



City of Richmond

Report to Committee

To: Planning Committee

Date: January 4, 2012

From: Joe Erceg, MCIP
General Manager, Planning & Development

File:

Re: Hamilton Area Plan – Committee Update #1 – Clarified Terms of Reference, Work Plan and Timeline

Staff Recommendation

That the staff report dated January 4, 2012 from the General Manager, Planning and Development, entitled: "Hamilton Area Plan – Committee Update #1 – Clarified Terms of Reference, Work Plan and Timeline" be approved to guide the Hamilton Area Plan Update process.

Joe Erceg, MCIP
General Manager, Planning & Development

Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO: Development Applications Parks and Recreation Environmental Sustainability	CONCURRENCE Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY TAG 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO 	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

At the December 7th, 2011 Planning Committee meeting, the Committee reviewed a staff report on options for undertaking a City-led, developer-funded planning process to update the Hamilton Area Plan aimed at densifying the Hamilton Neighbourhood Shopping Centre and Sub-Areas 2 and 3 and which includes the Bridgeview Shopping Centre. The Committee made the following recommendation which was approved by Council its December 19th, 2011 regular meeting:

That:

- (1) as outlined in the staff report dated November 29, 2011 from the General Manager, Planning and Development, entitled: "Hamilton Area Plan Update Options", Option 1 be endorsed; and*
- (2) staff report back to Council at regular intervals regarding the progress of the work plan for the Hamilton Area.*

This report presents an update on minor clarifications to the City's Terms of Reference (Attachment 1) for the Hamilton Area Plan Update (plan update) and a summary of the clarified Work Plan (Attachment 2) and Timeline (Attachment 3) to undertake the process under the City's direction.

Finding Of Fact

As approved by Council, under City leadership, Oris Consulting Ltd., with its consultants, will be undertaking technical studies, public consultation and drafting the plan update. In addition to ongoing consultation with staff, Planning Committee and Council will receive frequent updates on the plan update process. This brief report outlines the two major components guiding the plan update:

1. City of Richmond Terms of Reference for Hamilton Area Plan Update
2. Work Plan and Timeline for the Hamilton Area Plan Update

Analysis

City's Terms of Reference

The draft Terms of Reference (TOR) for the plan update presented at December 7th, 2011 Planning Committee meeting has been again reviewed by City staff from the Environmental Sustainability, Transportation, Parks, Engineering Planning and Social Development Divisions to ensure that the range of community and City interests are addressed completely. Oris Consulting Ltd. has also reviewed the draft TOR.

The highlights of the TOR include:

- Updating land-use planning policies.

- Considering alternative transportation modes and traffic safety.
- Undertaking a range of studies including demographics, soils, design, economic viability, land uses types, and environmentally sensitive and riparian management areas.
- Providing opportunities for public consultation by undertaking community open houses and surveys.

The main refinements to the TOR (Attachment 1) include language on:

- Ensuring design guidelines are included that recognize the heritage and character of Hamilton while allowing for community input on a contemporary community character.
- Reviewing the role of the Hamilton Highway Park with the community.
- Ensuring all aquatic and terrestrial habitat is identified and described.
- Considering improved connections to the regional and New Westminster trail systems.

Clarified Work Plan and Timeline

The clarified Work Plan and Timeline (Attachments 2 and 3) have been prepared based on the above City TOR and consultation with City staff. Key highlights of this five-phase Work Plan include:

Phase 1: Prepare Baseline Information

In consultation with City staff, a Baseline Analysis will be undertaken including review of:

- Existing policy documents including the current and proposed OCP.
- Undertaking consultation with City and other agency staff.
- Undertaking consultations with the City of New Westminster staff, New Westminster School Board staff and Queensborough residents.
- Preparing a Background Information Report.
- Undertaking a Community Survey.
- Undertaking a soils review to determine implications of the different planning options.
- Undertaking an environmentally sensitive areas review.

Specific consultation activities include:

- Launching of an Electronic Media Tool on the City's website.
- Holding the Community Consultation Meetings at convenient times (e.g. weeknights and weekends).
- Undertaking a Community Survey coordinated with these meetings.
- Providing an Update Report to City Council in April, 2012 (dates are approximate).

Phase 2: Analyse Phase 1 Findings to Prepare Policy Options

In consultation with City staff, the Phase 1 information will be analysed to develop options on the following inter-related planning elements:

- Land use
- Density
- Architectural and landscape design

- Parks, trails, community services and facilities
- Transportation

Specific consultation activities include:

- On-going use of the Electronic Media Tool on the City's website.
- Holding Community Consultation Meetings.
- Undertaking a 2nd Community Survey coordinated with these meetings.
- Providing an Update Report to City Council in July, 2012.

