



To: Planning Committee **Date:** March 20, 2023
From: John Hopkins **File:** 08-4200-01/2022-Vol 01
Director, Policy Planning
Re: Referral Response on Heritage Procedures

Staff Recommendations:

1. That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, which amends:
 - a. Schedule 1 (Official Community Plan) to revise the general Development Permit exemption criteria for protected heritage properties; and
 - b. Schedule 2.4 (Steveston Area Plan) to revise the Development Permit exemption criteria for properties located in the Steveston Village Node, and the Steveston Village General Guidelinesbe introduced and given first reading;
2. That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, having been considered in conjunction with:
 - a. the City's Consolidated 5 Year Financial Plan and Capital Program; and
 - b. the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plansis hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*;
3. That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, having been considered in accordance with Section 475 of the *Local Government Act* and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation;
4. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Amendment Bylaw 10451, to add matters that can be handled by delegated authority be introduced and given first, second and third reading;
5. That Heritage Procedures Bylaw 8400, Amendment Bylaw 10040, to:
 - a. introduce the Heritage Alteration Permit exemption criteria;

- b. clarify matters that can be handled by delegated authority;
- c. establish the development notification sign and meeting notice requirements for Heritage Alteration Permit and Heritage Revitalization Agreement applications; and
- d. remove the attached Heritage Alteration Permit template, and Heritage Alteration Permit and Heritage Revitalization Agreement application forms

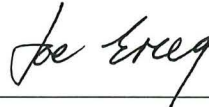

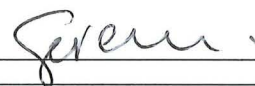
be introduced and given first, second and third reading;

- 6. That Consolidated Fees Bylaw 8636, Amendment Bylaw 10041, to amend the fee structures for Heritage Alteration Permit and Heritage Revitalization Agreement applications be introduced and given first, second and third reading; and
- 7. That Development Application Fees Bylaw 8951, Amendment Bylaw 10450, to add a fee requirement for mailed meeting notices for Heritage Alteration Permit and Heritage Revitalization Agreement applications be introduced and given first, second and third reading.



John Hopkins
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Att: 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Clerks	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Facilities & Project Management	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The following referral was made at the July 5, 2022 Planning Committee meeting:

That staff be directed to:

- (a) Review options to streamline application approval processes for modern buildings on sites that are located within the Steveston Conservation Area, including delegating approval to staff, when only minor repair or maintenance work is proposed; and*
- (b) Include options for consideration on the agenda of an upcoming Heritage Commission meeting.*

Staff have conducted a comprehensive review of the heritage-related application review procedures, and have identified opportunities to streamline and improve the review processes by updating Development Permit guidelines, reducing required permits, introducing new permit exemption criteria, expanding staff's delegated authority and establishing new development notification sign and meeting notice requirements.

Amendments to Official Community Plan Bylaw 7100 and 9000, Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Heritage Procedures Bylaw 8400, Consolidated Fees Bylaw 8636, and Development Application Fees Bylaw 8951 are proposed to:

- Streamline the heritage-related application review processes and enhance public notification requirements, thereby delivering improved customer service associated with development applications; and
- Continue to effectively manage the heritage value and character of protected heritage properties and properties within the Steveston Village Heritage Conservation Area (HCA).

This report supports Council's Strategic Plan 2022-2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.4 Leverage a variety of approaches to make civic engagement and participation easy and accessible.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

4.2 Seek improvements and efficiencies in all aspects of City business.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

6.5 Enhance and preserve arts and heritage assets in the community.

Findings of Fact

In 2009, Council approved the Steveston Village Conservation Strategy and Implementation Program to set out policies and regulations to conserve the heritage character of Steveston Village. The approach included the following:

- Designation of Steveston Village as a Heritage Conservation Area (HCA);
- Identification of sites within the HCA as protected heritage properties (Attachment 1);
- Steveston Area Plan amendments to update heritage conservation policies and establish new heritage conservation Development Permit guidelines; and
- Establishment of the Steveston Village Heritage Conservation Grant Program.

At the same time, Council adopted Heritage Procedures Bylaw 8400 to establish protocols, authorities, application requirements and review procedures for heritage conservation activities. The bylaw applies to all properties located within the Steveston Village HCA and also to heritage properties that are protected by a Heritage Designation Bylaw, restrictive covenant, or Heritage Revitalization Agreement, located outside the Steveston Village HCA (e.g., Britannia Shipyards) (Attachment 2).

Since the approval of the Steveston Village Conservation Strategy and Implementation Program, Development Permits and Heritage Alteration Permits have been used as the main tools to manage change in the Steveston Village HCA and ensure that the overall heritage character is preserved.

Analysis

Summary of Recommendations

The amendment bylaws attached to this report streamline the heritage review and permitting processes while maintaining the City's heritage conservation and design objectives for properties located within the Steveston Village HCA and protected heritage properties located outside the Steveston Village HCA. The proposed approach includes:

- Reducing the number of applications/permits required;
- Streamlining the application review process for minor changes;
- Expanding material options for weather protection (i.e., awnings and canopies);
- Clarifying notification requirements; and
- Associated administrative updates.

Attachment 3 provides a summary of the proposed bylaw amendments.

Current Permit Requirement and Application Review Process

Under the *Local Government Act*, any property located within a HCA requires a Heritage Alteration Permit (HAP) to subdivide, construct a new building or structure, or alter the exterior of a building or land within the area. Also, any heritage property formally protected by a bylaw or covenant requires a HAP prior to alteration of the exterior, structural changes, moving of a protected building, alteration or removal of a protected interior feature or landscape feature, excavation or construction of protected property. However, a municipality may adopt a heritage procedures bylaw to specify those activities that are exempt from the HAP requirement.

The current Heritage Procedures Bylaw 8400 does not exempt any exterior changes from the HAP requirement, but includes limited provisions that delegate authority to the Director of Development to issue a HAP for minor improvements; these include HAPs for roof repair or maintenance, exterior painting, replacement of a door or window without altering the frame, construction or installation of a guardrail as part of a public boardwalk, sidewalk or trail, and exterior repairs that cost less than \$500. In addition, a HAP for a sign or for a seasonal patio that costs \$10,000 or less on a non-heritage property or a patio on public property can be issued by the Director of Development. A HAP for a sign or for a patio on a protected heritage property, a permanent patio on non-heritage property or a patio that costs more than \$10,000 cannot be issued by the Director of Development and must be forwarded to Council for issuance.

All properties located within the Steveston Village HCA are also within a designated Development Permit (DP) Area, as identified in the Steveston Area Plan. Therefore, any exterior changes or development proposed in the HCA requires both a DP and a HAP. There are currently no exemptions for the DP requirement for properties located within the Steveston Village HCA.

Proposed Amendments

This section of the report outlines various recommendations to streamline the heritage review and permitting processes while maintaining the City's heritage conservation and design objectives.

Reduce Number of Required Permits

For any exterior changes or development proposed in the HCA, currently both a HAP and DP are required. The purposes of the DP and HAP review processes are essentially the same in that both permits ensure that the proposal is in keeping with the heritage character, and presents a high quality design. Additionally, the regulatory powers of the City with respect to HAPs and DPs is significantly similar.

In order to reduce required permits and simplify the process, staff propose the following:

- Require a HAP only (no DP) for protected heritage properties:
 - Any exterior changes to a protected heritage property, unless exempted, will require a HAP.

- On properties identified as protected heritage properties (i.e., identified heritage resources) within the HCA and protected heritage properties located outside the Steveston Village HCA, alterations affecting building exteriors and any new buildings or additions would require a HAP following the *Steveston Village Conservation Strategy* and the *Standards and Guidelines for the Conservation of Historic Places* prepared by Parks Canada.
- Any new construction or addition on a protected heritage property would be reviewed through the HAP process, but also must be consistent with the applicable DP guidelines.
- HAP applications will be considered by a standing committee (the Planning Committee for privately-owned heritage properties and the Parks, Recreation and Cultural Services Committee for city-owned heritage properties) before they are considered by Council.
- Require a DP only (no HAP in most cases) for non-heritage properties:
 - On non-heritage properties within the Steveston Village HCA, new development or alterations affecting building exteriors would be required to secure a DP following the applicable DP guidelines. DP applications will be considered by the Development Permit Panel before they are considered by Council.
 - However, some elements that cannot be regulated by a DP would continue to be subject to the HAP requirement as the impacts of the elements on the overall character within the HCA could be significant. These elements are signs, awnings, exterior painting, patios and subdivision with no associated development application (e.g., rezoning).

Streamline Application Review for Minor Changes

Any exterior renovations, regardless of its construction value, to the properties located within the Steveston Village HCA are currently subject to both the HAP and DP application review processes. Also, any exterior renovation to the protected heritage properties located outside the Steveston Village require a HAP. In order to simplify and speed up the development review processes for minor projects, staff propose new HAP and DP exemption criteria be introduced, and staff's delegated authority to issue HAPs and DPs be expanded.

