with “Section 617”, deleting the reference “Section 954” and replacing it with “Section 598”, deleting the reference “Section 966” and replacing it with “Section 610”;
- c. at subsection 4.1.3 deleting the reference “Section 967” and replacing it with “Section 611”;
- d. at subsection 4.1.4 deleting the reference “Section 964” and replacing it with “Section 608”;
- e. at subsection 5.1.1 deleting the reference “Section 956” and replacing it with “Section 600”;
- f. at subsection 5.1.2 deleting the reference “Section 958” and replacing it with “Section 602”;
- g. at Section 5.2 deleting the reference to “Section 972(4)” and replacing it with “Section 617(4)”, and deleting the reference “Section 972” and replacing it with “Section 617”;
- h. at Section 5.3 deleting the reference “Section 973(2)(c)” and replacing it with “Section 618(2)(c)”;
- i. at Section 9.1 deleting the reference “Section 967” and replacing it with “Section 611”; and

Bylaw No. 10236

- j. at Schedule A deleting the reference "Section 972" and replacing it with "Section 617", deleting the reference "Section 967" and replacing it with "Section 611", deleting the reference "Section 965" and replacing it with "Section 609", deleting the reference "Section 971" and replacing it with "Section 615", and the reference "Richmond Zoning and Development Bylaw No. 5300" is replaced with "Richmond Zoning Bylaw 8500".

2. This Bylaw is cited as "**Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 10236**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