Phase 3: Detailed Studies on Planning Options

- Detailed study on the Planning Options will also include the following undertaken by Oris' consultants, while addressing the requirements of City staff:
- Economic feasibility study analysing the viability of the different planning options.
- Completing a financial review and proposed mechanisms for the developers to fund infrastructure, parks and community services through DCCs and other means.

An Update Report will be also provided to City Council in November, 2012. Community Consultation Meetings are not planned for this phase as it is technical in nature unless Council or staff sees there is a need for more consultation at this time based on previous public feedback.

Phase 4: Prepare Draft Hamilton Plan Update

Oris' planning consultant, in consultation with City staff, will prepare a draft Plan based on the preferred planning option derived from the above public consultation, technical analysis and Council direction.

An Update Report will be provided to City Council in January, 2013 which will seek Council direction on proceeding with the proposed draft Plan as presented or as modified as required by Council.

Phase 5: Finalize the Hamilton Plan Update and Public Consultation

The Plan will be finalized based on direction from staff and Council as discussed above. Final Public Consultation Meeting(s) will be held, including:

- On-going use of the Electronic Media Tool on the City's website.
- Holding the final Community Consultation Meetings on a weekday night and weekend day.

It is proposed that Planning Committee and Council will be presented with a completed final draft Plan for consideration in March 2013 (estimated). This completion date may be extended if Council requires further consultation. The Plan would proceed to a public hearing as directed by Council.

Financial Impact

The Plan update process can be undertaken within the current City budget.

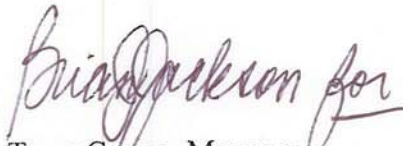
Conclusion

Based on the December 19th, 2011 Council direction to proceed with the Hamilton Plan Update, the Terms of Reference (TOR) has been finalized and clarified with input from several City Divisions. Oris Consulting Ltd. has then applied the finalized TOR to clarified the Work Plan and Timeline.

Given the above, staff recommends that the Hamilton Plan update proceed with Oris Consulting Ltd. undertaking the work under City direction following the clarified TOR, Work Plan and Timeline as presented.



Mark McMullen,
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Terry Crowe, Manager,
Policy Planning
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MM:rg

Attachment 1	Clarified City of Richmond Terms of Reference for Hamilton Area Plan Update
Attachment 2	Clarified Work Plan for the Hamilton Area Plan Update
Attachment 3	Clarified Timeline or the Hamilton Area Plan Update

January 4, 2012 11:30am

**DRAFT Terms of Reference
For Option 1 To Plan Hamilton Sub-Areas 2 and 3 (Expanded)**

1. Status

- **These Terms of Reference have been revised by adding City staff team comments to the Draft TOR previously included in the November 23, 2011 "Hamilton Area Plan - Planning Options Report" to the December 7, 2011 Planning Committee meeting (Content Changes are in Bold).**

2. Purpose

The purpose of the TOR is to provide the City and developers with certainty by which:

- A developer, under City supervision, can undertake a planning and public consultation process for Hamilton Sub-Areas 2 and 3 (Expanded).
- After the Hamilton Area Plan is updated, developers may submit development applications to redevelop the Sub-areas.

In this manner, there will be an appropriate planning framework which reflects community preferences and can be used to assess the appropriateness of specific development applications.

3. Consultation Considerations

The planning consultation area is to be all of Hamilton and for Sub-area 2 include Queensborough residents.

The Richmond School District, the City of New Westminster and the New Westminster School Board are to be consulted. The following school matters are to be addressed

- Review the existing capacities at the Hamilton Elementary School for school aged children.
- The Richmond School District will be consulted throughout the development of the Master Plan.
- Residential growth will be aligned with options to provide appropriate space for school age children within existing facilities. The Richmond School District and Province will determine if school expansion (through temporary – portables or permanent school expansion) is necessary based on the growth of school-aged children in the area.

4. Hamilton Area Plan Requirements

The Hamilton Area Plan (HAP) requires that, before re-development occurs in the Sub-Areas 2 and 3 (expanded)

- Additional public consultation is to occur, to learn the community's land use preferences;

- More detailed planning is to occur, to better clarify and manage the type and amount of preferred development;
- The City's infrastructure capacity to service new development is to be clarified; and
- The Richmond and New Westminster School Board's ability to provide elementary schools is to be clarified.