Introduce HAP Exemptions for Protected Heritage Properties

Heritage Procedures Bylaw 8400 currently does not exempt any alterations to protected heritage properties or properties located within the Steveston Village HCA from the HAP requirement.

As noted in the previous section of this report, staff recommend exterior changes to non-heritage properties located within the Steveston HCA be exempt from the HAP requirement (to be reviewed through the DP process only), other than installation and alteration of signs and awnings, exterior painting, patios and subdivision with no associated development application.

For protected heritage properties located both within and outside the Steveston Village HCA, staff recommend the following activities be exempt from the HAP requirement:

- Interior repair, maintenance, or renovation that has no impact on the exterior architectural form, finish, character or building material, unless the interior features are formally protected by Heritage Designation, Heritage Revitalization Agreement or a heritage conservation covenant registered on title of the property (Note: none of the interior features of the protected heritage buildings in Richmond are currently formally protected);
- Minor repair or routine maintenance that does not change the exterior architectural form, finish and character or material of the property;
- Maintenance or installation of municipal infrastructure carried out by, or on behalf of, the City; and
- Installation of development application notification signs and other signs required by the City pursuant to one or more bylaws.

Minor repair and routine maintenance is critical for successful conservation of heritage properties. Exempting these activities that do not alter the heritage value and character from the HAP requirement would enable the heritage property owners to attend issues related to the condition of the properties promptly. Examples of minor repair or routine maintenance include non-destructive cleaning, repairing a deteriorated light fixture that is not a character-defining element, replacing a limited portion of cladding damaged by fire on a like-for-like basis.

Should Council adopt the recommendations in this report, staff will prepare an information bulletin to explain what types of activities are considered minor repair or routine maintenance and provide examples.

Expand Delegated Authority to Issue a HAP for Protected Heritage Properties

Currently, the Director of Development has delegated authority to issue HAPs for protected heritage properties when the work includes roof repair or maintenance, exterior painting, replacement of a door or window that does not alter the frame, and exterior repairs of less than \$500.

In addition to the current delegated authority, staff recommend issuance of HAPs for the following activities to be delegated to the Director of Development:

- Exterior cladding replacement on a like-for-like basis; and
- Minor changes to landscape features or accessory building or accessory structures that are not character-defining elements, and do not affect the overall heritage character of the property.

As noted earlier, staff recommend some activities, which cannot be overseen by a DP, proposed on non-heritage properties be subject to the HAP requirement. These are signs, awnings, exterior painting, patios and subdivision with no associated development application.

It is recommended that authority to issue HAPs for signs, awnings and exterior painting on non-heritage properties in the HCA be delegated to the Director of Development. Issuance of the

HAP for an awning does not relieve the applicant from ensuring the awning meets all other requirements. A building permit will be required to ensure an awning meets the health and safety requirements. If the awning encroaches onto City property, an encroachment agreement including appropriate licence fees, indemnities and insurance provisions will be required as part of the building permit approval process.

Currently, authority to issue HAPs for patios which cost \$10,000 or less on public property and seasonal patios which cost \$10,000 or less on non-heritage property in the HCA is delegated to the Director of Development. Staff recommend this authority be maintained. HAPs for patios on protected heritage property, permanent patios on non-heritage property or patios which cost more than \$10,000 are required to be forwarded to Council for consideration.

Introduce DP Exemptions for Non-Protected Heritage Properties in the Steveston Village HCA

The City's Official Community Plan (OCP) provides a set of criteria for exemptions to the DP process, which includes exterior renovations which cost less than \$75,000. These general DP exemption criteria do not apply to the properties located in the Steveston Village HCA.

Staff propose that the following activities that do not affect the overall form and character be exempt from the DP process:

- Interior renovations;
- Minor repair or maintenance that does not involve a change in design, materials, finishes or appearance (as determined at the discretion of the Director of Development); and
- Demolition, site preparation activities and site servicing works associated with development application (e.g., rezoning).

Introduce Delegated Authority to Issue a DP for Non-Heritage Properties within the Steveston Village HCA

As noted in a previous section of this report, staff recommend that a DP be used to prioritize Steveston Village's heritage character while streamlining the application review process for non-heritage properties located within the Steveston Village HCA (except for certain elements that cannot be regulated by a DP as discussed in a previous section of this report).

Staff also recommend that issuance of a DP for the following activities on non-heritage properties in the Steveston Village HCA be delegated to the Director of Development:

- Exterior cladding replacement on a like-for-like basis;
- Roof repair, maintenance, or replacement; and
- Minor exterior changes, including landscape changes (e.g., fence construction) provided that the proposed changes do not alter the overall form and character, do not involve additional floor area, and the construction value does not exceed \$75,000.

Exterior cladding replacement must be documented or certified by the consulting professional that the work is needed to prevent degradation of the building envelope and the building in general, and associated building envelope work beyond the exterior cladding replacement will require a building permit application.

Delegating authority to staff to issue a DP for minor projects on non-heritage properties would expedite the review process while allowing staff to ensure the proposed changes meet the applicable policies and DP guidelines.

Attachment 4 summarizes the existing and proposed required permits, and criteria for exemptions and delegated authority, and Attachment 5 provides a diagram showing the required permit and processes depending the proposed scope work.

Expand Material Options for Awnings and Canopies for Non-Heritage Properties in the Steveston Village HCA

Currently, the Steveston Village General DP Guidelines permit only durable fabric for awnings and canopies. Staff have received a number of comments and feedback from various property or business owners in Steveston Village HCA that fabric awnings are more difficult to maintain and have limitations in terms of their durability. There are, however, other alternative materials that are of high quality and resemble the appearance of fabric, but are more durable and easier to maintain.

It is proposed that the Steveston Village General DP guidelines for weather protection (i.e., awnings and canopies) be amended so that alternative materials can be considered by the City for non-heritage properties to allow enough flexibility while ensuring that a high quality design and a strong heritage character are maintained throughout Steveston Village. This would enable, for example, certain vinyl awning materials that closely resemble the appearance of fabric to be considered at the discretion of the Director of Development through the HAP review process.

Clarify Notification Requirements for Heritage Alteration Permit and Heritage Revitalization Agreement Applications

Heritage Procedures Bylaw 8400 currently does not include development notification sign and meeting notice requirements for HAP and HRA applications. The proposed bylaw amendments attached to this report would establish notification sign requirements for all HAP and HRA applications city-wide. For HAP and HRA applications, the proposed bylaw amendments would require that a notification sign be posted on the subject property in keeping with the City's current notification sign requirements for all other development applications. The required sign specifications for a HAP and HRA applications are illustrated in the proposed new Schedules A and B to the attached Amendment Bylaw 10040, respectively. Further, it is proposed that minor HAP applications that can be approved by delegated authority would be exempt from the notification sign requirements.

Staff also recommend that meeting notice requirements for HAP applications that involve additional floor area or a variance to the Zoning Bylaw, and HRA applications which do not

require a public hearing (i.e., no change to use or density is proposed), be established. This would ensure residents in the area would receive a notice regarding the standing committee meeting date for a major project, in addition to the early notification. HAP applications that do not involve additional floor area or a variance to the Zoning Bylaw and minor HAP applications that can be approved by staff through delegated authority would be exempt from the meeting notice requirement. HRA applications which would require a public hearing would not be subject to the Heritage Procedures Bylaw notice requirement as area residents will have an opportunity to comment at the public hearing and public hearing notice requirements would apply.

Associated Administrative Updates

To align with the recommendations discussed in this report and to clarify the administrative process to preserve the heritage value and character of protected heritage properties and non-heritage properties in the Steveston Village HCA, staff propose the following administrative updates.

Reorder Items in the Heritage Procedures Bylaw to Improve Clarity

To improve clarity, staff propose to reorder items in Heritage Procedures Bylaw 8400 with regard to the current delegated authority provisions. Currently, the matters that can be handled by delegated authority are found in Section 5 and Section 7 of the bylaw. Staff recommend that the types of HAPs that can be issued by delegated authority be consolidated in Section 7 to make the Bylaw more user-friendly and easier to reference.

Move Heritage Application Forms to the City's Website

The HAP template as well as the HAP and HRA application forms are currently attached to Heritage Procedures Bylaw 8400. As a result, any update to the application forms or the template requires a bylaw amendment. Staff recommend that the application forms and the template be removed from the bylaw, and the application forms be provided on the City's Website, similar to the manner in which other development application forms are provided to the public.

Update Heritage Application Fees to Align with Other Development Application Fees

The required fee for a HAP application is currently \$265. The fee is substantially lower than other types of development application fees as most HAP applications are submitted with DP applications.

