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## **Planning Committee**

Date: Tuesday, December 7, 2010

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Greg Halsey-Brandt, Vice-Chair  
Councillor Linda Barnes (arrived at 4:05 p.m.)  
Councillor Sue Halsey-Brandt  
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### **MINUTES**

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on Tuesday, November 16, 2010, be adopted as circulated.*

**CARRIED**

### **NEXT COMMITTEE MEETING DATE**

Wednesday, January 5, 2011, (tentative date) at 4:00 p.m. in the Anderson Room

### **CORPORATE SERVICES DEPARTMENT**

- 1. HOUSING AGREEMENT BYLAW NO. 8677 TO PERMIT THE CITY TO ENTER INTO A HOUSING AGREEMENT TO SECURE AFFORDABLE HOUSING UNITS- 9331, 9351, 9371, 9391 & 9411 ODLIN ROAD**  
(File Ref. No.: 08-4057-05; 12-8060-20-8677) (REDMS No. 3060705)

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It was moved and seconded

*That:*

- (1) *Bylaw No. 8677 be introduced and given first readings to permit the City in accordance with section 905 of the Local Government Act to enter into a Housing Agreement with Polygon Mayfair Place Homes Ltd. (or its designate). The Housing Agreement together with a housing covenant will act to secure the 16 affordable housing units that are proposed as part of Rezoning Application No. 10-537689 which relates to a development to be constructed on 9331, 9351, 9371, 9391 & 9411 Odlin Road; and*
- (2) *the Deputy Chief Administrative Officer be authorized to execute the Housing Agreement on behalf of the City and to take all required steps to file a notice of the Housing Agreement in the Land Title Office.*

**CARRIED**

### PLANNING & DEVELOPMENT DEPARTMENT

2. **APPLICATION BY ZEESHAN HASAN FOR REZONING AT 10191 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**

(File Ref. No.: 12-8060-20-8681, RZ 10-517689) (REDMS No. 3061604)

It was moved and seconded

*That Bylaw No. 8681, for the rezoning of 10191 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)", be introduced and given first reading.*

**CARRIED**

3. **DEVELOPMENT APPLICATION FEES**

(File Ref. No.: 12-8060-20-8670) (REDMS No. 3044943)

A brief discussion ensued between Committee and staff regarding:

- staff arrived at the proposed fee structure after examining (i) cost recovery, and (ii) the fee structure of other Lower Mainland municipalities;
- the proposed fee structure is reasonable and cost effective; and
- a landscape inspection has no fee attached, but a landscape re-inspection fee is proposed and is only charged when staff is asked to return to a development site to take a second look at landscaping changes.

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Brian J. Jackson, Director of Development, explained the rationale for the increase in the fee for Air Space Parcel Subdivision, and stated that more developers request this service more frequently than in the past, as a result of larger developments in the City. These requests require Planning and Law staff time and effort to vet developments in detail so that every phase of a development works well.

It was moved and seconded

*That Development Application Fees Bylaw No. 7984, Amendment Bylaw No. 8670, to introduce new development application fees and to revise some of the existing development application fees, be introduced and given first, second and third reading.*

**CARRIED**

**4. HOUSEKEEPING AMENDMENTS TO RICHMOND ZONING BYLAW 8500**

(File Ref. No.: 12-8060-20-8500) (REDMS No. 3056954)

(Cllr. Linda Barnes arrived at 4:05 p.m.)

A brief discussion ensued between Committee and staff regarding Amendment Bylaw No. 8684 and especially Clause 1.f of the Zoning Bylaw on: (i) the definitions of “structure, accessory” and “hardsurfacing” as they relate to tennis courts; and (ii) if the Zoning Bylaw does not specifically mention “tennis courts” does that exclusion indicate that they are not permitted.

Staff advised that a review of Agriculture Land Reserve regulations would clarify the definition of terms in Clause 1.f of the Zoning Bylaw.

Committee directed staff to prepare a memo for distribution to Council, prior to the Monday, December 13, 2010 Council meeting, responding to queries related to regulations regarding tennis courts.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 8684 be introduced and given first reading.*

**CARRIED**

**5. T3 – TREE REMOVAL PERMIT APPLICATION AS IT RELATES TO REZONING IN PROCESS**

(File Ref. No.: 10-6550-0) (REDMS No. 3056196)

Gavin Woo, Acting Director, Building Approvals, advised that the staff report addresses (i) requests from representatives of Richmond homebuilders, (ii) information sought by the development community.

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Mr. Woo added that staff has communicated to the developers and builders the conditions that must be satisfied before the City will allow tree removal after a successful Public Hearing.

It was moved and seconded

*That the T3 – Tree Removal Permit Application Process (for Rezoning in Process as attached to this report) be extended to single-family rezoning applications that have been granted third reading.*

**CARRIED**

## BUSINESS & FINANCIAL SERVICES DEPARTMENT

6. **BYLAW AMENDMENTS TO LICENCE AND REGULATE BED AND BREAKFAST ESTABLISHMENTS**

(File Ref. No.: 10-6550-0; 12-8060-20-8672/8666/8667/8668) (REDMS No. 3056196)

Discussion ensued between Committee and staff regarding the proposed amendments to the (i) Zoning Bylaw, and (ii) the Business Licence and Business Regulation Bylaw, for bed and breakfast establishments, and in particular on:

- bed and breakfast operations would not be permitted in non single-family dwelling zones, or single-family areas governed by a Land Use Contract;
- access to the guest register at a bed and breakfast establishment would ensure that the establishment is adhering to the permitted number of guests, and there is no intent to compromise the privacy of the area neighbourhood;
- the proposed Code of Conduct sets out the City's involvement for Business Licence discipline, such as suspension or cancellation, in the event establishment operators fail to adhere to the Code of Conduct;
- one on-site parking space is to be provided for each guest room, and can be in tandem with the residential parking requirement;
- food preparation by a guest in a guest room is prohibited, although preparation of tea or coffee in the guest room is permitted;
- the accommodation of bed and breakfast guests for periods of 30 days or less is in accordance with the City's Zoning Bylaw;
- inspection of landscaping at a bed and breakfast establishment would be done on a complaints-received basis;

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- Richmond's bed and breakfast operators would first gain accreditation through BC Tourism and would adhere to that entity's requirements before they would apply for the City's Special Business Licence;
- operators would outfit individual guest rooms with displayed printed material providing instruction for the exit route, in case of a fire or other emergency; and
- a next step for staff is to send written communication to the City's bed and breakfast operators inviting feedback on the proposed amendments to the Zoning Bylaw and the Business Licence Business Regulation Bylaw; feedback would be collected before the issue goes to a Public Hearing.

In response to a query, Glenn McLaughlin, Chief Licence Inspector and Risk Manager, advised that he will contact Tourism Richmond (TR) to ascertain whether a bed and breakfast establishment in the City must be accredited before it is featured on the TR website.

Mr. Jackson commended staff from Policy Planning and from Development Applications, for their work on the issue of bed and breakfast establishments. He added that staff was grateful for direction forthcoming from Council.

The Chair remarked that staff should be commended for their work, and that Committee was grateful that the October 2010 referral on the issue resulted in a report for Committee to consider in December 2010.

It was moved and seconded

***That:***

- (1) Richmond Zoning Bylaw 8500, Amendment Bylaw 8672 (Bed and Breakfast) be introduced and given first reading.***
- (2) Business Licence Bylaw No. 7360, Amendment Bylaw No. 8666 that establishes Special Business Licence Application Requirements for the operation of Bed and Breakfast Establishments be introduced and given first reading.***
- (3) Business Regulation Bylaw No. 7538, Amendment Bylaw No.8667 that establishes Bed and Breakfast Establishment Regulations be introduced and given first reading.***
- (4) Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No.8668 that establishes fines for Bed and Breakfast Establishments be introduced and given first reading.***

**CARRIED**

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7. **MANAGER'S REPORT**

*(a) 2041 Official Community Plan (OCP) Update*

Terry Crowe, Manager, Policy Planning, updated Committee regarding recent 2041 Official Community Plan (OCP) preparation activity. He advised that:

- the November 24, 2010 Sustainability Open House drew a small crowd but resulted in a substantive discussion regarding the City's sustainability framework;
- the November 25, 2010 OCP Agriculture Open House attracted over 100 attendees and solicited many substantial comments;
- as East Richmond residents do not see City advertising placed in the local newspapers, that mailings to them are useful; and
- the following staff reports would be coming to Committee early in 2011: (i) the 2041 Employment Lands Strategy; (ii) the Fall 2010 OCP Survey and OCP Concept; and (iii) the Environmentally Sensitive Areas (ESA) report.

Discussion ensued with comments made regarding: (i) agricultural taxation; (ii) small farm animals; and (iii) City departments hosting Open Houses for subjects such as sustainability, among others.

*(b) Financing for the Agricultural Land Commission (ALC)*

A comment was made that at the October 13, 2010 meeting of the Agricultural Advisory Committee (ACE) Committee members had expressed concern over the limited funding being provided to the ALC by the Provincial Government. ACE members noted that limited ALC staff participation in local agricultural advisory committee meetings throughout the province was a result of the low level of Provincial ALC funding.

Joe Erceg, General Manager, Planning and Development, commented that ALC staff are willing to participate fully, but there is not enough ALC staff members, due to the insufficient funding received by the Province.

As a result of the discussion the following motion was introduced:

It was moved and seconded

*That Council send a letter to the B.C. Minister of Agriculture and Lands requesting that sufficient funding be provided to enable the Agricultural Land Commission (ALC) to undertake its mandate and provide appropriate staff resources to support agriculture Province-wide.*

**CARRIED**

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***(c) Steveston Winter Farmers and Artisans Market***

The Chair queried staff regarding the type of licenses vendors require to operate at the Steveston Winter Farmers and Artisans Market, located inside the Gulf of Georgia Cannery National Historic Site.

Mr. McLaughlin provided background information regarding the types of licenses for the types of markets operating in the City. He advised that City bylaws address the definition of a farmers market or a night market.

Staff received direction from Committee to further investigate the question of licenses for farmers and artisans who wish to participate as vendors at the Steveston Winter Farmers and Artisans Market.

***(d) Social Planning Strategy Update***

John Foster, Manager, Community Social Development, reported that, to date, work on the Social Planning Strategy had primarily focused on consultation. The components of consultation were: (i) briefs received from City advisory committees, and other community groups; (ii) online and paper questionnaires; (iii) a community forum focusing on identifying key social planning priorities facing the City; (iv) the 'Let's Talk Richmond' online discussion forum; and (v) study circles.

Mr. Foster advised that a more detailed update report would be made to Committee in January 2011. He added that September 2011 is the target month for completion of the Social Planning Strategy.

**ADJOURNMENT**

It was moved and seconded  
***That the meeting adjourn (4:54 p.m.).***

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the Planning  
Committee of the Council of the City of  
Richmond held on Tuesday, December 7,  
2010.

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Councillor Bill McNulty  
Chair

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Sheila Johnston  
Committee Clerk