5. Existing 1999 Official Community Plan (OCP) Policies for All Neighbourhood Centres

An objective of the OCP is to maintain a hierarchy of retail and personal service locations in the City (e.g., City Centre, neighbourhood centres, local commercial centres). The neighbourhood centres and local commercial centres are outside the City Centre and are intended to meet community-wide and neighbourhood needs. The OCP identifies seven "Neighbourhood Centre" locations one of which is the Hamilton Neighbourhood Centre.

The existing broad OCP Neighbourhood shopping centre development policies emphasize:

- Fostering a "village" character for neighbourhood retail districts outside the City Centre;
- Enhancing neighbourhood shopping centres by:
 - Supporting their development and use as neighbourhood service centres by encouraging neighbourhood services and amenities to cluster in their vicinity,
 - Improving the pedestrian, bike, wheelchair and scooter-friendliness of these centers, to achieve a "main street" gathering place for the surrounding neighbourhood;
- Encourage the development of small, pedestrian-friendly, streetfront convenience and personal service facilities on major roads to complement neighbourhood service centres and responding to the needs of surrounding residents; and
- Limit strip retail and large warehouse-style "big box" retail to specific locations identified for auto-oriented commercial use, paying special attention to design and traffic circulation.

6. Relevant OCP Policies for the Hamilton Area Neighbourhood Shopping Centre Area

The relevant OCP policies for the Hamilton Neighbourhood Shopping Centre Area are:

- Provide opportunities for viable commercial development within the established commercial core to serve the day to day needs of the area residents and workers;
- Keep Hamilton's commercial core in its present central location;
- Evaluate the need for additional commercial space when the populations of Hamilton and Queensborough grow;
- Recognize the physical impact of business activity on Hamilton by acknowledging travel patterns in transportation improvements and by controlling design impacts through design guidelines; and
- Minimize impacts between proposed business uses and established residential neighbourhoods.

Note: Other OCP policies (e.g., growth management, housing choice, neighbourhood characteristics and design, transportation, the natural environment, parks and open space, community facilities and services, city infrastructure, flood protection) in Schedule 2.14, "Hamilton Area Plan", are also to be considered.

7. Hamilton Neighbourhood Shopping Centre Area Planning Considerations

The following principles are to be addressed in the Hamilton Neighbourhood Shopping Centre Master Plan:

- Emphasize Sustainability (e.g., social, economic and environmental, the City's Green Building policies, infrastructure);
- Achieve a Compact Community:
 - Better integrate development with the surrounding urban fabric,
 - Foster a pedestrian-friendly, mixed-use (e.g., residential, office, commercial) neighbourhood,
 - Allow new uses including interior and exterior oriented retail uses,
 - Encourage street-oriented retail and the development of a 'high-street' concept along Gilley Road,
- Improve connectivity and transit to and from the shopping centre;
- Encourage a more integrated access network of street, bicycle and pedestrian paths to enhance non-car land uses;
- Improve linkages to the surrounding neighbourhood (including improved pedestrian crossing of Gilley at relevant locations);
- Improve transportation including circulation, parking and loading areas, and pedestrian and cycling connections;
- Encourage alternatives to the car (e.g. transit, bus passes, **electric vehicle plug-ins**, bicycle facilities, and walking), within a 5 to 10 minute walking distance (400 to 800 metres; 1,200 to 2,500 feet);
- Improve pedestrian and traffic safety;
- Improve economic viability for existing and proposed business uses;
- Developers to provide community amenities that are commensurate with the development and do not compromise economic viability of developments.

The proposed land uses and densities in Areas 2 and 3 should complement the existing single-family and townhouse uses in the adjacent areas of Hamilton to the west and south, and across Boundary Road in Queensborough to the east.

The current Bridgeview Shopping Centre site should be redeveloped into an urban mixed-use neighbourhood with a variety of building forms which complement adjacent areas and consider:

- The building forms and a mix of 3 storey townhouse and 4-storey mid-rise buildings (All-Residential or Mixed Multiple-Family Residential/Commercial),
- Buildings of varied heights, and
- Mixed use and commercial buildings with a mix of interior-oriented retail and street-oriented retail along Gilley Road (Main Street).

8. General Considerations For Sub-Areas 2 and 3 (Expanded)

The following concerns are to be considered and addressed in the planning process:

A Community Vision:

- An overall area Neighbourhood shopping centre vision and character statement (e.g., retail and residential streetscapes, Gilley Road, New Westminster Highway and Smith Drive streetscape).