It is proposed that the current fee remain unchanged for minor HAPs; however, it is proposed that the HAP application fee for major projects which involve additional floor area or a variance to the Zoning Bylaw be increased to \$1,895 (along with incremental fees based on the proposed number of residential units and non-residential floor area, if applicable) to be consistent with the DP application fee. This proposed fee increase would better reflect the scope of work that is typically associated with a complex HAP. Although the HAP fee is proposed to be increased, the overall application fee will be reduced as staff are proposing to remove the DP requirement.

Similarly, the fee for a HRA application is also currently set at \$265. The HRA is a powerful tool that can vary a range of bylaw provisions (including use and density), and can also include other terms and conditions that may be agreed on by the local government and the property owner. The HRA process can be quite complex, includes bylaw adoption to approve the agreement, and often requires a public hearing (if a change to the use or density is proposed). It is proposed that the required fee for a HRA application be increased to be consistent with the rezoning application fee of \$2,524 (along with an incremental fee based on the proposed number of residential units and non-residential floor area, if applicable), if change to the use or density is proposed. If no change to the use or density is proposed, staff propose that the application fee be updated to be consistent with the DP application fee of \$1,895.

In order to establish the meeting notice fee requirement for HAP and HRA applications, it is recommended that Development Application Fees Bylaw 8951 be amended. The meeting notice fee for HAP and HRA application is consistent with the fee required for DP application and is specified in the Consolidated Fees Bylaw 8636, Amendment Bylaw 10041.

Consultation

Richmond Heritage Commission

The Richmond Heritage Commission reviewed a draft of the recommendations included in this report at its meeting held on February 1, 2023. The Commission was supportive of the recommendations. An excerpt from the draft meeting minutes is included in Attachment 6.

The Richmond Heritage Commission was asked to consider exempting signs on non-heritage properties in the Steveston Village HCA from the HAP requirement conditional to additional regulations being included in the Sign Regulation Bylaw. Currently, the authority to issue a HAP for a sign for a non-heritage property located within the Steveston Village HCA is delegated to staff. Based on the Richmond Heritage Commission's feedback and supplementary analysis by staff, no change is proposed at this time.

OCP Consultation

Staff have reviewed the proposed Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039 with respect to the *Local Government Act* and the City's OCP Bylaw Preparation Consultation Policy No. 5043 requirements, and it is recommended that this report does not require referral to external stakeholders (Attachment 7).

Should City Council grant first reading to the proposed Official Community Plan 7100 and 9000, Amendment Bylaw 10039, the bylaw will be forwarded to a public hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the public hearing will be provided as per the *Local Government Act* requirements.

Impact on In-Stream Development Applications

Should Council adopt the staff recommendations in this report, staff propose that Bylaws 10039, 10451, 10040, 10041 and 10450 take effect immediately.

The table included in Attachment 8 provides a list of in-stream applications submitted to Council and to the Director of Development in the Steveston Village HCA. There are no major implications for in-stream applications submitted to Council to adapt to the updated requirements, which are intended to streamline and clarify the review process and permit requirements.

Two HAP applications for unit 100 at 3400 Moncton and unit 130 at 3760 Moncton Street have been submitted to the Director of Development retroactively for reskinning of the existing awnings under the current Heritage Procedures Bylaw. Both applications are currently placed on hold as the awning signs do not meet the current signage guidelines in the Steveston Area Plan. Should the Steveston Village General Guidelines be revised to allow alternative materials (e.g. vinyl awning with a matte finish), the HAP application for unit 130 at 3760 Moncton Street can be issued as the proposed awning sign meets all the other signage guidelines. However, the HAP application for unit 100 at 3400 Moncton Street cannot be issued as the awning requires other design changes to meet the current signage guidelines. Details are provided in the table included in Attachment 8.

Staff have been proactively applying the notification sign requirement to-date for relevant applications.

Financial Impact

The proposed fee amendments will generate more revenue for complex applications to better reflect staff resources typically associated with the scope of work required for heritage related applications.

Conclusion

Amendments to the Official Community Plan Bylaw 7100 and 9000, Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Heritage Procedures Bylaw 8400, Consolidated Fees Bylaw 8636, and Development Application Fees Bylaw 8951 and are proposed to:

- Streamline the heritage-related application review processes and enhance public notification requirements, thereby delivering improved customer service associated with development applications; and
- Continue to effectively manage the heritage value and character of protected heritage properties and properties in the Steveston Village HCA.

On this basis, staff recommend the following:

- That Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, be introduced and given first reading;
- That the following bylaws be introduced and given first, second and third reading:
 - Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Amendment Bylaw 10451;

- Heritage Procedures Bylaw 8400, Amendment Bylaw 10040;
- Consolidated Fees Bylaw 8636, Amendment Bylaw 10041; and
- Development Application Fees Bylaw 8951, Amendment Bylaw 10450.



Minhee Park
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MP:cas

- Attachment 1: Map of Identified Heritage Resources in the Steveston Village HCA
- Attachment 2: List of Protected Heritage Buildings by Heritage Designation or Heritage Revitalization Agreement
- Attachment 3: Summary of the Amendment Bylaws
- Attachment 4: Summary of the Proposed Criteria for Permit Exemptions and Delegated Permits
- Attachment 5: Heritage Procedures Diagram
- Attachment 6: Excerpt from the February 1, 2023 Richmond Heritage Commission Meeting Minutes
- Attachment 7: OCP Public Consultation Summary
- Attachment 8: List of In-stream Applications

Map of Identified Heritage Resources in the Steveston Village HCA



LEGEND

	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.		3580 Moncton Street "Hepworth Block"		3831 Moncton Street "Ray's Drygoods/Budget Appliance"
	3711/3731 Chatham Street "Steveston Methodist Church"		3611 Moncton Street "Marine Garage"		3871 Moncton Street "Bare Basics"
	12011 3 rd Avenue "Steveston Courthouse"		3680 Moncton Street "Wakita Grocery"		3891 Moncton Street "Tasaka Barbershop"
	12111 3 rd Avenue "Sockeye/Steveston Hotel"		3700 Moncton Street "Redden Net/ Atagi Building"		12191 1 st Avenue "Japanese Buddhist Temple"
	3460 Moncton Street "Dave's Fish & Chips"		3711 Moncton Street "Cannery Café"		12311 No 1 Road "Prickly Pear Garden Center"
	3480 Moncton Street "Watsida Building/ Riverside Art Gallery"		3811 Moncton Street "Steveston Museum/Northern Bank"		

November 27, 2018

**Protected Heritage Properties by
Heritage Designation or Heritage Revitalization Bylaws**

	Name	Address	Bylaw Number/Adoption date
1	London Farm	6511 Dyke Rd	Heritage Designation Bylaw 3528/ Jan 9, 1978 Heritage Designation Bylaw 3515/ Jan 9, 1978
2	Minoru Chapel	7191 Granville Ave	Heritage Designation Bylaw 3738/ May 28, 1979
3	Pierrefonds Garden	7191 Granville Ave	Heritage Designation Bylaw 3737/ May 28, 1979
4	General Currie School	8220 General Currie Rd	Heritage Designation Bylaw 3704/ Feb 12, 1979
5	Steveston Museum	3811 Moncton St	Heritage Designation Bylaw 3956/ Jun 8, 1981
6	Steveston Courthouse	12011 3rd Ave	Heritage Designation Bylaw 4362/ Sep 24, 1984
7	Eldstrom House	9711 Finn Rd	Heritage Designation Bylaw 4952/ Nov 23, 1984
8	Redwood Trees	10011 Cambie Rd	Heritage Designation Bylaw 5395/ Aug 14, 1989
9	Steveston Telephone Exchange Building	12004 No.1 Rd	Heritage Designation Bylaw 5519/ Jun 11, 1990
10	Brighthouse Trees	6900 River Rd	Heritage Designation Bylaw 5572/Jul 9, 1990 Heritage Designation Bylaw 5572 Amendment Bylaw 8734/ Oct 24, 2011
11	Britannia Shipyards	12541 Trites Rd	Heritage Designation Bylaw 5585/ Nov 13, 1990
12	Pioneer Church	11051 No. 3 Rd	Heritage Designation Bylaw 5550/ Jan 14, 1991
13	Scotch Pond	2220 Chatham Rd	Heritage Designation Bylaw 5960/ Sep 14, 1992
14	McKinney House	6471 Dyke Rd	Heritage Designation Bylaw 6130/ Aug 23, 1993
15	Abercrombie House	13333 Princess St	Heritage Designation Bylaw 7701/ May 16, 2005
16	Ransford House	10700 Railway Ave	Heritage Revitalization Agreement Bylaw 10386/Sep 6, 2022