Mixed Use Types and Quantities:

- The land use types and amounts that are needed and likely to be achieved in this location.

Density and Land Use

From the proposed 2041 OCP Concept, the following density framework has been prepared as a guide and may be changed during the planning process.

- Sub Area 2
This area is envisioned to be primarily townhouse and possible duplex and triplex multiple-family residential.
- Sub-Area 3 - Neighbourhood Shopping Centre Inner Core
The inner core would include commercial, townhouse and apartment multiple-family, mixed-use and institutional uses.
- Sub-Area 3 - Neighbourhood Shopping Centre Outer Core
The outer core is the area within a 5 minute walk to the inner core and would include commercial and townhouse multiple-family uses.

Building Heights

- Within the Bridgeview Shopping Centre and along Gilley Road ("Main Street"), the building heights are to be varied and the maximum building height is to be no more than 4 storeys above parking, **unless buildings are built in conjunction with affordable housing; or commercial and / or retail uses;** or institutional uses, which may then be higher than 4 storeys and up to 6 storeys above parking.

Building Form

- For all uses, a variety of building forms;
- For residential uses, 3 storey townhouses, mid-rise buildings and townhouses.

Urban Design

- **Prepare design guidelines recognizing the heritage and character of the Hamilton Area (refer to the Hamilton Then & Now public art piece at the Hamilton Community Centre), however, allowing for community input to direct the future direction through an interpretive, contemporary or aspirational community character.**
- Public safety (CPTED) must be incorporated into building and landscaping designs.
- Provide community focal points and elements to give a sense of place.
- Improve streetscape and the public realm (e.g., medians, boulevards, street furniture).

Amenities

- Identify any current gaps in community amenities (e.g., **childcare**, affordable housing, parks) and the anticipated need for them.
- **Identify mechanisms for achieving** requirements for built affordable housing, child care facilities, **and other community amenities.**
- Enhance parks, trails, community facilities, recreation and public plazas.
- Public art.

Transportation

- Transit – In **consultation with TransLink and Coast Mountain Bus Company**, **work toward an enhanced** transit service to the neighbourhood shopping centre that provide linkages to regional centres and other neighbourhood centres in Richmond. Ensure transit stops and related infrastructure (pedestrian linkages) are integrated in to Master Plan.
- Pedestrians – Provide a safe, convenient and integrated walking environment to facilitate pedestrian movements to and from the neighbourhood shopping centre and surrounding areas (e.g., school/community centre, surrounding residential areas).
- Cycling – Enhance cycling infrastructure and maximize opportunities to promote cycling as a mode of transportation to/from the neighbourhood shopping centre and promote linkages to existing established cycling routes;
- Street network – Improve circulation and accessibility by reviewing the existing street network to ensure it safely accommodates multiple modes of transportation (car, bike, pedestrian) and requiring new roads, frontage and road upgrades in conjunction with development proposals.
- Access to Arterial Roads – Access for new developments to Westminster Highway (Major Arterial) and River Road (Local Arterial) should be limited and existing accesses removed when possible (e.g., **when alternative access is provided** and designed to address site-specific concerns.

Engineering Planning and Services

- Infrastructure Upgrades (water, sanitary sewer, storm drainage):
 - The existing water, sanitary sewer, storm drainage capacities are to be identified; and
 - The proposed improvements to accommodate new land uses are to be identified.
- Developments will provide the necessary infrastructure needed (sanitary, water and storm) based on existing City servicing plans (e.g. sanitary) or develop servicing plans for approval by the City.

In addition to servicing works being undertaken by developers, the City will review capital works and DCC programs to determine any appropriate projects for the area due to possible changes in DCC –funded services resultant from proposed changes in land use.

Parks

- **Improve** and establish linkages for pedestrian movements to and from community destinations (school, community centre, neighbourhood centre), parks, trails through the neighbourhood shopping centre area and surrounding area and facilitate linkages through way-finding signage.
- Plan for substantial recreational and environmental improvements to the Queens Canal corridor.
- Provide strong linkages to the waterfront for both development proposals and public trails.
- **Review the role of Hamilton Highway Park with the community, and develop recommendations for its future enhancements if any.**
- **Analyse connections to the regional trail network and to the New Westminster trail system.**