Summary of Amendment Bylaws

<p>Reduce number of required permits</p>	<ul style="list-style-type: none"> • Adopt Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039 to amend Schedule 1 to remove the requirement for a Development Permit for protected heritage properties. Protected heritage properties, unless otherwise exempted, would be required to secure a HAP. • Adopt Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039 to amend Schedule 2 to remove the requirement for a Development Permit for the protected heritage properties in the Steveston Village HCA. Protected heritage properties, unless otherwise exempted, would be required to secure a HAP. • Adopt Heritage Procedures Bylaw 8400, Amendment Bylaw 10040 to exempt exterior changes to non-heritage properties within the Steveston Village HCA from the HAP requirement, other than exterior painting, signs and awnings, patios and subdivision.
<p>Streamline application review process for minor changes</p>	<ul style="list-style-type: none"> • Adopt Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039 to permit DP exemptions for minor repair/maintenance, demolition, site preparation activities and site servicing works associated with development application on non-heritage properties located in the Steveston Village HCA. • Adopt Heritage Procedures Bylaw 8400, Amendment Bylaw 10040 to permit HAP exemptions for protected heritage properties in respect of: <ul style="list-style-type: none"> ○ minor repair or maintenance; ○ maintenance or installation of municipal infrastructure carried out by, or on behalf of, the City; ○ development application notification signs and the signs required by the City pursuant to one or more bylaws. • Adopt Heritage Procedures Bylaw 8400, Amendment Bylaw 10040 to delegate authority to issue HAPs for protected heritage properties for: <ul style="list-style-type: none"> ○ exterior cladding replacement on a like-for-like basis; ○ minor changes to landscape features or accessory buildings or structures that are not character-defining elements and do not affect the overall heritage character of the property. • Adopt Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Amendment Bylaw 10451 to delegate authority to issue DPs for non-heritage properties within the Steveston Village HCA for: <ul style="list-style-type: none"> ○ exterior cladding replacement on a like-for-like basis; ○ minor alterations, including landscape changes (e.g., fence construction) that do not affect the form and character and do not involve additional floor area, provided that the construction value is less than \$75,000;
<p>Expand material options for building awning and canopies</p>	<ul style="list-style-type: none"> • Adopt Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039 to revise the Steveston General DP guideline for weather protection to allow alternative materials on non-heritage properties.
<p>Clarify notification requirements for HAP and HRA applications</p>	<ul style="list-style-type: none"> • Adopt Heritage Procedures Bylaw 8400, Amendment Bylaw 10040 to establish development notification sign and meeting notice requirements for HAPs and HRAs.

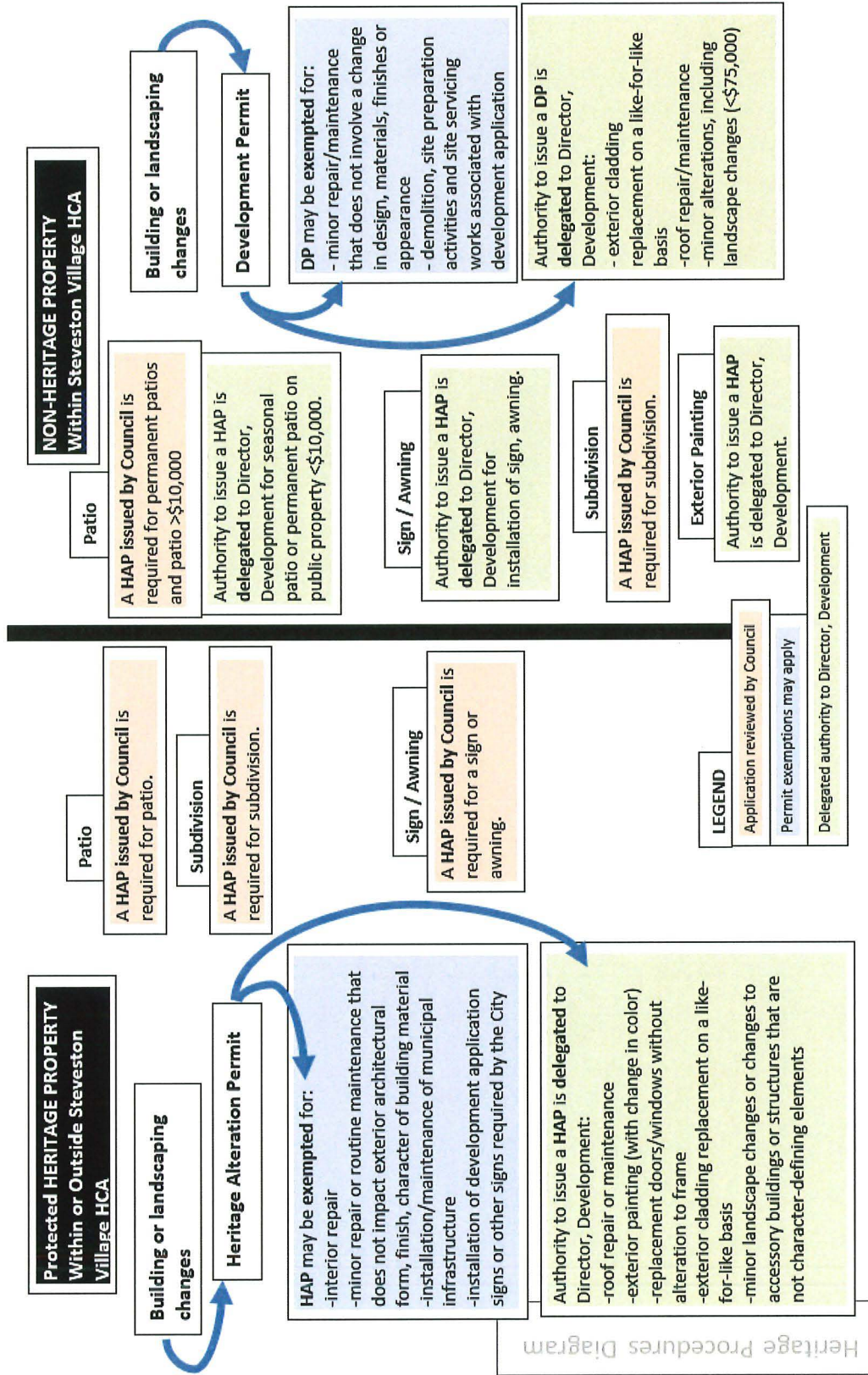
Associated administrative updates	<ul style="list-style-type: none">• Adopt Heritage Procedures Bylaw 8400, Amendment Bylaw 10040 to remove the HAP template and HAP and HRA application forms to align with development application process and reorganize the bylaw as required.• Adopt Consolidated Fees Bylaw 8636, Amendment Bylaw 10041 to update the HAP and HRA application fees to reflect the new procedures and requirements, and to align with the scope of services provided.• Adopt Development Application Fees Bylaw 8951, Amendment Bylaw 10450, to add a fee requirement for meeting notices for HAP and HRA applications.
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Summary of the Proposed Criteria for Permit Exemptions and Delegated Permits

	Protected Heritage Properties		Non-heritage Properties in HCA	
	HAP and DP	HAP and DP	Exemption	HAP and DP
	Exemption	Delegated Authority (Director of Development)	Exemption	Delegated Authority (Director of Development)
Existing Required Permit	<ul style="list-style-type: none"> HAP – None DP – Interior renovations 	<ul style="list-style-type: none"> Roof repair or maintenance (HAP) Exterior painting (HAP) Replacement of door or window without altering the frame (HAP) Repair under \$500 (HAP) Interior repair, maintenance, or renovation without exterior impact (HAP) DP - None 	<ul style="list-style-type: none"> HAP – None DP – Interior renovations 	<ul style="list-style-type: none"> Signs (HAP) Roof repair or maintenance (HAP) Exterior painting (HAP) Replacement of door or window without altering the frame (HAP) Repair under \$500 (HAP) Seasonal patios on private property or patios on public property under \$10,000 (HAP) The construction or installation of a guardrail as part of a public boardwalk, sidewalk or trail (HAP) Interior repair, maintenance, or renovation without exterior impact (HAP) DP - None
Proposed Required Permit	HAP**	HAP**		DP*
	Exemption	Delegated Authority (Director of Development)	Exemption	Delegated Authority (Director of Development)
Proposed	<ul style="list-style-type: none"> Interior repairs and renovations with no exterior impact and where interior features not a protected heritage asset Minor repair or maintenance that 	<ul style="list-style-type: none"> Roof repair or maintenance replacement on a like for like basis Exterior painting Replacement of door or window without altering the frame Construction or installation of a guardrail as part of a public 	<ul style="list-style-type: none"> Interior renovations Minor repair or maintenance that does not involve a change in design, materials, finishes or appearance (as determined at the discretion of the Director of Development) 	<ul style="list-style-type: none"> Exterior cladding replacement on a like-for-like basis Roof repair, maintenance, or replacement Minor alterations, including landscape changes (e.g., fence construction) that do not affect the form and character and do not involve additional floor area, provided that the construction