Environmental Sustainability

- Sustainability: Maximize opportunities for sustainability. Ensure that all developments incorporate sustainability measures, including requiring LEED Silver certification or equivalent for new developments, design that minimizes GHG emissions, encourages the use of durable natural materials, re-use of materials, water consumption reduction and on-site storm water management as feasible.
- Habitat: Ensure all aquatic and terrestrial habitat is identified and described, including a review of federally protected (SARA) and provincially listed species.
- Ecological Resources: Manage existing ecological resources in the area (e.g., RMAs [e.g., Queens Canal], waterfront, ESAs) and integrate park related developments and infrastructure within this context.
- Important Water Elements: Water Recognize that watercourses, canals and the waterfront as strong, defining components of Hamilton's natural landscape.
- Stewardship: Foster community environmental stewardship.
- Riparian Design Considerations: Incorporate the riparian element into the character and design of new development (e.g., the shopping centre, residential, parks)
- Provincial Contaminated Sites Regulation: Identify contaminated sites **as publicly available on government registries.**
- **Hamilton Environmentally Sensitive Areas (ESA) and Riparian Management Area needs, particularly in Hamilton Area 2 and Area 3 (expanded) will need to be addressed in a manner to the satisfaction of the City and Oris, including considering current relevant studies (e.g., the City's draft ESA Management Strategy study).**
- Flood Protection – as per City policies and bylaws.

9. An Implementation Program

An Implementation Program is required and is to include:

- effective planning policies and design guidelines;
- zoning and building requirements;
- a Financing Program which shows:

- Costing and paying for desired public amenity and infrastructure upgrades (e.g., amenities, public realm improvements, streetscape upgrades, public art, road improvements and associated utilities);
- How much each element (e.g., infrastructure, amenities, public realm improvements, streetscape upgrades) will cost, on site and off site;
- Identifies sources and timing of revenue for the improvements, including:
 - Direct development payments for works adjacent to redevelopment sites (e.g., sidewalks, street lighting, landscaping);
 - Current and additional DCC payments (which would trigger an update of the DCC Bylaw) at subdivision and building permit (open space improvements, street works, servicing upgrades and daycares);
 - Amenity costs generally at rezoning (e.g. required and voluntary contributions);
 - Amenity costs at rezoning for a density bonus.
 - A public amenity and infrastructure phasing plan; and
 - Measure to ensure that City costs related to new development and associated amenities are to be zero or minimal.

10. Process, Studies and Schedule

City Staff Team and Role

A City staff team will be responsible for the overall management of the process, supervising the developer and ensuring that the Terms of Reference are addressed. The City staff team membership will include staff from Planning, Development Applications, Transportation, Economic Development, Engineering, Parks and Environmental Sustainability.

Developer Proponent Role

Proponents will be responsible for doing all the work at their expense. The proponent will undertake necessary studies including:

- Demographics
- Land use (residential, commercial, office)
- Economic: a study of the market potential of proposed developments in the Master Plan at the existing Bridgeview Shopping Centre location and proposed Gilley Road Main Street and financial feasibility of redevelopment (e.g. opportunities and constraints to new development, including residential and retail/service uses).
- Urban design (e.g., neighbourhood fit, character and streetscape)
- Engineering
- Flood Protection
- Traffic and transportation
- Financing
- **Community Surveys as may be necessary**
- **Identify and consider proposed City park, road and utility parcels**
- Parks, open space and recreational needs
- Other issues identified during the course of the planning process

The proponent will engage the services of the following professionals to undertake the work:

- Planner – Land use, density and building form,
- Architect – Design guidelines for buildings and open spaces,
- **Landscape Architect – park, open space and urban realm standards, program, and design guidelines,**
- Environmental Consultant – Riparian / other environmentally-sensitive areas and parks,
- Geotechnical Engineer – Soil conditions for buildings and servicing,
- Servicing Engineer – Water, sanitary and storm sewer services,
- Transportation Engineer – Major road improvements and local road network, **assessment of traffic safety and operations, functional road classification, cycling and pedestrian network, means to support and encourage alternate modes of travel, accommodate more environmentally-friendly means of vehicular travel (e.g., electric plug-ins);** and
- Others, as necessary.

Public Consultation Considerations

- Consult with residents, property owners, tenants, businesses, community groups and stakeholders particularly by using a variety of City approved methods (e.g., open houses, mail in surveys, random telephone surveys **and electronic media**).
- All City residents are also to be invited to provide comments.
- An initial open house and survey is required to provide an opportunity to identify issues and opportunities, and solutions.
- The proponent will ensure that community needs are addressed via the creation of draft options for further review by the public and Council.
- A follow-up open house will be held to provide an overview of the options and survey results.
- Refinements will be made to the draft Plan based on comments received on the draft options from Council and the public at the second open house.

Schedule

- The specific work schedule will be refined in discussions between City staff and the developer.

11. The Products

The study products are to include:

- survey result summaries,
- Background information and technical reports,
- Draft amendments to the Hamilton Area Plan, including: a vision, goals, objectives, policies and design guidelines;
- An Implementation Program

13. Time

The planning process is anticipated to take approximately a year.

Prepared By Policy Planning, City of Richmond.



Oris Consulting Ltd.
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To: Terry Crowe – Manager, Policy Planning Division, City of Richmond
Mark McMullen – Senior Coordinator – Major Projects, Development Applications Division – City of Richmond

From: Rozanne Kipnes – Vice President Development – Oris Consulting Ltd.
c.c. Dana Westermarck – President – Oris Consulting Ltd.

Date: January 3, 2012

Dear Mr. Crowe and Mr. McMullen;

RE: Hamilton Area Plan (HAP) Terms of Reference – Oris Proposed Implementation Plan

We have reviewed the City of Richmond Draft Terms of Reference dated December 15, 2011 for the Hamilton Area Plan Update. Oris' objective by participating with the City in the Area Plan and public consultation process is to provide the Hamilton Community and Council with a greater understanding of current services available; actual versus perceived needs of the community, options and proposed Area Plan policy and design guideline recommendations for the future direction of growth, densification and services for the Hamilton Community.

Further to the questions put forward in your email dated December 14, 2011, and our follow up meeting dated December 15, 2011 and subsequent correspondence, we offer the following implementation guidelines and proposed draft timeline regarding the Terms of Reference. This document may be used for submission to Council for approval to proceed with the Public Consultation Process;

Q.#1 Clarify how you will achieve the Terms of Reference.

A. Oris Consulting Ltd. will respect the Terms of Reference of December 15, 2011 and will undertake the public consultation at the direction of the City's Planning department with integrity and transparency of process.

Phase 1: Prepare Baseline Information

Oris proposes to establish a **Baseline Analysis** for the Hamilton Community by identifying: Existing Conditions; Services and Infrastructure; and City approved initiatives in progress, or planned.

This includes consultation with all City departments having an interest or jurisdiction including:

- City of Richmond:
 - Policy Planning, Development Applications, Transportation, Engineering, Parks, Recreation, Community Services (e.g., libraries) and others as appropriate.
- The Richmond School Board
- City of New Westminster Consultation as coordinated with City of Richmond Planning:
 - Land Use (e.g., Residential, Commercial, Community Facilities, Parks)
 - Infrastructure
 - Transportation impacts and planning for area transportation arterials
 - Other
- New Westminster School Board Consultation as coordinated with City of Richmond Planning:
 - School Board – Current elementary, middle and high school needs, capacity and expansion plans.

Review the existing Richmond 1995 Hamilton Area Plan, 1999 OCP Policies and the 2011 OCP Concept re Hamilton Neighbourhood Shopping Centre Area Planning Considerations (see Paragraphs 5 and 6 of attached TOR) for applicability re what needs to be considered in the planning study.

Technical studies to be undertaken at this time include:

- Hamilton Environmentally Sensitive Areas (ESA) and Riparian Management Area needs, particularly in Hamilton Area 2 and Area 3 (expanded) will need to be addressed in a manner to the satisfaction of the City and Oris, including considering current relevant studies (e.g., the City's draft ESA Management Strategy study).
- Review soils for how they affect proposed development, density and policies

Once information has been gathered from governing agencies, Oris will prepare a Background Information Report with some visual materials and a draft Community Survey for the residents and business owners of Hamilton and Queensborough. The survey purpose is to solicit directional feedback on what Hamilton and Queensborough residents think about current issues and options for community growth, densification, infrastructure, parks, trails and community services.

Oris proposes to report back to Planning staff and Council with the Baseline Analysis findings and a proposed draft Community Survey – Estimated April 2012

Afterward, based on Council and Planning staff direction, Oris will:

- Finalize the Community Survey
- Establish an Electronic Media Tool (i.e., 'Place Speak') by working with the City to launch an electronic media site to provide an ongoing flow of information between Hamilton and Queensborough residents and business owners, the City and Oris.
- Notify the community of the planning process and the 1st Community survey by:
 - Having a Place Speak website link on the City's Web site
 - Postal Drops
 - Local newspaper notices
 - Having a possible developer on-site presentation centre
 - Disseminating the Community Survey.

The 1st Community Consultation Meeting is anticipated to occur in April 2012.

For this meeting, Oris proposes to:

- Have City staff lead a community meeting in an open house, and Q and A format
- Present a summary of the Background Information Report and analysis
- Include visual representations, maps and graphics
- Review the 1st Community Survey with the residents and ask them to complete it in a timely manner.
- Following up with residents to encourage them to complete the Community Survey (e.g., random phone calls).