	<p>does not change the exterior architectural form, finish, character or material (as determined at the discretion of the Director of Development)</p> <ul style="list-style-type: none"> • Maintenance or installation of municipal infrastructure carried out by, or on behalf of the City • Development application notification signs and other signs required pursuant to a City bylaw <p>*** Exterior changes, renovations, additions, and new buildings subject to a HAP or HRA are exempt from a DP.</p>	<p>boardwalk, sidewalk, or trail replacement on a like-for-like basis</p> <ul style="list-style-type: none"> • Minor changes to landscape features or accessory buildings or structures that are not character-defining elements, that do not affect the overall heritage character of the property. 	<ul style="list-style-type: none"> • Demolition, site preparation activities or site servicing works associated with development application (e.g., rezoning) 	<p>value is less than \$75,000;</p> <p>*Signs, awnings, exterior painting, patios and subdivision with no associated development application in the HCA are still subject to the HAP requirement. Issuance of the HAPs for some of these elements are proposed to be delegated to staff.</p>
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Heritage Procedure Diagram



**Excerpt from the Draft Minutes of
the Richmond Heritage Commission Meeting**

Wednesday, February 1, 2023 – 7:00 pm
Webex Meeting

4. New Business

a) Heritage Procedures Review

Staff provided the following information:

- The purpose of the review is to respond to the Planning Committee’s referral to streamline the application review processes for non-heritage properties in Steveston Village Heritage Conservation Area (SVHCA).
- The City has the Heritage Procedures Bylaw which was adopted in 2009. The bylaw establishes the application review processes and outlines staff’s delegated authority and Council power for heritage conservation. The bylaw applies not only to the properties in the SVHCA but also protected heritage properties located outside the SVHCA. The City’s Official Community Plan and Steveston Area Plan include policies for heritage conservation and Development Permit guidelines.
- To streamline and clarify the application review and permit process, staff propose the following changes:
 - Currently, both a Heritage Alteration Permit (HAP) and a Development Permit (DP) are required for exterior changes to properties located in the Steveston Village Heritage Conservation Area. To reduce the number of required permits, staff propose that either a HAP or DP be required depending on the heritage status of the project: a HAP would be required for exterior changes to a protected heritage property, and a DP would be required for exterior change to a non-heritage property.
 - There is no HAP or DP exemption for properties located in the SVHCA. Staff propose new exemption criteria and expansion of staff’s delegated authority to consider minor projects to streamline the review process.
 - The current Steveston Village General DP Guidelines permit only durable fabric for awnings and canopies. It is proposed that the Steveston Village General DP guidelines for weather protection (i.e., awnings and canopies) be amended, so that alternative materials can be considered by the City for non-heritage sites to increase flexibility while ensuring that a high quality design and a strong heritage character are maintained throughout Steveston Village.
 - Currently, installation of a new sign in the SVHCA requires a HAP in addition to a Sign Permit. To simplify the process and reduce the required number of permits, staff recommend that signs in the SVHCA be exempt from requiring a HAP in favour of including additional regulations for signs in the Sign Regulation Bylaw 9700.

- Staff recommend notification sign requirement be included in the Heritage Procedures Bylaw for all HAP and HRA applications. Minor HAP applications that can be approved by staff through delegated authority would be exempt from the notification sign requirements.
- It is also recommended that meeting notice requirements for major HAP applications that involve additional floor area or a variance to the Zoning Bylaw as well as meeting notice requirements for HRA applications be established.
- The HAP for major projects and HRA applications fees are proposed to be increased to better reflect the scope of work.

In response to questions from the Commission, staff provided the following additional information.

- The next steps include reviewing the recommendations further based on the Commission's comments, discussing details with other departments, and finalizing a report for consideration by the Planning Committee.
- The Heritage Procedures Bylaw provides the authority for staff to refer a proposal to the Richmond Heritage Commission or the Advisory Design Panel as needed.
- Staff will ensure issuance of HAPs for roof replacement is delegated to staff regardless of its construction value.
- A HAP is a tool that can replace a DP as it meets or exceeds the DP authority.
- The Steveston Area Plan includes signage guidelines and the current recommendation is to include the existing guidelines in the Sign Regulation Bylaw as a new section to regulate common types of signs (i.e. fascia and under-canopy signs). Uncommon types such as roof top signs will still be subject to the HAP process.

The Commission noted that the proposed recommendations are reasonable and appreciate the proposal to streamline and clarify the application processes for property owners and businesses. It was noted that staff's delegated authority could be further expanded with more experience.

The Commission asked whether details of the proposed amendments to sign regulations would be referred to the Commission for review and comments, and noted that sign regulations should not be too prescriptive and should provide a certain level of flexibility to allow a variety of designs to create an interesting urban streetscape.

OCP Public Consultation Summary

Stakeholder	Referral Comment
Provincial Agricultural Land Commission	No referral necessary, as they are not affected.
Richmond School Board	No referral necessary, as they are not affected.
The Board of the Metro Vancouver Regional District (MVRD)	No referral necessary, as they are not affected.
The Councils of adjacent Municipalities	No referral necessary, as they are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as they are not affected.
TransLink	No referral necessary, as they are not affected.
Port Authorities (Port Metro Vancouver and Steveston Harbour Authority)	Steveston Harbour Authority will have the opportunity to comment regarding the proposed OCP amendment at Planning Committee, Council and at a Public Hearing.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as they are not affected.
Vancouver Coastal Health Authority	No referral necessary, as they are not affected.
Community Groups and Neighbours	Community Groups and Neighbours will have the opportunity to comment regarding the proposed OCP amendment at Planning Committee, Council and at a Public Hearing.
All Relevant Federal and Provincial Government Agencies	No referral necessary, as they are not affected.

List of In-stream Applications (Submitted to Council)

	Address	Applicant	Application Type and No.	Purpose	Identified Heritage Resource?	Required Processes (after the amendments)
1	12011 3 rd Avenue	12011 3 rd Avenue Holdings Ltd.	RZ17-794156	To rezone from Steveston Commercial (CS2) to a site specific zone in order to construct 12 townhouse units over ground-level parking and commercial space.	Yes (Steveston Courthouse)	RZ & HAP
2	3560 Moncton St	Interluck Trading Corporation	RZ18-817742 HA18-817743	To rezone from Commercial Steveston (CS2) to a site specific zone to permit a mixed-use development with commercial space at grade and five residential units above.	No	RZ & DP (HAP application to be cancelled)
3	12071 2 nd Avenue	1096255 BC Ltd.	RZ20-919115	To rezone 12071 2nd Avenue from the Steveston Commercial (CS3) zone to a site specific zone to allow a 3-storey mixed use development containing 6 dwelling units above commercial uses on the ground floor.	No	RZ & DP
4	3551 Moncton St	Interface Architecture Inc.	RZ21-934507	To rezone 3551 Moncton Street from the Steveston Commercial (CS2) zone to a site specific zone to permit a 3 storey mixed use development with commercial space at grade and 12 residential units above, with access from a lane.	No	RZ & DP
5	3831 Moncton St	Eric Law Architect	DP22-025347 HA22-025350	To retain and rehabilitate the heritage building and construct a two-storey addition for a hotel with 10 rooms.	Yes (Ray's Drygoods)	HAP (DP application to be cancelled)
6	3851 Moncton St	Jeffrey Leung	DP22-019505 HA22-017348	To demolish the storage addition and deck and remove second story windows	No	Delegated DP (HAP application to be cancelled)
7	12551 No.1 Rd	Gordon Chan	DP21-935984 HA21-935982	To replace the existing windows with double glazed windows and remove the overhead garage door and infill the opening	No	DP (HAP application to be cancelled)

List of In-stream Applications (Submitted to the Director of Development)

	Address	Applicant	Application Type and No.	Purpose	Identified Heritage Resource?	Issues (after the Guideline for awnings and canopies is amended)
1	3400 Moncton St – Unit 100	Nader Hatami	HA20-896320	To reskin the existing awning	No	The awning material is not acceptable as it is not vinyl with a matte finish. Also, sign copy is not permitted on non-vertical portion of awning.
2	3760 Moncton St – Unit 130	Julia Sun	HA23-011354	To reskin the existing awning	No	The applicant wishes to reuse the existing awning and replace the sign copy for a new business. The existing awning material is vinyl awning with a matte finish, so this HAP can be issued.