Feedback from electronic media (i.e., Place Speak) will be collected, summarized and analyzed and presented to Council and the community at regular intervals (see below).

Phase 1 ends - April 2012.

Phase 2 – Analyse Phase 1 Findings and Draft Policy Options

Oris will analyze the findings to date, the survey results and draft policy options for Council's consideration.

Oris will engage appropriate consultants as required, to analyse the Baseline Analysis materials; the survey results and feedback from the City of Richmond website. This work will include the following focus areas:

- **Demographics:**
Work with current census data to explore existing and projected:
 - Population changes, Diversity, Income, Housing, Employment, Other.
- **Identify Land Use Options**
 - Review existing land uses and their adequacy to meet existing residents' needs including:
 - Residential: identify options (e.g., apartment, townhouse, duplex, coach house, granny flat)
 - Commercial:
 - Create an inventory of existing commercial services for Hamilton and Queensborough
 - Assess the desire for a range of commercial uses
 - Estimate which commercial uses may be viable for Hamilton in the future
 - Estimate which commercial uses may be viable outside of Hamilton
 - Community Services and Facilities: Assess what community services and facilities exist, their adequacy and options for their possible expansion and provision in light of City and developers' limited budgets and resources
 - Parks and Trails: Assess existing parks and trails, their adequacy and options for their possible expansion and provision in light of City and developers' limited budgets and resources
 - Propose Phasing options (e.g., short and long terms) for the land uses, parks, trails, community services and facilities.
- **Identify Land Use Density Options:**
 - Review existing development densities (e.g., residential, commercial)
 - Propose a range of new development densities for consideration:
 - Low density
 - Mid density
 - A balance and mix of density options throughout Hamilton neighbourhood.
 - Graphically show the options.
- **Identify Architectural and Landscape Design (form, character) Options**
 - Hold a design charrette focus group with City of Richmond staff and community stakeholders, and the public realm
 - Consider Hamilton's historical character when preparing the design guidelines,
 - Illustrate a range of land use (e.g., housing) types, density and high street options.
- **Identify Transportation Improvements:**
Identify and assess a wide range of transportation improvement options by considering the needs of:
 - Youth, Families, Seniors, The physically challenged, Seniors, Others.

Possible transportation improvements may include:

 - Automobile/Truck traffic, Bus service; Bus shelters, Traffic calming, Safe crossings, Pedestrian walkways and park areas, Accessibility (e.g. wheelchair) needs, Pedestrian scale street lighting, Bike paths and community linkages,
 - Landscape enhancements along highways, streets, the public realm and the drainage canal
 - Other, as necessary

- Oris proposes to report back to Planning and Council on the analysis, options and a proposed 2nd Community Survey in July 2012.

Oris proposes to hold Community Consultation # 2 in August 2012

Afterward, based on Council direction and Planning staff direction, Oris will:

- Finalize the 2nd Community Survey
- Advertise it like the 1st Community Survey
- Have City staff lead a community meeting in an open house, and Q and A format
- Present:
 - The analysis and proposed Policy Options and ask for feedback
 - A visual range of options for Public comment, including maps and examples images of density, land uses, transportation, community improvement
- Review the 2nd Community Survey with the residents and ask them to complete it in a timely manner.
- Following up with residents to encourage them to complete the Community Survey.

Phase 3: Detailed Studies: Analyse Survey Results, Prepare Detailed Studies and Draft Planning Policy Options:

Oris will:

- Review the community feedback
- Analyze Hamilton Area Plan for developable properties;
- Work with City departments to identify community services, facilities, parks, trail and infrastructure improvement priorities
- Undertake an Economic Feasibility Study to determine the viability of providing land uses and community services, facilities, parks, trail and infrastructure improvements
- Financing Options:

Oris will:

 - Analyse the costs / benefits of proposed land uses, community services and facilities, parks, trails and infrastructure improvements and how to viably provide them (e.g., developer provided, City acquisition)
 - With City advice:
 - identify and address the DCC implications of all transportation, water, sanitary drainage, parks and park improvements, along with possible corresponding other types of development charge options aside from DCCs
 - prepare a correlation cost and benefit analysis for DCC implementation
 - Prepare a draft Hamilton Area Plan Update Financial Feasibility Report to review with Planning. Oris will engage planning and / or engineering consultants to support the Financial Feasibility if it is deemed necessary

Summary of Studies

- Oris proposes to report back to Planning and Council on the technical work completed in Phase 3 in November 2012, to obtain Council's feedback on the findings, options and general Area Plan direction.
- As this report will be technical in nature, a community meeting and survey at this stage is not anticipated; however, should City staff or Council require a 3rd Community Survey to support the preparation of final documentation, Oris agrees to work with Planning staff to do so.