**Richmond Official Community Plan Bylaw No. 7100 and 9000
Amendment Bylaw No. 10039**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Official Community Plan Bylaw 9000, as amended, is further amended at Schedule 1 (Official Community Plan), Section 14.1.6. (Development Permit Area Exemptions) by adding the following as a new bullet to subsection 14.1.6.1:

“exterior renovations of all buildings, exterior changes to all buildings or land, new buildings or building additions, new ancillary buildings on protected heritage property subject to a Heritage Alteration Permit or subject to a Heritage Revitalization Agreement. Heritage Alteration Permits issued for protected heritage properties that are to be conserved and maintained will be consistent with the “Standards and Guidelines for the Conservation of Historic Places in Canada”, prepared by Parks Canada, and any Heritage Alteration Permits for new buildings or additions to protected heritage properties will be consistent with the applicable Development Permit guidelines in addition to the “Standards and Guidelines for the Conservation of Historic Places in Canada”, prepared by Parks Canada.”;

2. Richmond Official Community Plan Bylaw 7100, as amended, is further amended at Schedule 2.4 (Steveston Area Plan) as follows:

- a) at Section 4.0 (Heritage), Objective 3 (Steveston Village Heritage Conservation Area) by deleting the text in subsections b) and c) and replacing it with the following:

“b) The area designated in the “Steveston Village Heritage Conservation Area Map” which is attached to and forms part of this plan is designated as a Heritage Conservation Area under Section 614 of the *Local Government Act*;

- c) Within the designated area, a Heritage Alteration Permit (HAP) is required prior to:

- Subdividing Lands;
- Constructing a building or structure or an addition to an existing building or structure; or
- Altering a building or structure (including building demolition) or land (including a landscape feature)

unless exempt under Heritage Procedures Bylaw No. 8400;”;

- b) at Section 4.0 (Heritage), Objective 3 (Steveston Village Heritage Conservation Area) by deleting subsection e) and replacing it with the following:

“e) Any new construction or addition proposed on a site where an identified heritage resource is located and any Heritage Alteration Permit issued for such new construction or addition will be consistent with the applicable Development Permit guidelines that form a part of the Steveston Area Plan, in addition to the Steveston Village Conservation Strategy, and the “Standards and Guidelines for the Conservation of Historic Places in Canada”, prepared by Parks Canada.”;

- c) at Section 9.2 (General Development Permit Guidelines for Steveston) by deleting the section titled “Development Permit Areas” and replacing it with the following:

“Development Permit Areas

Pursuant to the *Local Government Act*, the City designates intensive residential, multi-family residential, institutional, commercial and industrial areas as Development Permit Areas. Exemptions to the Development Permit process are as follows:

1. Outside the Steveston Village Node, all exemptions provided for in Section 14.1.6.1 of the Official Community Plan Bylaw 9000;
2. Notwithstanding anything set out in Section 14.1.6.1 of the Official Community Plan Bylaw 9000, within the Steveston Village Node:
 - Renovations to interior of all buildings;
 - Minor repair or maintenance that does not involve a change in design, materials, finishes or appearance (as determined at the discretion of the Director of Development);
 - Demolition, site preparation activities, and site servicing works associated with development application (e.g., rezoning); and
 - Exterior changes to, exterior renovations of, new buildings on, and building additions to identified heritage resources (i.e., protected heritage properties) subject to a Heritage Alteration Permit or Heritage Revitalization Agreement.

Exterior changes to, and new buildings or additions to, identified heritage resources; installation of, or alteration to, a sign or awning in the Steveston Village Node; exterior painting within the Steveston Village Node; and new construction of, or changes to, a patio in the Steveston Village Node; and subdivision with no associated development application will be reviewed through the Heritage Alteration Permit (HAP) process in accordance with the Heritage Procedures Bylaw 8400. Please refer to the Heritage Procedures Bylaw 8400 for details and exemptions to the HAP process.

It should be noted that the City also designates Environmentally Sensitive Areas (ESA) as Development Permit Areas. For details and exemptions to ESAs, please refer to the Official Community Plan Bylaw 9000.”; and

d) at Section 9.3.2.1 (Steveston Village General Guidelines), under the heading Weather Protection, by deleting subsection b) and replacing it with the following:

“b) Awnings, whether retractable or fixed, are made of durable fabric or other alternative materials that mimics the appearance of fabric (e.g., vinyl awnings with a matte finish) and are of a high quality acceptable to the City;”.

3. This Bylaw may be cited as “**Richmond Official Community Plan Bylaw No. 7100 and 9000, Amendment Bylaw No. 10039**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



**Heritage Procedures Bylaw No. 8400,
Amendment Bylaw No. 10040**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Heritage Procedures Bylaw 8400, as amended, is further amended by:
 - a) adding the following definitions to Section 3.1 (Definitions) in alphabetical order:

“Applicant”	means a person who is an owner of the property which is subject of an application, or a person acting with the written consent of the owner.
"City"	means the City of Richmond.
"Community Charter"	means the <i>Community Charter</i> (BC), as may be amended or replaced from time to time.
“Director, Arts, Culture & Heritage”	means the Director, Arts, Culture & Heritage of the City, his or her designates and authorized agents.
“Director, City Clerk’s Office”	means the Director, City Clerk’s Office, his or her designates and authorized agents.
“Director, Facilities & Project Development”	means the Director, Facilities & Project Development of the City, his or her designates and authorized agents.
“Director, Parks Services”	means the Director, Parks Services of the City, his or her designates and authorized agents.
“Heritage Conservation Area”	has the meaning ascribed in the <i>Local Government Act</i> .
“Heritage Designation”	means the heritage designation of a property by City bylaw pursuant to Section 611 of the <i>Local Government Act</i> .

"Local Government Act" means the *Local Government Act* (BC), as may be amended or replaced from time to time.

"Official Community Plan" means the current Official Community Plan of the City, as may be amended or replaced from time to time.

“protected heritage property” means a property that is:
(i) subject to a Heritage Designation;
(ii) included in a schedule of protected heritage property within a Heritage Conservation Area designated by the Official Community Plan;
(iii) subject to a Heritage Revitalization Agreement; or
(iv) subject to a heritage conservation covenant registered against title to the property.

"Standing Committee" means a standing committee of Council appointed by the Mayor in accordance with Section 141 of the *Community Charter*.

"Zoning Bylaw" means the City’s current Zoning Bylaw, as may be amended or replaced from time to time.”;

b) deleting from Section 3.1 the definition of “Director, Building Approvals” and replacing with the following:

“ “Director, Building Approvals” means the Director, Building Approvals of the City, his or her designates and authorized agents.”;

c) deleting from Section 3.1 the definition of “Director of Development” and replacing with the following:

““Director of Development” means the Director, Development of the City, his or her designates and authorized agents.”;

- d) deleting from Section 3.1 the definition of “Heritage Alteration Permit” and replacing with the following:

““Heritage Alteration Permit” means a permit authorizing alterations or other actions in relation to protected heritage property or property within a heritage conservation area under Section 617 of the *Local Government Act*.”;

- e) deleting Sections 5.1.5 and 5.1.6 and 5.1.7;

- f) deleting Section 7.1.2 and replacing it with the following:

“7.1.2 the Director of Development if the application is for:

7.1.2.1 roof repair, maintenance, or replacement on a like-for-like basis;

7.1.2.2 exterior painting;

7.1.2.3 replacement of a door or window without altering the door or window frame;

7.1.2.4 the construction or installation of a guardrail as part of a public boardwalk, sidewalk, or trail;

7.1.2.5 exterior cladding replacement on a like-for-like basis;

7.1.2.6 minor changes to landscape features, or to an accessory building or accessory structure that are not character-defining elements of the property and do not affect the overall heritage value and character of the property;

7.1.2.7 installation of, or alteration, to signs or awnings if the property is located within a Heritage Conservation Area but not is a protected heritage property; and

7.1.2.8 patios on public property, and seasonal patios on private property located within a Heritage Conservation Area but is not a protected heritage property, provided that the construction value does not exceed \$10,000 and the Applicant obtains a Patio Permit through the City of Richmond Patio Program.”;

- g) deleting the body of Section 7.2 and inserting “[REPEALED]”;

- h) deleting Section 7.3 and replacing it with the following:
- “7.3 An application under Section 7.1 must be made in the form prescribed by the City.”;
- i) adding the following as a new section 7.6:
- “7.6 Notwithstanding anything else set out in this Bylaw, a Heritage Alteration Permit is not required:
- 7.6.1 for properties within a Heritage Conservation Area that are not protected heritage properties for changes to buildings and/or properties, including new buildings or additions, except for the following changes or works which do require a Heritage Alteration Permit:
- 7.6.1.1 installation of, or alterations to, signs or awnings;
- 7.6.1.2 patios;
- 7.6.1.3 exterior painting; and
- 7.6.1.4 subdivision with no associated development application.
- 7.6.2 for protected heritage properties under the following conditions:
- 7.6.2.1 interior repair, maintenance, or renovation that has no impact on the exterior architectural form, finish, character, or building material, unless the interior features are formally protected by Heritage Designation, Heritage Revitalization Agreement, or a heritage conservation covenant registered on title to the property;
- 7.6.2.2 minor repair, or routine maintenance that does not change the exterior architectural form, finish, and character, or material of the property;
- 7.6.2.3 maintenance or installation of municipal infrastructure carried out by, or on behalf of, the City; and
- 7.6.2.4 development application notification signs or other signs required by the City pursuant to one or more bylaws.”;
- j) adding the following as a new section 7.7:
- “7.7 The Director of Development, the Director of Arts, Culture & Heritage, the Director of Facilities & Project Development, or the Director, Parks Services, is responsible for processing Heritage Alteration Permit applications and, in the case of an application made to Council under subsection 7.1.1, must present to a Standing Committee a report on each such application consisting of a recommendation, a proposed Heritage Alteration Permit with appropriate

plans, and any other information the Director of Development, the Director of Arts, Culture & Heritage, the Director of Facilities & Project Development, or the Director of Parks Services considers to be relevant.”;

k) adding the following as a new section 7.8:

“7.8 A Standing Committee, having considered the report of the Director of Development, the Director of Arts, Culture & Heritage, the Director of Facilities & Project Development or the Director, Parks Services on a Heritage Alteration Permit in accordance with section 7.7, must make a recommendation to Council on the application and may make other recommendations the committee deems appropriate.”;

l) adding the following as a new section 7.9:

“7.9 Upon receipt of the recommendation from a Standing Committee on a Heritage Alteration Permit, Council must either:

- (a) issue the Heritage Alteration Permit;
- (b) reject the application for a Heritage Alteration Permit; or
- (c) refer the application for a Heritage Alteration Permit to:
 - i. a Standing Committee for further consideration; or
 - ii. the Director of Development, the Director of Arts, Culture & Heritage, the Director of Facilities & Project Development or the Director, Parks Services with the direction to report further to the Standing Committee on the application.”;

m) deleting Section 8.2 and replacing it with the following:

“8.2 An application under Section 8.1 must be made in the form prescribed by the City.”;

n) insert the following as new sections 8.5 and 8.6 and renumbering the remaining sections accordingly:

“8.5 The Director of Development is responsible for processing applications for a Heritage Revitalization Agreement and must present to a Standing Committee a report on each such application consisting of a recommendation, a proposed bylaw, a proposed Heritage Revitalization Agreement and associated bylaw, and any other information the Director of Development considers to be relevant.;

8.6 A Standing Committee, having considered the report of the Director of Development on an application for a Heritage Revitalization Agreement in

accordance with section 8.5, must make a recommendation to Council on the application and may make other recommendations the committee deems appropriate.”;

- o) inserting, after Section 8, the following as new Sections 9.1, 10.1, 10.2, 10.3, 10.4, 11.1, 11.2, 11.3 and 11.4 and renumbering the remaining Sections accordingly:

“Fees

- 9.1 An Applicant for a Heritage Alteration Permit or a Heritage Revitalization Agreement pursuant to Section 7.1 or Section 8.1 must pay the applicable fee specified in the Development Application Fees Bylaw No. 8951, as may be amended or replaced from time to time.

Notification Sign Requirements

- 10.1 After having complied with the requirements in Sections 7.3, 8.2, and 9.1, as applicable, an Applicant for a Heritage Alteration Permit or a Heritage Revitalization Agreement must:
- 10.1.1 post a clearly visible sign on the subject property indicating the intent of the Heritage Alteration Permit or Heritage Revitalization Agreement, whichever is applicable, within three (3) weeks of being notified of the sign requirements by the Director of Development;
 - 10.1.2 provide a digital copy of the sign to the Director of Development for review and approval prior to posting the sign on the subject property;
 - 10.1.3 before the Heritage Alteration Permit or Heritage Revitalization Agreement application, whichever is applicable, will be presented by City staff to a Standing Committee, inform the Director of Development when such sign has been posted; and
 - 10.1.4 prior to the applicable Standing Committee meeting and/or public hearing date, update the sign when informed by the City of the date(s) of any Standing Committee meeting or public hearing scheduled to discuss the application to display such date(s), and notify the Director of Development when such updates have been made.
- 10.2 Section 10.1 above does not apply in respect of a Heritage Alteration Permit application made to the Director of Development pursuant to Section 7.1.2.
- 10.3 The sign required under the provisions of subsection 10.1 must comply with the specifications shown on Schedule A (Heritage Alteration Permit) or Schedule B (Heritage Revitalization Agreement), whichever is applicable, both of which are attached to and form a part of this bylaw, or other specifications acceptable to the Director of Development.

- 10.4 Where a Heritage Revitalization Agreement would vary use or density of use, the Applicant for the Heritage Revitalization Agreement must post the notification sign a minimum of 14 days prior to the public hearing at which the application will be considered.

Notice Requirements

- 11.1 The Director, City Clerk's Office must, prior to consideration by a Standing Committee of a Heritage Alteration Permit that involves a variance to the Zoning Bylaw or additional floor area, or a Heritage Revitalization Agreement that is not subject to the public hearing requirement, mail or otherwise deliver written notice of the proposed Heritage Alteration Permit or Heritage Revitalization Agreement, and of the Standing Committee meeting at which such application will be considered, to:

- (a) the Applicant; and
- (b) the owners and occupiers of all real property:
 - (i) which is the subject of the Heritage Alteration Permit or Heritage Revitalization Agreement application; and
 - (ii) which is within 100 metres of, or situated at the same intersection of any highways as, the property which is the subject of the proposed Heritage Alteration Permit or Heritage Revitalization Agreement,

at least 10 days prior to such a meeting.

The notice referred to in subsection 11.1 must:

- 11.2
- (a) identify by civic address or other means the property which is the subject of the proposed Heritage Alteration Permit or Heritage Revitalization Agreement application;
 - (b) state in brief general terms the intent of the proposed works, change, or development;
 - (c) include a sketch map showing the location of the proposed works, change, or development;
 - (d) state the place at which and the times during which a copy of the proposed Heritage Alteration Permit or Heritage Revitalization Agreement and other relevant material may be inspected; and
 - (e) state the time, date and place of the Standing Committee meeting at which the application will be considered.”;

p) deleting Schedules A and B and replacing them with Schedules A and B attached and forming part of this bylaw; and

q) deleting Schedules C and D.

2. This Bylaw may be cited as **“Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 10040”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by <i>MP</i>
APPROVED by Manager or Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER



**Consolidated Fees Bylaw No. 8636,
Amendment Bylaw No. 10041**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by deleting the Heritage Applications No. 8951 Table forming part of "SCHEDULE – DEVELOPMENT APPLICATION FEES", and replacing it with Schedule A attached to and forming part of this bylaw.
2. This Bylaw may be cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10041**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by <i>MP</i>
APPROVED by Director or Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER

Schedule A of Bylaw 10041

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	Heritage Alteration Permit with a variance to the Zoning Bylaw or additional floor area	\$1,895.00	\$630.00 for the first 464.5 m ² of gross floor area plus: - \$132.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$26.00 for each additional 92.9m ² or portion of 92.9m ² of gross floor area over 9,290 m ²
Section 1.15.1 (b)	Heritage Alteration Permit without a variance or additional floor area	\$265.00	Not Applicable
Section 1.15.1 (c)	Heritage Alteration Permit (issued by delegated authority referred to in Section 7.1.2 of the <i>Heritage Procedures Bylaw No. 8400</i>)	\$265.00	Not Applicable
Section 1.15.1 (d)	Heritage Alteration Permit For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.2 (a)	Heritage Revitalization Agreement where use or density is varied	\$2,524.00	For residential portion of development: - \$25.00 per dwelling unit for first 20 dwelling units and \$13.25 per dwelling unit for each subsequent dwelling unit For non-residential building area: - \$19.50 per 100 m ² of building area for the first 1,000 m ² and \$7.75 per 100 m ² thereafter

Schedule A of Bylaw 10041

Section 1.15.2 (b)	Heritage Revitalization Agreement where use or density is not varied	\$1,895.00	\$630.00 for the first 464.5 m ² of gross floor area plus: - \$132.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$26.00 for each additional 92.9m ² or portion of 92.9m ² of gross floor area over 9,290 m ²
Section 1.15.3	Early Public Notices – Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance, or Heritage Revitalization Agreement	\$1.52 per address identified	Not Applicable
Section 1.15.4	Public Hearing Notices – Heritage Revitalization Agreement (where use or density is varied)	\$1.52 per address identified	Not Applicable
Section 1.15.5	Meeting Notices for Heritage Alteration Permit that involves a variance to the Zoning Bylaw or additional floor area, or Heritage Revitalization Agreement that is not subject to the Public Hearing requirement	\$1.52 per address identified	Not Applicable



**Development Application Fees Bylaw No. 8951,
Amendment Bylaw No. 10450**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. **Development Application Fees Bylaw No. 8951**, as amended, is further amended:

a) At Part One – Establishment of Fees, by inserting a new sub-section 1.15.5 as follows:

“1.15.5 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 involves additional floor area or a variance to the **Zoning Bylaw**, or a **heritage revitalization agreement** that is not subject to the **public hearing** requirement under Section 1.15 must pay the applicable fee as specified in the Consolidated Fees Bylaw No. 8636 for the mailed meeting notices.”;

b) At Section 1.12.3, by deleting the phrase “section 939” and replacing it with “section 508”;

c) At Part Two – Interpretation, by deleting definitions of heritage alteration permit and heritage revitalization agreement from Section 2.1 and replacing them with the following:

“HERITAGE ALTERATION PERMIT means a heritage alteration permit pursuant to Heritage Procedures Bylaw No. 8400 authorizing alterations or other actions in relation to protected heritage property or property within a heritage conservation area under Section 617 of the *Local Government Act*.

HERITAGE REVITALIZATION AGREEMENT means an agreement pursuant to Heritage Procedures Bylaw No. 8400 between the **City** and owner of heritage property under Section 610 of the *Local Government Act*.”;

d) At Section 2.1 by deleting from the definition of “Development Permit” the phrase “Section 920” and replacing it with “Section 490”;

- e) At Section 2.1 by deleting from the definition of “Development Variance Permit” the phrase “Section 922” and replacing it with “Section 498”; and
- f) At Section 2.1 by deleting from the definition of “Temporary Use Permit” the phrase “Section 921” and replacing it with “Section 493”.

2. This Bylaw may be cited as **“Development Application Fees Bylaw No. 8951, Amendment Bylaw No. 10450”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by <i>MP</i>
APPROVED by Director or Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER



**Development Permit, Development Variance Permit, Temporary
Commercial and Industrial Permit Procedure Bylaw No. 7273,
Amendment Bylaw No. 10451**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. **Development Permit, Development Variance Permit, Temporary Commercial and Industrial Permit Procedure Bylaw No. 7273**, as amended, is further amended:

- a) At Part One: Permit Application Procedure, by deleting section 1.2.2.(b) and replacing it with the following:

“1.2.2 (b) does not apply to **development permit** applications for a **granny flat** or a **coach house**, or **development permit** applications applied for under subsection 5.5.1 below.”;

- b) At Part Two: Processing of Permit Applications by the Manager of Development Applications, by adding the following as section 2.2.3:

“2.2.3 Notwithstanding subsections 2.2.1 and 2.2.2 above, the **Director, Development** is responsible for processing and reviewing applications for **development permits** under subsection 5.5.1 of this Bylaw.”;

- c) At Part Three: Notification of Property Owners and Occupiers, by adding the following as new section 3.1.3:

“3.1.3 Notwithstanding subsection 3.1.1, the **City Clerk** is not required to provide notice as set out in subsections 3.1.1 and 3.1.2 for a proposed **development permit** under subsection 5.5.1.”;

- d) At Part Five: Consideration of Applications by Council, by adding the following as section 5.5:

“5.5 **Delegation of Development Permits in Steveston Village Heritage Conservation Area**

5.5.1. Notwithstanding with Section 5.1 above, **Council** delegates to the **Director, Development** the authority to:

- (a) approve and issue **development permits** for properties located in the **Steveston Village Heritage Conservation Area** in respect of the following:
 - (i) exterior cladding replacement on a like-for-like basis;
 - (ii) roof repair, maintenance, or replacement; and
 - (iii) exterior changes, including landscape changes (e.g. fence construction), provided that the proposed changes do not alter the overall form and character, do not involve additional floor area, and the construction value does not exceed \$75,000;
- (b) reject **development permit** applications submitted under subsection 5.5.1(a);
- (c) vary and supplement **development permits** under subsection 5.5.1(a) and impose conditions and requirements on said permits; and
- (d) cancel **development permits** under subsection 5.5.1(a) if a permit holder fails to comply with a term of condition of the permit.

5.5.2 The **Director, Development** must send a notice of the decision in writing to the **applicant**.

5.5.3 An **applicant** for a **development permit** under subsection 5.5.1 is entitled to reconsideration of the decision of the **Director, Development** in accordance with the following process:

- (a) the **applicant** must apply for the reconsideration by delivering to the **City Clerk**, and providing a copy to the **Director, Development**, within 30 days after the decision of the **Director, Development** is deemed to be received by the **applicant**, a reconsideration application in writing setting out the following:
 - (i) the date of the decision of the **Director, Development** and the nature of the decision;
 - (ii) reasons why the **applicant** wishes the decision to be reconsidered by **Council**;
 - (iii) a request from the **applicant** that the decision be

made by **Council**, with brief reasons in support of the request; and

- (iv) a copy of any materials the **applicant** considers to be relevant to the reconsideration by **Council**;
- (b) the **Director, Development** must present to the General Purpose Committee, a report on the application and decision to be reconsidered, consisting of a recommendation, and any other information the **Director, Development** considers to be relevant;
- (c) the **applicant** may delegate to the General Purposes Committee in accordance with Council Procedure Bylaw No. 7560 at the regular meeting of the General Purposes Committee at which the **Director, Development's** report is on the agenda;
- (d) upon receipt of the recommendation from the **Director, Development** and the delegation from the **applicant**, the General Purpose Committee must make a recommendation to **Council** to:
 - (i) confirm the decision of the **Director, Development**;
 - (ii) vary or set aside the decision of the **Director, Development** and substitute the decision of **Council** and either:
 - a. issue the **development permit**;
 - b. issue the **development permit** amended by resolution of the committee; or
 - c. reject the **development permit** application; or
 - (iii) refer the **development permit** application to the **Director, Development**, with direction as to modifications the committee would like to see investigated or implemented;
- (e) where the General Purpose Committee determines that a **development permit** application poses significant policy issues or public controversy, the committee may recommend to **Council** that such application be forwarded to a **public hearing** for further input; and
- (f) upon receipt of the recommendation from the General

Purpose Committee, **Council** must:

- i. confirm the decision of the **Director, Development**; or
- ii. vary or set aside the decision of the **Director, Development** and substitute the decision of Council and either:
 - a. issue the **development permit** under subsection 5.5.1;
 - b. issue the **development permit** amended by resolution of **Council**; or
 - c. reject the application for a **development permit** under subsection 5.5.1; or
- iii. refer the **development permit** application to a **public hearing** for further consideration and detail.”;

e) At Part Eight: Issuing of Permits, by adding the following as section 8.1.4:

“8.1.4 Where the **Director, Development** issues a **development permit** for properties in the **Steveston Village Heritage Conservation Area** under subsection 5.5.1, the **City Clerk** must ensure that such permit is properly executed and must mail or otherwise deliver such permit to the **applicant**, and cause the appropriate “Notice of Permit” to be filed in the Provincial Land Title Office.”; and

f) At Part Twelve: Interpretation, by adding the following defined term in alphabetical order:

“Steveston Village Heritage Conservation Area

means an area designated as a heritage conservation area as shown in the Steveston Village Heritage Conservation Area Map included in the Steveston Area Plan Bylaw 7100 Schedule 2.4 of the **Official Community Plan** under section 614 of the *Local Government Act*.”.

2. This Bylaw may be cited as **“Development Permit, Development Variance Permit, Temporary Commercial and Industrial Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10450”**.

FIRST READING

7156252

PH – 239

CITY OF RICHMOND
APPROVED by <i>MP</i>
APPROVED by Director of Solicitor

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER



**Regular Council
Monday, April 24, 2023**

12. REFERRAL RESPONSE ON HERITAGE PROCEDURES

(File Ref. No. 08-4200-01; 12-8060-20-010039; 12-8060-20-010040; 12-8060-20-010041; 12-8060-20-010450; 12-8060-20-010451) (REDMS No. 7082713, 6174870, 6177262, 6173037, 7156240, 7156252)

- (1) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, which amends:*
- (a) *Schedule 1 (Official Community Plan) to revise the general Development Permit exemption criteria for protected heritage properties; and*
 - (b) *Schedule 2.4 (Steveston Area Plan) to revise the Development Permit exemption criteria for properties located in the Steveston Village Node, and the Steveston Village General Guidelines be introduced and given first reading;*
- (2) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, having been considered in conjunction with:*
- (a) *the City's Consolidated 5 Year Financial Plan and Capital Program; and*
 - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans*
- is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;*



**Regular Council
Monday, April 24, 2023**

- (3) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10039, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation;*
- (4) *That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273, Amendment Bylaw 10451, to add matters that can be handled by delegated authority be introduced and given first, second and third reading;*
- (5) *That Heritage Procedures Bylaw 8400, Amendment Bylaw 10040, to:*
 - (a) *introduce the Heritage Alteration Permit exemption criteria;*
 - (b) *clarify matters that can be handled by delegated authority;*
 - (c) *establish the development notification sign and meeting notice requirements for Heritage Alteration Permit and Heritage Revitalization Agreement applications; and*
 - (d) *remove the attached Heritage Alteration Permit template, and Heritage Alteration Permit and Heritage Revitalization Agreement application forms*
be introduced and given first, second and third reading;
- (6) *That Consolidated Fees Bylaw 8636, Amendment Bylaw 10041, to amend the fee structures for Heritage Alteration Permit and Heritage Revitalization Agreement applications be introduced and given first, second and third reading; and*
- (7) *That Development Application Fees Bylaw 8951, Amendment Bylaw 10450, to add a fee requirement for mailed meeting notices for Heritage Alteration Permit and Heritage Revitalization Agreement applications be introduced and given first, second and third reading.*

ADOPTED ON CONSENT