Phase 4: Draft The Hamilton Area Plan with an emphasis on Areas 2 and 3 (expanded)

- Oris will engage, as necessary a Planning specialist to work with the City of Richmond Planning Department and Oris, to draft the Hamilton Area Plan Update policies and guidelines, based on the process to date.

- Oris proposes to report back to Planning staff and Council with the draft Area Plan (e.g., estimated to be in January 2013).
- With Council and City staff direction Oris will modify the proposed Plan, as necessary.

Phase 5: Finalization of Draft Area Plan and Public Consultation

- Afterwards, Oris proposes to advertise and present the proposed draft Area Plan to the Hamilton Community for consideration and acceptance in the same a manner as previously conducted.
- The Final Report to Planning Committee and Council seeking approval and adoption of the Hamilton Area Plan Area 2 and Area 3 (expanded) is proposed in February 2013 or March 2013 with the public hearing to follow.

Q #2 Clarify which consultants you will be using.

A.

- Planner - TBA as required
- Demographics – TBA as required
- Architect – Cotter and Associates
- Landscape – Hapa Collaborative Architecture
- Environmental - Pottinger Gaherty
- Geotechnical – GeoPacific
- Servicing Engineers – HY Eng.
- Transportation Eng. – Bunt Eng.
- Economic analysis – Internal

Q#3 Clarify the timeline for all work.

A. Proposed Timeline for the Implementation Plan as attached

Q#4 All developments are to meet LEED standards

A. Oris will work with the City to ascertain LEED standards.

Hamilton Area Plan Update - Oris Consulting Ltd.

ATTACHMENT 3

Action Item	Action by	18/01/2012	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Community Baseline Information															
Phase 1															
City of Richmond Consultations															
Planning															
All City of Richmond departments having jurisdiction and interest in the Hamilton Area Plan Update	Oris														
City of New Westminster Consultations															
City Planning - Queensborough Neighbourhood	Planning_Oris														
All City of New Westminster departments having jurisdiction and interest in the Hamilton Area Plan Update	Planning_Oris														
Preparation of Presentation Materials identifying Baseline Report	Oris														
Community Consultation Meeting #1	Oris_Planning														
Prepare and launch e-media sites, for engagement with community and observation and feedback by community through City Website; Oris's placespeak;	Oris_Planning														
Report to Planning and submission to Council	Planning_Council														
Phase 2 - Community Survey Process															
Preparation of Hamilton Community Survey with input from Planning	Planning_Oris														
Disseminate; Follow up to ensure strong representative response rate	Oris														
Analyze and prepare Survey Results with report to Planning and Council	Oris_Planning														
Community Consultation Meeting #2	Oris_Planning														
Report to Council on completion of Phase 2	Planning_Council														
Phase 3 - Validate Hamilton Specific Guidelines															
Engage approved Consulting Team:	Oris														

Hamilton Area Plan Update - Oris Consulting Ltd.

Action item	Action by	18/01/2012	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Focus Areas for Phase 3															
Demographics															
Land Use Possibilities															
Land Use Options															
Density Options															
Form and Character															
Transportation Links															
Improving Accessibility															
Community Consultation #3	Oris_Planning														
Work Product: Urban Design Guidelines as prepared by Planning Specialist	Oris_Planning														
Report to Planning and Council and proceed to Phase 3	Planning_Council														
Phase 4 -Draft Economic Feasibility for Hamilton Area Plan Update															
Work with City of Richmond departments and Planning to determine community priorities; costing; DCC schedule of fees	Oris_Planning														
Prepare draft "HAP" Financial Feasibility Report	Oris_Planning														
Report back to Council on completion of Phase 4	Planning_Council														
Phase 5 - Presentation of Outline Plan based on Consulting Process Outcomes															
Planning Specialist to draft policy and guidelines for "HAPU" based on outcomes from Public Consultation Process	Oris_Planning														
Report to Council	Planning_Council														
Phase 6 - Final Presentations to Community and Council															
Final Public Meeting - Presentation of final outcomes, work product and recommendations to Council	Oris_Planning														

Hamilton Area Plan Update - Oris Consulting Ltd.

Action Item	18/01/2012	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Final Report to Council - Community Response to Recommendations for "HAPU"														
Action by														
Planning_Council														